

BOS AGENDA  
WEB VERSION ONLY





TOWN OF HENNIKER, NEW HAMPSHIRE  
**SELECTMEN & SEWER COMMISSIONERS**  
**AGENDA & PUBLIC HEARING**

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

**Tuesday April 2, 2024**  
**6:15 pm**

- I. 6:15 CALL TO ORDER REGULAR PUBLIC SESSION**
- II. PLEDGE OF ALLEGIANCE**
- III. ANNOUNCEMENTS**
- IV. CONSENT AGENDA**
  - 1) [Consent Agenda April 2, 2024](#)
- V. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VI. 6: 30 PUBLIC HEARING**
  - 2) [Fee Schedule – Public Safety](#)
- VII. APPOINTMENTS WITH THE BOARD**
  - 3) [Alexis Deruisseau, Henniker Area Christian Fellowship – Request for Reduction of Community Center Rental Fees](#)
- VIII. NEW BUSINESS**
  - 4) [Board of Selectmen - Committee and Commission Assignments](#)
- IX. CONTINUED BUSINESS**
  - 5) [Chief Morse - Expenditure Request from the Fire-Rescue Building Expendable Trust Fund](#)
  - 6) [Emergency Management Performance Grant Agreement – Generator for Emergency Operation Center](#)
- X. TABLED BUSINESS**
  - CVRC request for Ham radio repeater on Craney Hill Communications Tower
  - ARPA funding allocation
  - Policies
    - III.1, III.3, III.5, III.7, IV.5
    - Personnel Policies – tabled 3/21/23 pending input from TA/Finance/HR
- XI. PAST MEETING MINUTES**
  - 7) [Board of Selectmen Meeting Minutes March 19, 2024, 6:15pm](#)

## **XII. COMMUNICATIONS**

- 8) Town Administrator Report
- 9) Correspondence - Letters and Notices
- 10) Selectmen Reports

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

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

## **XV. ADJOURNMENT**

## **XVI. UPCOMING DATES 2024**

- April 2, 2024 – Concert Committee Meeting @ 6:30 p.m.
- April 3, 2024 – Henniker Community School Board Meeting @ 6:00 p.m.
- April 3, 2024 – Conservation Commission Meeting @ 7:00 p.m.
- April 10, 2024 – Town Clerk/Tax Collector CLOSED for Tax Collector Workshop
- April 10, 2024 – Tucker Free Library Open House, 4 p.m. – 6:00 p.m.
- April 10, 2024 – John Stark Regional High School Board Meeting @ 6:00 p.m.
- April 10, 2024 – Planning Board Meeting @ 6:00 p.m.
- April 15, 2024 – Cogswell Spring Water Works Commissioners Meeting @ 4: p.m.
- April 15, 2024 – Budget Advisory Committee Meeting @ 4:30 p.m.
- April 15, 2024 – Energy Committee Meeting @ 5:30 p.m.
- April 15, 2024 – Henniker Youth Athletics Committee Meeting @ 7:30 p.m.
- April 16, 2024 – Board of Selectmen Meeting @ 6:15 p.m.

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

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

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

# NONPUBLIC #1

# ANNOUNCEMENTS

# CONSENT AGENDA



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TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN & SEWER COMMISSIONERS  
CONSENT AGENDA

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**Tuesday, April 2, 2024**

Consent Agenda

- Item 1:** Veterans' Credit Application – Map/Lot 5A-134-J
- Item 2:** Veterans' Credit Application – Map/Lot 9-612-B2
- Item 3:** Veterans' Credit Application – Map/Lot 9-612-B2
- Item 4:** Elderly Exemption Application – Map/Lot 7-566-D
- Item 5:** Disabled Exemption Application – Map/Lot 7-566-D
- Item 6:** Volunteer Application Cable TV Committee – Knudsen
- Item 7:** Intent To Cut – Map/Lot 10-711
- Item 8:** Authorization to Expend Funds from Expendable Trust Funds – Fire-Rescue Door Locks
- Item 9:** Payroll Check Register – March 27, 2024
- Item 10:** Land Use Change Tax & Warrant – Map/Lot 5A-65
- Item 11:** MS-636 – 2024 Proposed Budget
- Item 12:** Excavation Tax Bills & Warrant – Map/Lots 9-605-A, 615, and 605
- Item 13:** Abatement Request – Map/Lot 9-619-87 Keyser Pond Campground Site 87
- Item 14:** Accounts Payable Manifest – April 3, 2024

Board of Selectmen Approval:

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



























**TOWN OF HENNIKER APPOINTMENT**

To **Paul J. Knudsen**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of *Paul J. Knudsen*, appointing him as a Volunteer Member of the *Cable TV Committee* until September 1, 2027.

**BOARD OF SELECTMEN:**

|       |             |
|-------|-------------|
| _____ | Date: _____ |
| _____ | Date: _____ |
| _____ | Date: _____ |
| _____ | Date: _____ |
| _____ | Date: _____ |







**Henniker Board of Selectmen**  
**Authorization to Expend Funds from**  
**Expendable Trust Funds**

**Date:** April 2, 2024

**Requestor:** Finance Department

**Funds to be expended from:** Fire-Rescue Building Expendable Trust Fund

**Authority:** Board of Selectmen agents to expend

**Expenditure Purpose:** New door locks

**Amount Requested:** \$4,289.68

**Additional Notes:**

**Authorization:** By way of Consent Agenda, the Henniker Board of Selectmen hereby authorizes the expenditure of \$4,289.68 from the Fire-Rescue Building Expendable Trust Fund for the purpose of installing new door locks at the fire station. This represents an in kind portion of the EMPG grant that has been approved at the fire station

And the Board of Selectmen request disbursement from Trustees of Trust Funds from the Expendable Trust of which they are agents to expend to reimburse the General Fund.

Chairman Signature: \_\_\_\_\_

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

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

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

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

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

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

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

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

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



**TOWN OF HENNIKER  
PAYROLL CHECK REGISTERS  
DATE: MARCH 27, 2024**

|                     |                    |
|---------------------|--------------------|
| WAGES:              | \$65,151.62        |
| PAYROLL DEDUCTIONS: | <u>\$14,644.82</u> |
| TOTAL:              | <u>\$79,796.44</u> |

**BOARD OF SELECTMEN APPROVAL**

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**Kris Blomback** **Date**

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**Bill Marko** **Date**

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**Neal Martin** **Date**

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**Jeff Morse** **Date**

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**Peter Flynn** **Date**

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 **Town Administrator** **3/26/24**  
**Date**

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**Treasurer** **Date**















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

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

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

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

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

|  |                              |
|--|------------------------------|
| (a) State of New Hampshire, County of: MERRIMACK   |                              |
| (b) To: DEBORAH C. AUCOIN  | Municipal Collector of taxes |
| (c) for the municipality of: HENNIKER  | in said County.              |
| (d) In the name of said State you are directed to collect the <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of:<br>Interest at 18% will be assessed after 30 days. | \$ 27,520.00                 |
| (e) Given under our hands at HENNIKER, NH  |                              |
| (f) This day of APRIL 2, 2024  |                              |
| (g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY<br>THOMAS N PATENAUDE 2012 IRREVOCABLE TRUST & KATHLEEN A GOSS REVOCABLE TRUST  |                              |
| LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS<br>32 HARVEY WAY, HILLSBOROUGH, NH 03244  |                              |
| (h) MUNICIPAL TAX MAP<br>5A  | LOT NUMBER<br>65             |

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

|   |                                       |                  |
|---|---------------------------------------|------------------|
| TYPE OR PRINT NAME (in black or dark blue ink)<br>KRIS BLOMBACK | SIGNATURE (in black or dark blue ink) | DATE<br>4/2/2024 |
| TYPE OR PRINT NAME (in black or dark blue ink)<br>WILLIAM MARKO | SIGNATURE (in black or dark blue ink) | DATE<br>4/2/2024 |
| TYPE OR PRINT NAME (in black or dark blue ink)<br>NEAL B MARTIN | SIGNATURE (in black or dark blue ink) | DATE<br>4/2/2024 |
| TYPE OR PRINT NAME (in black or dark blue ink)<br>JEFF MORSE    | SIGNATURE (in black or dark blue ink) | DATE<br>4/2/2024 |
| TYPE OR PRINT NAME (in black or dark blue ink)<br>PETER R FLYNN | SIGNATURE (in black or dark blue ink) | DATE<br>4/2/2024 |

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

**WARRANT FOR LAND USE CHANGE TAX**

**INSTRUCTIONS**

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**WHEN TO FILE**

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

**WHO MUST FILE**

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

**WHERE TO FILE**

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

**TAX COLLECTOR PROCEDURES**

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

**WHEN TAX IS DUE**

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

**COLLECTION OF UNPAID TAX**

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

**ADA**

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

**NEED HELP?**

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

**LINE-BY-LINE FORM INSTRUCTIONS**

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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



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

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

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

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

|                                     |   |                                   |                          |
|-------------------------------------|---|-----------------------------------|--------------------------|
| <b>PLEASE TYPE OR PRINT</b>         | LAST NAME/CORPORATION/TRUST NAME<br><b>THOMAS N PATENAUE 2012 IRREV TRUST</b> | FIRST NAME/CORPORATION/TRUST NAME | INITIAL                  |
|                                     | LAST NAME/CORPORATION/TRUST NAME<br><b>KATHLEEN A GOSS REVOCABLE TRUST</b>    | FIRST NAME/CORPORATION/TRUST NAME | INITIAL                  |
|                                     | LAST NAME/CORPORATION/TRUST NAME  | FIRST NAME/CORPORATION/TRUST NAME | INITIAL                  |
|                                     | LAST NAME/CORPORATION/TRUST NAME  | FIRST NAME/CORPORATION/TRUST NAME | INITIAL                  |
|                                     | MAILING ADDRESS<br><b>32 HARVEY WAY</b>                                       |                                   |                          |
| MUNICIPALITY<br><b>HILLSBOROUGH</b> |   | STATE<br><b>NH</b>                | ZIP CODE<br><b>03244</b> |

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

|                             |   |                                       |                                 |  |
|-----------------------------|---|---------------------------------------|---------------------------------|--|
| <b>PLEASE TYPE OR PRINT</b> | (a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED   |                                       |                                 |  |
|                             | (b) ACCESSIBLE STREET LOCATION<br><b>796 LIBERTY HILL ROAD</b>  |                                       | MUNICIPALITY<br><b>HENNIKER</b> | COUNTY<br><b>MERRIMACK</b>               |
|                             | (c) TOTAL ACRES OF PARCEL<br><b>386</b>   | PARCEL TAX MAP AND LOT #<br><b>5A</b> | <b>65</b>                       | DEED BOOK AND PAGE #<br><b>3359 0128</b> |
|                             | (d) CHECK ONE BELOW:<br><input checked="" type="checkbox"/> PARTIAL RELEASE <input type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX |                                       |                                 |  |

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

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

|  |  |  |
|--|--|--|
| (a) Owners Name When Land Was First Recorded in Current Use:<br><b>FRANK GOSS 1976</b> | DEED BOOK AND PAGE #<br><b>621 481</b> |  |
| (b) Total Number of Acres Originally Enrolled in Current Use                           | <b>383.000</b>                         |  |
| (c) Total Number of Acres Previously Released Since The Original Recording             |  |  |
| (d) Number of Acres Subject to the LUCT Per This Assessment                            | <b>1.852</b>                           |  |
| (e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]                | <b>381.148</b>                         |  |

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

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

(continued)

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

|   |                                    |
|---|------------------------------------|
| (a) Narrative Description of the Disqualification:<br><b>1.852 AC DISQUALIFIED DUE TO CONSTRUCTION OF CELL TOWER. CONSTRUCTION SITE &amp; ACCESS.</b> |                                    |
| (b) Actual Date of Change in Use (MM/DD/YYYY)   | <b>11/21/2022</b>                  |
| (c) Full and True Market Value at Time of Change in Use   | \$ <b>275,000</b>                  |
| (d) Land Use Change Tax [Step 4(c) multiplied by 10%]   | \$ <b>27,500</b> + \$20 Rec. Fee = |

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

\$27,520.00

|   |                                       |                         |
|---|---------------------------------------|-------------------------|
| TYPE OR PRINT NAME (in black or dark blue ink)<br><b>KRIS BLOMBACK</b>  | SIGNATURE (in black or dark blue ink) | DATE<br><b>4/2/2024</b> |
| TYPE OR PRINT NAME (in black or dark blue ink)<br><b>WILLIAM MARKO</b>  | SIGNATURE (in black or dark blue ink) | DATE<br><b>4/2/2024</b> |
| TYPE OR PRINT NAME (in black or dark blue ink)<br><b>NEAL B. MARTIN</b> | SIGNATURE (in black or dark blue ink) | DATE<br><b>4/2/2024</b> |
| TYPE OR PRINT NAME (in black or dark blue ink)<br><b>JEFF MORSE</b>     | SIGNATURE (in black or dark blue ink) | DATE<br><b>4/2/2024</b> |
| TYPE OR PRINT NAME (in black or dark blue ink)<br><b>PETER R. FLYNN</b> | SIGNATURE (in black or dark blue ink) | DATE<br><b>4/2/2024</b> |

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

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

|  |                    |   |         |
|--|--------------------|---|---------|
| LAST NAME/CORPORATION/TRUST NAME<br><b>THOMAS N PATENAUDE 2012 IRREV TRUST</b> |                    | FIRST NAME/CORPORATION/TRUST NAME<br><b>KATHLEEN A GOSS REVOC TRUST</b> | INITIAL |
| MAILING ADDRESS<br><b>32 HARVEY WAY</b>  |                    |   |         |
| MUNICIPALITY<br><b>HILLSBOROUGH</b>  | STATE<br><b>NH</b> | ZIP CODE<br><b>03244</b>  |         |
| (b) Actual Date of Change in Use (MM/DD/YYYY)                                  |                    | align="right"> <b>11/21/2022</b>  |         |
| (c) Date of Land Use Change Tax Bill (MM/DD/YYYY)                              |                    | align="right"> <b>04/09/2024</b>  |         |
| (d) Full and True Market Value at Time of Change in Use                        |                    | align="right">\$ <b>275,000</b>   |         |
| (e) Land Use Change Tax Due  |                    | align="right">\$ <b>27,500</b> + \$20.00 Fee =                          |         |

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

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

(continued)

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

|   |                    |                          |
|---|--------------------|--------------------------|
| (a) MAKE CHECKS PAYABLE TO:<br><b>TOWN OF HENNIKER</b>  |                    |                          |
| (b) MAIL TO:<br><b>DEBORAH C. AUCOIN - TAX COLLECTOR</b>  |                    |                          |
| MAILING ADDRESS:<br><b>18 DEPOT HILL ROAD</b>   |                    |                          |
| MUNICIPALITY<br><b>HENNIKER</b>   | STATE<br><b>NH</b> | ZIP CODE<br><b>03242</b> |
| (c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION:<br><b>18 DEPOT HILL ROAD, HENNIKER, NH 03242</b>  |                    |                          |
| (d) MUNICIPAL TAX COLLECTOR OFFICE HOURS:<br><b>M-W-F: 8 AM - 4 PM, TUE: 10 AM - 6 PM, THURSDAY CLOSED</b>  |                    |                          |
| (e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input type="checkbox"/> No   |                    |                          |
| (f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ _____   |                    |                          |
| PAYABLE TO: <b>TOWN OF HENNIKER</b>   |                    |                          |
| (g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: <b>MAY 10, 2024</b> |                    |                          |

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

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

|      |
|------|
| FORM |
| A-5  |

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

**WHO MUST FILE**

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

**WHEN TO FILE**

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

**WHERE TO FILE**

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

**BILLING AND COLLECTION OF THE TAX**

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

**APPEAL OF LAND USE CHANGE TAX**

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

**ADA**

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

**NEED HELP?**

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

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

**LINE-BY-LINE INSTRUCTIONS**

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

**STEP 1**

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

**STEP 2**

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

**STEP 3**

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

**STEP 4**

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

**STEP 5**

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

**STEP 6**

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

**STEP 7**

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

**STEP 8**

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





**Proposed Budget  
Henniker**

For the period beginning January 1, 2024 and ending December 31, 2024  
Form Due Date: **20 Days after the Annual Meeting**

This form was posted with the warrant on: \_\_\_\_\_

**GOVERNING BODY CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

| Name          | Position              | Signature |
|---------------|-----------------------|-----------|
| Kris Blomback | Selectman, Chair      |           |
| William Marko | Selectman, Vice Chair |           |
| Neal Martin   | Selectman             |           |
| Jeff Morse    | Selectman             |           |
|               |                       |           |
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This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

| Account                                 | Purpose                                      | Article | Expenditures for period ending 12/31/2023 | Appropriations for period ending 12/31/2023 | Proposed Appropriations for period ending 12/31/2024 |                   |
|---|--|---------|---|---|--|-------------------|
|   |  |         |   |   | (Recommended)  | (Not Recommended) |
| <b>General Government</b>               |  |         |   |   |  |                   |
| 4130                                    | Executive                                    | 11      | \$13,678                                  | \$31,686                                    | \$355,201  | \$0               |
| 4140                                    | Election, Registration, and Vital Statistics | 11      | \$105,895                                 | \$105,845                                   | \$137,768  | \$0               |
| 4150                                    | Financial Administration                     | 11      | \$786,971                                 | \$884,698                                   | \$360,207  | \$0               |
| 4152                                    | Property Assessment                          | 11      | \$0                                       | \$0   | \$60,350   | \$0               |
| 4153                                    | Legal Expense                                | 11      | \$17,722                                  | \$20,000                                    | \$40,000   | \$0               |
| 4155                                    | Personnel Administration                     |         | \$0                                       | \$0   | \$0  | \$0               |
| 4191                                    | Planning and Zoning                          | 11      | \$23,860                                  | \$35,950                                    | \$36,997   | \$0               |
| 4194                                    | General Government Buildings                 | 11      | \$0                                       | \$0   | \$107,758  | \$0               |
| 4195                                    | Cemeteries                                   | 11      | \$21,780                                  | \$21,330                                    | \$35,030   | \$0               |
| 4196                                    | Insurance Not Otherwise Allocated            | 11      | \$154,250                                 | \$156,615                                   | \$169,674  | \$0               |
| 4197                                    | Advertising and Regional Associations        | 11      | \$4,052                                   | \$4,157                                     | \$4,043  | \$0               |
| 4198                                    | Contingency                                  |         | \$0                                       | \$0   | \$0  | \$0               |
| 4199                                    | Other General Government                     |         | \$0                                       | \$0   | \$0  | \$0               |
| <b>General Government Subtotal</b>      |  |         | <b>\$1,128,208</b>                        | <b>\$1,260,281</b>                          | <b>\$1,307,028</b>                                   | <b>\$0</b>        |
| <b>Public Safety</b>                    |  |         |   |   |  |                   |
| 4210                                    | Police                                       | 11      | \$1,430,598                               | \$1,435,378                                 | \$1,487,263  | \$0               |
| 4215                                    | Ambulances                                   | 11      | \$0                                       | \$0   | \$128,997  | \$0               |
| 4220                                    | Fire   | 11      | \$914,119                                 | \$1,022,971                                 | \$968,958  | \$0               |
| 4240                                    | Building Inspection                          | 11      | \$29,318                                  | \$29,993                                    | \$32,388   | \$0               |
| 4290                                    | Emergency Management                         | 11      | \$1,773                                   | \$1,292                                     | \$5,493  | \$0               |
| 4299                                    | Other Public Safety                          |         | \$0                                       | \$0   | \$0  | \$0               |
| <b>Public Safety Subtotal</b>           |  |         | <b>\$2,375,808</b>                        | <b>\$2,489,634</b>                          | <b>\$2,623,099</b>                                   | <b>\$0</b>        |
| <b>Airport/Aviation Center</b>          |  |         |   |   |  |                   |
| 4301                                    | Airport Administration                       |         | \$0                                       | \$0   | \$0  | \$0               |
| 4302                                    | Airport Operations                           |         | \$0                                       | \$0   | \$0  | \$0               |
| 4309                                    | Other Airport                                |         | \$0                                       | \$0   | \$0  | \$0               |
| <b>Airport/Aviation Center Subtotal</b> |  |         | <b>\$0</b>                                | <b>\$0</b>                                  | <b>\$0</b>   | <b>\$0</b>        |
| <b>Highways and Streets</b>             |  |         |   |   |  |                   |
| 4311                                    | Highway Administration                       | 11      | \$757,548                                 | \$861,750                                   | \$902,646  | \$0               |
| 4312                                    | Highways and Streets                         | 11      | \$596,743                                 | \$711,000                                   | \$874,000  | \$0               |
| 4313                                    | Bridges                                      |         | \$0                                       | \$0   | \$0  | \$0               |
| 4316                                    | Street Lighting                              | 11      | \$0                                       | \$0   | \$13,500   | \$0               |
| 4319                                    | Other Highway, Streets, and Bridges          |         | \$0                                       | \$0   | \$0  | \$0               |
| <b>Highways and Streets Subtotal</b>    |  |         | <b>\$1,354,291</b>                        | <b>\$1,572,750</b>                          | <b>\$1,790,146</b>                                   | <b>\$0</b>        |





**Appropriations**

| Account                                 | Purpose  | Article | Expenditures for | Appropriations    | Proposed Appropriations for period |                   |
|---|--|---------|------------------|-------------------|------------------------------------|-------------------|
|   |  |         | period ending    | for period ending | ending 12/31/2024                  |                   |
|   |  |         | 12/31/2023       | 12/31/2023        | (Recommended)                      | (Not Recommended) |
| <b>Sanitation</b>                       |  |         |                  |                   |                                    |                   |
| 4321                                    | Sanitation Administration                        | 11      | \$521,254        | \$584,000         | \$478,739                          | \$0               |
| 4323                                    | Solid Waste Collection                           |         | \$0              | \$0               | \$0                                | \$0               |
| 4324                                    | Solid Waste Disposal                             |         | \$0              | \$0               | \$0                                | \$0               |
| 4325                                    | Solid Waste Facilities Clean-Up                  |         | \$0              | \$0               | \$0                                | \$0               |
| 4326                                    | Sewage Collection and Disposal                   |         | \$0              | \$0               | \$0                                | \$0               |
| 4329                                    | Other Sanitation                                 |         | \$0              | \$0               | \$0                                | \$0               |
|   | <b>Sanitation Subtotal</b>                       |         | <b>\$521,254</b> | <b>\$584,000</b>  | <b>\$478,739</b>                   | <b>\$0</b>        |
| <b>Water Distribution and Treatment</b> |  |         |                  |                   |                                    |                   |
| 4331                                    | Water Administration                             |         | \$0              | \$0               | \$0                                | \$0               |
| 4332                                    | Water Services                                   |         | \$0              | \$0               | \$0                                | \$0               |
| 4335                                    | Water Treatment                                  |         | \$0              | \$0               | \$0                                | \$0               |
| 4338                                    | Water Conservation                               |         | \$0              | \$0               | \$0                                | \$0               |
| 4339                                    | Other Water                                      |         | \$0              | \$0               | \$0                                | \$0               |
|   | <b>Water Distribution and Treatment Subtotal</b> |         | <b>\$0</b>       | <b>\$0</b>        | <b>\$0</b>                         | <b>\$0</b>        |
| <b>Electric</b>                         |  |         |                  |                   |                                    |                   |
| 4351                                    | Electric Administration                          |         | \$0              | \$0               | \$0                                | \$0               |
| 4352                                    | Generation                                       |         | \$0              | \$0               | \$0                                | \$0               |
| 4353                                    | Purchase Costs                                   |         | \$0              | \$0               | \$0                                | \$0               |
| 4354                                    | Electric Equipment Maintenance                   |         | \$0              | \$0               | \$0                                | \$0               |
| 4359                                    | Other Electric Costs                             |         | \$0              | \$0               | \$0                                | \$0               |
|   | <b>Electric Subtotal</b>                         |         | <b>\$0</b>       | <b>\$0</b>        | <b>\$0</b>                         | <b>\$0</b>        |
| <b>Health</b>                           |  |         |                  |                   |                                    |                   |
| 4411                                    | Health Administration                            | 11      | \$0              | \$0               | \$5,883                            | \$0               |
| 4414                                    | Pest Control                                     | 11      | \$868            | \$9,408           | \$5,340                            | \$0               |
| 4415                                    | Health Agencies and Hospitals                    |         | \$79,000         | \$79,000          | \$0                                | \$0               |
| 4419                                    | Other Health                                     | 11      | \$0              | \$0               | \$79,000                           | \$0               |
|   | <b>Health Subtotal</b>                           |         | <b>\$79,868</b>  | <b>\$88,408</b>   | <b>\$90,223</b>                    | <b>\$0</b>        |
| <b>Welfare</b>                          |  |         |                  |                   |                                    |                   |
| 4441                                    | Welfare Administration                           | 11      | \$100,367        | \$80,000          | \$91,702                           | \$0               |
| 4442                                    | Direct Assistance                                |         | \$0              | \$0               | \$0                                | \$0               |
| 4444                                    | Intergovernmental Welfare Payments               |         | \$0              | \$0               | \$0                                | \$0               |
| 4445                                    | Vendor Payments                                  |         | \$0              | \$0               | \$0                                | \$0               |
| 4449                                    | Other Welfare                                    |         | \$0              | \$0               | \$0                                | \$0               |
|   | <b>Welfare Subtotal</b>                          |         | <b>\$100,367</b> | <b>\$80,000</b>   | <b>\$91,702</b>                    | <b>\$0</b>        |



**Appropriations**

| Account                                      | Purpose   | Article | Expenditures for<br>period ending<br>12/31/2023 | Appropriations<br>for period ending<br>12/31/2023 | Proposed Appropriations for period<br>ending 12/31/2024 |                   |
|--|---|---------|---|---|---|-------------------|
|  |   |         |   |   | (Recommended)   | (Not Recommended) |
| <b>Culture and Recreation</b>                |   |         |   |   |   |                   |
| 4520   | Parks and Recreation                                  | 11      | \$50,735  | \$39,840  | \$91,894  | \$0               |
| 4550   | Library   | 18      | \$241,287                                       | \$242,210   | \$266,244   | \$0               |
| 4583   | Patriotic Purposes                                    | 11      | \$3,412   | \$3,173   | \$3,210   | \$0               |
| 4589   | Other Culture and Recreation                          | 11      | \$0   | \$20,000  | \$21,726  | \$0               |
| <b>Culture and Recreation Subtotal</b>       |   |         | <b>\$295,434</b>                                | <b>\$305,223</b>                                  | <b>\$383,074</b>  | <b>\$0</b>        |
| <b>Conservation and Development</b>          |   |         |   |   |   |                   |
| 4611   | Conservation Administration                           | 11      | \$1,373   | \$2,890   | \$2,946   | \$0               |
| 4612   | Purchase of Natural Resources                         |         | \$0   | \$0   | \$0   | \$0               |
| 4619   | Other Conservation                                    |         | \$0   | \$0   | \$0   | \$0               |
| 4631   | Redevelopment and Housing<br>Administration           |         | \$0   | \$0   | \$0   | \$0               |
| 4632   | Other Redevelopment and Housing                       |         | \$0   | \$0   | \$0   | \$0               |
| 4651   | Economic Development Administration                   |         | \$0   | \$0   | \$0   | \$0               |
| 4652   | Economic Development                                  |         | \$0   | \$0   | \$0   | \$0               |
| 4659   | Other Economic Development                            |         | \$0   | \$0   | \$0   | \$0               |
| <b>Conservation and Development Subtotal</b> |   |         | <b>\$1,373</b>                                  | <b>\$2,890</b>                                    | <b>\$2,946</b>  | <b>\$0</b>        |
| <b>Debt Service</b>                          |   |         |   |   |   |                   |
| 4711   | Principal - Long Term Bonds, Notes, and<br>Other Debt | 11      | \$130,163                                       | \$130,163   | \$92,596  | \$0               |
| 4721   | Interest - Long Term Bonds, Notes, and<br>Other Debt  | 11      | \$17,850  | \$19,039  | \$16,265  | \$0               |
| 4723   | Interest on Tax and Revenue<br>Anticipation Notes     | 11      | \$7,528   | \$13,500  | \$13,500  | \$0               |
| 4790   | Other Debt Service Charges                            | 11      | \$0   | \$0   | \$37,568  | \$0               |
| <b>Debt Service Subtotal</b>                 |   |         | <b>\$155,541</b>                                | <b>\$162,702</b>                                  | <b>\$159,929</b>  | <b>\$0</b>        |
| <b>Capital Outlay</b>                        |   |         |   |   |   |                   |
| 4901   | Land  |         | \$0   | \$0   | \$0   | \$0               |
| 4902   | Machinery, Vehicles, and Equipment                    |         | \$301,787                                       | \$339,000   | \$0   | \$0               |
| 4903   | Buildings   |         | \$13,545  | \$0   | \$0   | \$0               |
| 4909   | Improvements Other than Buildings                     |         | \$761,611                                       | \$130,000   | \$0   | \$0               |
| <b>Capital Outlay Subtotal</b>               |   |         | <b>\$1,076,943</b>                              | <b>\$469,000</b>                                  | <b>\$0</b>  | <b>\$0</b>        |



**Appropriations**

| Account                        | Purpose                                      | Article | Expenditures for   | Appropriations     | Proposed Appropriations for period |                   |
|--------------------------------|--|---------|--------------------|--------------------|------------------------------------|-------------------|
|                                |  |         | period ending      | for period ending  | ending 12/31/2024                  |                   |
|                                |  |         | 12/31/2023         | 12/31/2023         | (Recommended)                      | (Not Recommended) |
| <b>Operating Transfers Out</b> |  |         |                    |                    |                                    |                   |
| 4911                           | To Revolving Funds                           |         | \$0                | \$0                | \$0                                | \$0               |
| 4912                           | To Special Revenue Funds                     |         | \$0                | \$0                | \$0                                | \$0               |
| 4913                           | To Capital Projects Funds                    |         | \$3,828            | \$0                | \$0                                | \$0               |
| 4914A                          | To Airport Proprietary Fund                  |         | \$0                | \$0                | \$0                                | \$0               |
| 4914E                          | To Electric Proprietary Fund                 |         | \$0                | \$0                | \$0                                | \$0               |
| 4914O                          | To Other Proprietary Fund                    |         | \$0                | \$0                | \$0                                | \$0               |
| 4914S                          | To Sewer Proprietary Fund                    |         | \$551,987          | \$723,058          | \$0                                | \$0               |
| 4914W                          | To Water Proprietary Fund                    |         | \$595,190          | \$497,655          | \$0                                | \$0               |
| 4918                           | To Non-Expendable Trust Funds                |         | \$0                | \$0                | \$0                                | \$0               |
| 4919                           | To Fiduciary Funds                           |         | \$0                | \$0                | \$0                                | \$0               |
|                                | <b>Operating Transfers Out Subtotal</b>      |         | <b>\$1,151,005</b> | <b>\$1,220,713</b> | <b>\$0</b>                         | <b>\$0</b>        |
|                                | <b>Total Operating Budget Appropriations</b> |         |                    |                    | <b>\$6,926,886</b>                 | <b>\$0</b>        |



**Special Warrant Articles**

| Account                                | Purpose                            | Article  | Proposed Appropriations for period ending 12/31/2024 |                   |
|--|------------------------------------|--|--|-------------------|
|  |                                    |  | (Recommended)  | (Not Recommended) |
| 4619                                   | Other Conservation                 | 10   | \$100,000  | \$0               |
|  |                                    | <i>Purpose: Hire lake management consulting firm to study redu</i> |  |                   |
| 4902                                   | Machinery, Vehicles, and Equipment | 14   | \$141,202  | \$0               |
|  |                                    | <i>Purpose: Purcahse ambulance chassis and re-box 2016 body</i>    |  |                   |
| 4902                                   | Machinery, Vehicles, and Equipment | 16   | \$305,000  | \$0               |
|  |                                    | <i>Purpose: Purchase highway dump/plow truck</i>                   |  |                   |
| 4909                                   | Improvements Other than Buildings  | 09   | \$1,500,000  | \$0               |
|  |                                    | <i>Purpose: Supplemental upgrades to the wastewater treatment</i>  |  |                   |
| 4915                                   | To Capital Reserve Funds           | 12   | \$470,000  | \$0               |
|  |                                    | <i>Purpose: Capital Reserve Contributions</i>                      |  |                   |
| 4915                                   | To Capital Reserve Funds           | 13   | \$80,000   | \$0               |
|  |                                    | <i>Purpose: Ambulance-CRF</i>                                      |  |                   |
| 4916                                   | To Expendable Trusts               | 15   | \$855,000  | \$0               |
|  |                                    | <i>Purpose: Appropriate to ETF's</i>                               |  |                   |
| 4916                                   | To Expendable Trusts               | 19   | \$10,000   | \$0               |
|  |                                    | <i>Purpose: Library Accessibility &amp; Safety Project ETF</i>     |  |                   |
| <b>Total Proposed Special Articles</b> |                                    |  | <b>\$3,461,202</b>                                   | <b>\$0</b>        |



Individual Warrant Articles

| Account                                   | Purpose                   | Article  | Proposed Appropriations for period ending 12/31/2024 |                   |
|---|---------------------------|--|--|-------------------|
|   |                           |  | (Recommended)  | (Not Recommended) |
| 4550                                      | Library                   | 17<br><i>Purpose: Tucker Free Library Granite/Mortar restoration, Mo</i> | \$20,000   | \$0               |
| 4914S                                     | To Sewer Proprietary Fund | 20<br><i>Purpose: Wastewater Treatment-user fee paid-operating budge</i> | \$780,792  | \$0               |
| 4914W                                     | To Water Proprietary Fund | 21<br><i>Purpose: Cogswell Spring-user fee paid-operating budget</i>     | \$514,616  | \$0               |
| <b>Total Proposed Individual Articles</b> |                           |  | <b>\$1,315,408</b>                                   | <b>\$0</b>        |



Revenues

| Account                            | Source   | Article | Actual Revenues for<br>period ending<br>12/31/2023 | Estimated Revenues for<br>period ending<br>12/31/2023 | Estimated Revenues for<br>period ending<br>12/31/2024 |
|------------------------------------|--|---------|--|---|---|
| <b>Taxes</b>                       |  |         |  |   |   |
| 3120                               | Land Use Change Taxes for General Fund           | 11      | \$11,645   | \$11,570  | \$11,000  |
| 3180                               | Resident Taxes                                   |         | \$0  | \$0   | \$0   |
| 3185                               | Yield Taxes                                      | 11      | \$33,639   | \$32,517  | \$32,500  |
| 3186                               | Payment in Lieu of Taxes                         | 11      | \$511  | \$511   | \$511   |
| 3187                               | Excavation Tax                                   | 11      | \$4,762  | \$4,762   | \$4,700   |
| 3189                               | Other Taxes                                      |         | \$0  | \$0   | \$0   |
| 3190                               | Interest and Penalties on Delinquent Taxes       | 11      | \$46,124   | \$45,000  | \$46,000  |
|                                    | <b>Taxes Subtotal</b>                            |         | <b>\$96,681</b>                                    | <b>\$94,360</b>                                       | <b>\$94,711</b>                                       |
| <b>Licenses, Permits, and Fees</b> |  |         |  |   |   |
| 3210                               | Business Licenses and Permits                    | 11      | \$1,380  | \$990   | \$1,000   |
| 3220                               | Motor Vehicle Permit Fees                        | 11      | \$1,088,930  | \$1,115,000   | \$1,020,000   |
| 3230                               | Building Permits                                 | 11      | \$35,466   | \$30,000  | \$31,500  |
| 3290                               | Other Licenses, Permits, and Fees                | 11      | \$4,747  | \$4,314   | \$4,000   |
|                                    | <b>Licenses, Permits, and Fees Subtotal</b>      |         | <b>\$1,130,523</b>                                 | <b>\$1,150,304</b>                                    | <b>\$1,056,500</b>                                    |
| <b>From Federal Government</b>     |  |         |  |   |   |
| 3311                               | Housing and Urban Development                    |         | \$0  | \$0   | \$0   |
| 3312                               | Environmental Protection                         |         | \$0  | \$0   | \$0   |
| 3313                               | Federal Emergency                                |         | \$0  | \$0   | \$0   |
| 3314                               | Federal Drug Enforcement                         |         | \$0  | \$0   | \$0   |
| 3319                               | Other Federal Grants and Reimbursements          |         | \$0  | \$0   | \$0   |
|                                    | <b>From Federal Government Subtotal</b>          |         | <b>\$0</b>   | <b>\$0</b>  | <b>\$0</b>  |
| <b>State Sources</b>               |  |         |  |   |   |
| 3351                               | Shared Revenues - Block Grant                    |         | \$0  | \$0   | \$0   |
| 3352                               | Meals and Rooms Tax Distribution                 | 11      | \$426,340  | \$426,340   | \$426,340   |
| 3353                               | Highway Block Grant                              | 11      | \$169,405  | \$169,427   | \$130,000   |
| 3354                               | Water Pollution Grant                            | 20      | \$6,525  | \$6,525   | \$6,525   |
| 3355                               | Housing and Community Development                |         | \$0  | \$0   | \$0   |
| 3356                               | State and Federal Forest Land Reimbursement      | 11      | \$81   | \$81  | \$5,498   |
| 3357                               | Flood Control Reimbursement                      | 11      | \$76,245   | \$81,643  | \$76,245  |
| 3359                               | Railroad Tax Distribution                        |         | \$5,822  | \$22,110  | \$0   |
| 3360                               | Water Filtration Grants                          |         | \$0  | \$0   | \$0   |
| 3361                               | Landfill Closure Grants                          |         | \$0  | \$0   | \$0   |
| 3369                               | Other Intergovernmental Revenue from State of NH | 11, 17  | \$0  | \$0   | \$24,000  |
| 3379                               | Intergovernmental Revenues - Other               | 11, 13  | \$115,805  | \$96,219  | \$112,019   |
|                                    | <b>State Sources Subtotal</b>                    |         | <b>\$800,223</b>                                   | <b>\$802,345</b>                                      | <b>\$780,627</b>                                      |



Revenues

| Account  | Source   | Article | Actual Revenues for period ending 12/31/2023 | Estimated Revenues for period ending 12/31/2023 | Estimated Revenues for period ending 12/31/2024 |
|--|--|---------|--|---|---|
| <b>Charges for Services</b>                      |  |         |  |   |   |
| 3401   | Income from Departments                            | 11      | \$555,279                                    | \$520,000                                       | \$492,956                                       |
| 3402   | Water Supply System Charges                        |         | \$0  | \$0   | \$0   |
| 3403   | Sewer User Charges                                 |         | \$0  | \$0   | \$0   |
| 3404   | Garbage-Refuse Charges                             |         | \$0  | \$0   | \$0   |
| 3405   | Electric User Charges                              |         | \$0  | \$0   | \$0   |
| 3406   | Airport Fees                                       |         | \$0  | \$0   | \$0   |
| 3409   | Other Charges                                      | 11      | \$87   | \$53  | \$75  |
| <b>Charges for Services Subtotal</b>             |  |         | <b>\$555,366</b>                             | <b>\$520,053</b>                                | <b>\$493,031</b>                                |
| <b>Miscellaneous Revenues</b>                    |  |         |  |   |   |
| 3500   | Special Assessments                                |         | \$0  | \$0   | \$0   |
| 3501   | Sale of Municipal Property                         | 11      | \$25,583                                     | \$25,583  | \$10,000  |
| 3502   | Interest on Investments                            | 11      | \$88,083                                     | \$70,000  | \$70,000  |
| 3503   | Other  |         | \$0  | \$0   | \$0   |
| 3504   | Fines and Forfeits                                 |         | \$0  | \$0   | \$0   |
| 3506   | Insurance Dividends and Reimbursements             |         | \$0  | \$0   | \$0   |
| 3508   | Contributions and Donations                        | 11      | \$11,597                                     | \$0   | \$14,200  |
| 3509   | Revenue from Misc Sources Not Otherwise Classified | 11      | \$17,235                                     | \$15,526  | \$5,000   |
| <b>Miscellaneous Revenues Subtotal</b>           |  |         | <b>\$142,498</b>                             | <b>\$111,109</b>                                | <b>\$99,200</b>                                 |
| <b>Interfund Operating Transfers In</b>          |  |         |  |   |   |
| 3911   | From Revolving Funds                               |         | \$0  | \$0   | \$0   |
| 3912   | From Special Revenue Funds                         |         | \$0  | \$0   | \$0   |
| 3913   | From Capital Projects Funds                        |         | \$0  | \$0   | \$0   |
| 3914A  | From Airport Proprietary Fund                      |         | \$0  | \$0   | \$0   |
| 3914E  | From Electric Proprietary Fund                     |         | \$0  | \$0   | \$0   |
| 3914O  | From Other Proprietary Fund                        |         | \$0  | \$0   | \$0   |
| 3914S  | From Sewer Proprietary Fund                        | 20      | \$545,462                                    | \$716,533                                       | \$774,267                                       |
| 3914W  | From Water Proprietary Fund                        | 21      | \$595,190                                    | \$497,655                                       | \$514,616                                       |
| 3915   | From Capital Reserve Funds                         | 14, 16  | \$0  | \$339,000                                       | \$446,202                                       |
| 3916   | From Trust and Fiduciary Funds                     | 11      | \$395,889                                    | \$14,100  | \$10,000  |
| 3917   | From Conservation Funds                            |         | \$0  | \$0   | \$0   |
| <b>Interfund Operating Transfers In Subtotal</b> |  |         | <b>\$1,536,541</b>                           | <b>\$1,567,288</b>                              | <b>\$1,745,085</b>                              |
| <b>Other Financing Sources</b>                   |  |         |  |   |   |
| 3934   | Proceeds from Long-Term Notes/Bonds/Other Sources  |         | \$0  | \$0   | \$1,600,000                                     |
| 9998   | Amount Voted from Fund Balance                     |         | \$0  | \$0   | \$0   |
| 9999   | Fund Balance to Reduce Taxes                       | 11      | \$0  | \$0   | \$400,000                                       |
| <b>Other Financing Sources Subtotal</b>          |  |         | <b>\$0</b>                                   | <b>\$0</b>                                      | <b>\$2,000,000</b>                              |
| <b>Total Estimated Revenues and Credits</b>      |  |         | <b>\$4,261,832</b>                           | <b>\$4,245,459</b>                              | <b>\$6,269,154</b>                              |



**Budget Summary**

| <b>Item</b>                                   | <b>Period ending<br/>12/31/2024</b> |
|---|-------------------------------------|
| Operating Budget Appropriations               | \$6,926,886                         |
| Special Warrant Articles                      | \$3,461,202                         |
| Individual Warrant Articles                   | \$1,315,408                         |
| Total Appropriations                          | \$11,703,496                        |
| Less Amount of Estimated Revenues & Credits   | \$6,269,154                         |
| <b>Estimated Amount of Taxes to be Raised</b> | <b>\$5,434,342</b>                  |



**ORIGINAL WARRANT**

**GRAVEL TAX LEVY**

TAX YEAR: APRIL 1, 2021 - MARCH 31, 2022

**THE STATE OF NEW HAMPSHIRE**

**MERRIMACK, SS**

TO: DEBORAH C AUCOIN, Collector of Taxes for TOWN OF HENNIKER, NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$388.34** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at TOWN OF HENNIKER, NH

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Selectmen/Assessors)

DATE: April 2, 2024

| NAME & ADDRESS  | MAP & LOT | OPERATION # | GRAVEL TAX DUE |
|---|-----------|-------------|----------------|
| FOSTER, DAVID G<br>1778 OLD CONCORD ROAD<br>0<br>HENNIKER, NH 03242 | 9-605-A   | 23-213-01-E | \$231.50       |
| FOSTER, DAVID G<br>1778 OLD CONCORD ROAD<br>0<br>HENNIKER, NH 03242 | 9-615     | 23-213-02-E | \$49.56        |
| FOSTER, DAVID G<br>1778 OLD CONCORD ROAD<br>0<br>HENNIKER, NH 03242 | 9-605     | 23-213-03-E | \$107.28       |
| TAXPAYER 4<br>ADDRESS<br>ADDRESS<br>TOWN, CITY, STATE ZIP           | MAP & LOT | 20-000-00-E | \$0.00         |
| TAXPAYER 5<br>ADDRESS<br>ADDRESS<br>TOWN, CITY, STATE ZIP           | MAP & LOT | 20-000-00-E | \$0.00         |

DATE DUE: May 10, 2024 TOTAL DUE: \$388.34

**TOWN OF HENNIKER, NH**

OFFICE OF THE TAX COLLECTOR

18 Depot Hill Road  
Henniker, NH 03242  
(603) 428-3240

April 2, 2024

FOSTER, DAVID G  
1778 OLD CONCORD ROAD

HENNIKER, NH 03242

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**

**TAX YEAR: APRIL 1, 2023 - MARCH 31, 2024**

| PARCEL DATA                  | EARTH TYPE          | CUBIC YARDS EXCAVATED | TAX PER CUBIC YARD | TAX DUE  |
|------------------------------|---------------------|-----------------------|--------------------|----------|
| PARCEL I.D./ TAX MAP NUMBER: | GRAVEL              | 728                   | \$0.02             | \$14.56  |
| 9-605-A                      |                     |                       |                    |          |
| OPERATION NUMBER:            | SAND                | 10175                 | \$0.02             | \$203.50 |
| 23-213-01-E                  |                     |                       |                    |          |
| ACCOUNT NUMBER:              | LOAM                |                       | \$0.02             | \$0.00   |
| #                            |                     |                       |                    |          |
| SERIAL NUMBER:               | STONE PRODUCTS      | 672                   | \$0.02             | \$13.44  |
| #                            |                     |                       |                    |          |
|                              | OTHER               |                       | \$0.02             | \$0.00   |
|                              |                     |                       |                    |          |
|                              | <b>TOTAL EARTH:</b> | 11575                 | <b>TOTAL TAX:</b>  | \$231.50 |

Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.

\*\*\* 18% APR INTEREST WILL BE CHARGED AFTER May 10, 2024 ON UNPAID TAXES \*\*\*

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

TAX OFFICE HOURS: Monday, Wednesday & Friday 8-4, Tuesday 10-6 & Thursday closed



**TOWN OF HENNIKER, NH**  
 OFFICE OF THE TAX COLLECTOR  
 18 Depot Hill Road  
 Henniker, NH 03242  
 (603) 428-3240

April 2, 2024

FOSTER, DAVID G  
 1778 OLD CONCORD ROAD

HENNIKER, NH 03242

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**

**TAX YEAR: APRIL 1, 2023 - MARCH 31, 2024**

| PARCEL DATA                         | EARTH TYPE          | CUBIC YARDS EXCAVATED | TAX PER CUBIC YARD | TAX DUE |
|-------------------------------------|---------------------|-----------------------|--------------------|---------|
| <b>PARCEL I.D./ TAX MAP NUMBER:</b> | GRAVEL              |                       | \$0.02             | \$0.00  |
| 9-615                               |                     |                       |                    |         |
| <b>OPERATION NUMBER:</b>            | SAND                | 2478                  | \$0.02             | \$49.56 |
| 23-213-02-E                         |                     |                       |                    |         |
| <b>ACCOUNT NUMBER:</b>              | LOAM                |                       | \$0.02             | \$0.00  |
| #                                   |                     |                       |                    |         |
| <b>SERIAL NUMBER:</b>               | STONE PRODUCTS      |                       | \$0.02             | \$0.00  |
| #                                   |                     |                       |                    |         |
|                                     | OTHER               |                       | \$0.02             | \$0.00  |
|                                     |                     |                       |                    |         |
|                                     | <b>TOTAL EARTH:</b> | 2478                  | <b>TOTAL TAX:</b>  | \$49.56 |

**Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.**

**\*\*\* 18% APR INTEREST WILL BE CHARGED AFTER May 10, 2024 ON UNPAID TAXES \*\*\***

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

TAX OFFICE HOURS: Monday, Wednesday & Friday 8-4, Tuesday 10-6 & Thursday closed



**TOWN OF HENNIKER, NH**

OFFICE OF THE TAX COLLECTOR

18 Depot Hill Road  
 Henniker, NH 03242  
 (603) 428-3240

April 2, 2024

FOSTER, DAVID G  
 1778 OLD CONCORD ROAD

HENNIKER, NH 03242

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**

**TAX YEAR: APRIL 1, 2023 - MARCH 31, 2024**

| PARCEL DATA                         | EARTH TYPE          | CUBIC YARDS EXCAVATED | TAX PER CUBIC YARD | TAX DUE  |
|-------------------------------------|---------------------|-----------------------|--------------------|----------|
| <b>PARCEL I.D./ TAX MAP NUMBER:</b> | GRAVEL              |                       | \$0.02             | \$0.00   |
| 9-605                               |                     |                       |                    |          |
|                                     | SAND                | 5364                  | \$0.02             | \$107.28 |
| <b>OPERATION NUMBER:</b>            |                     |                       |                    |          |
| 23-213-03-E                         |                     |                       |                    |          |
| <b>ACCOUNT NUMBER:</b>              |                     |                       |                    |          |
| #                                   | STONE PRODUCTS      | 812                   | \$0.02             | \$16.24  |
|                                     |                     |                       |                    |          |
| <b>SERIAL NUMBER:</b>               | OTHER               |                       | \$0.02             | \$0.00   |
| #                                   |                     |                       |                    |          |
|                                     | <b>TOTAL EARTH:</b> | 6176                  | <b>TOTAL TAX:</b>  | \$123.52 |

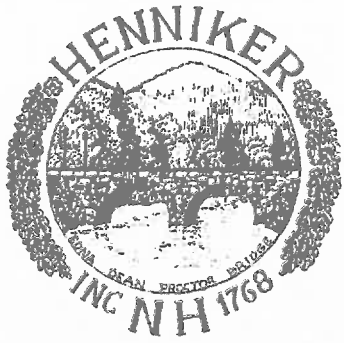
Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.

\*\*\* 18% APR INTEREST WILL BE CHARGED AFTER May 10, 2024 ON UNPAID TAXES \*\*\*

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

TAX OFFICE HOURS: Monday, Wednesday & Friday 8-4, Tuesday 10-6 & Thursday closed





# TOWN OF HENNIKER, NEW HAMPSHIRE

April 2, 2024

## ABATEMENT

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

To the Collector of Taxes.

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

**Richard Robillard**

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

Property Address/Map Lot: **LOT #9-619-87, 87 Keyser Pond  
Campground**

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

We have abated the amount of: **\$64.89 +343.16 = \$408.05**

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

Cause of abatement: Current owner did not receive his tax bill due to incorrect address in Town system and would like the interest abated. The owner had a valid registration on his camper for 2022 tax year and would like his 2022 tax lien and interest abated. Please see the attached documents supporting the request.

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

Per Order:

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

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

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

**Board of Selectmen**

















**TOWN OF HENNIKER  
ACCOUNTS PAYABLE MANIFEST  
DATE: APRIL 3, 2024**

**TOTAL: \$231,078.57**

**BOARD OF SELECTMEN APPROVAL**

|   |                               |
|---|-------------------------------|
| <b>Kris Blomback</b>  | <b>Date</b>                   |
| <b>Bill Marko</b>   | <b>Date</b>                   |
| <b>Neal Martin</b>  | <b>Date</b>                   |
| <b>Jeff Morse</b>   | <b>Date</b>                   |
|  | <b>3-29-24</b><br><b>Date</b> |
|  | <b>3/28/24</b><br><b>Date</b> |
| <b>Treasurer</b>  | <b>Date</b>                   |

























# PUBLIC HEARING



## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

|                                    |  |
|------------------------------------|--|
| <b>DATE:</b>                       | 4/2/2024   |
| <b>TITLE:</b>                      | Public Safety Fees Update - Public Hearing   |
| <b>INITIATED BY:</b>               | Chiefs French and Morse; Diane Kendall   |
| <b>PREPARED BY:</b>                | Diane Kendall, Town Administrator  |
| <b>PRESENTED BY:</b>               | Diane Kendall, Town Administrator  |
| <b>AGENDA DESCRIPTION:</b>         | Update of Public Safety Fees   |
| <b>BACKGROUND:</b>                 | The town charges a fee for police, fire, and EMS special detail services.  |
| <b>LEGAL AUTHORITY:</b>            | <a href="#">RSA 41:9-a</a> ; <a href="#">RSA 33-B:1, VI</a> ; <a href="#">RSA 105:9</a> If the Henniker Select Board has been authorized to establish fees by vote of the Henniker Town Meeting, then the Board is required to hold a public hearing in compliance with that RSA 41:9-a in order to adopt, amend or modify fees for public safety special details.   |
| <b>FINANCIAL DETAILS:</b>          | <b>See attached</b> – Fees for services cannot be grossly disproportionate to the actual costs associated with the service.  |
| <b>DEFINITIONS:</b>                | <ul style="list-style-type: none"><li>• Special Detail Rate: The rate of pay received by employees providing special detail services.</li><li>• Special Detail Fees: The fees charged to applicants requesting special detail services.</li></ul>  |
| <b>TOWN ADMINISTRATOR COMMENT:</b> | <p>Fees for Police Special Detail services and hourly rates paid for Special Detail officers were last updated in 2017. Consequently, fees and officer rates should be updated to recover costs and remain competitive.</p> <p>It is unknown when Fire/EMS rates were last updated, and Fire/EMS staff do not receive a special detail rate for the service provided, staff are paid at the regular rate of pay, which is little incentive to take special detail shifts.</p> <p>Public Safety Details are taken voluntarily by police/fire/EMS during unassigned regular work. Fees charged for the detail services cover the cost of personnel labor cost (rate, employment taxes and NHRS if applicable).</p> |
| <b>POLICE CHIEF COMMENT:</b>       | <p>Current special detail fees for service and rates paid to officers have not kept pace with costs and are below market. A recent survey conducted by members of NH Municipal Managers of police detail fees for service indicates an average police special detail fee for service of \$85.54 including officer, administrative fee, and cruiser fee. Several towns reported they will be updating fees in 2024.</p> <p>The current Special Detail Rate of Pay is \$45.13 and Henniker Special Detail Fee for service is \$73.00 per hour (\$45.13 officer, \$27.87 administrative fee, \$0 cruiser).</p>  |

Chief French recommends a Special Detail Rate to employee of \$60.00 per hour and amending the current fee schedule to a Special Detail Fee = \$100.00 per hour (minimum one officer and one cruiser per detail). Each additional officer will be billed at \$85 per hour. Each additional cruiser will be billed at \$15 per hour. The fee recovers maximum costs for personnel (rate of pay, taxes, retirement), administrative cost, and vehicle (fuel, service, depreciation).

**FIRE CHIEF COMMENT:** It is difficult to incentivize members to voluntarily take special details, such as fireworks and other special events at the regular hourly rate of \$14.00 per hour.

Chief Morse proposes Special Detail Rate of pay consistent with the Police Department \$60.00 per hour and the following Special Detail Fees:

- Fire/EMS = \$75.00 per hour
- Fire Engine = \$100.00 per hour
- Ambulance = \$75.00 per hour
- Forestry Truck = \$50.00 per hour

**SUGGESTED ACTION/RECOMMENDATION:**

Motion to approve Public Safety fees as presented.



TOWN OF HENNIKER, NEW HAMPSHIRE  
18 Depot Hill Rd  
Henniker, NH 03242  
603-428-3221

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## Public Safety Fees

Police – Fire – EMS  
Effective May 1, 2024

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**Police Special Detail** = \$100.00 per hour (minimum one officer and one cruiser per detail)

- Each additional officer will be billed at \$85 per hour. Each additional cruiser will be billed at \$15 per hour.

**Fire/EMS Special Detail**

- Fire/EMS staff hourly fee per person = \$75.00
- Fire Engine = \$100.00 per hour
- Ambulance = \$75.00 per hour
- Forestry Truck = \$75.00 per hour

Minimum Public Safety Detail = 4-hour increments

Cancellation Notice = 24 hour minimum (to avoid billing)

Note: The Town of Henniker reserves the right to determine the appropriate number of personnel to be assigned to each detail and to require a town vehicle at the discretion of the of the Police, Fire and Rescue Chiefs.

IN WITNESS WHEREOF, this fee schedule is approved on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 by the Henniker Board of Selectmen at a duly noticed public meeting. Attest:

\_\_\_\_\_  
Kris Blomback

\_\_\_\_\_  
Bill Marko

\_\_\_\_\_  
Neal Martin

\_\_\_\_\_  
Jeff Morse

\_\_\_\_\_  
Peter R. Flynn

Under seal of the Town of Henniker received and recorded on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by

\_\_\_\_\_  
Deb Aucoin  
Town Clerk/Tax Collector



TOWN OF HENNIKER, NEW HAMPSHIRE

**PUBLIC HEARING**

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

**Tuesday April 2, 2024**

**6:30 PM**

**Public Hearing**  
**Public Safety Detail Fees**

The Town of Henniker Board of Selectmen will hold a public hearing pursuant to the provisions of RSA 41:9-a on the proposed Special Detail Fee Schedule for Police and Fire services to take effect May 1, 2024. Fees are for private details only.

Proposed Public Safety Detail Fee Schedule:

**Police Special Detail** = \$100.00 per hour (minimum one officer and one cruiser per detail)

- Each additional officer will be billed at \$85 per hour. Each additional cruiser will be billed at \$15 per hour.

**Fire/EMS Special Detail**

- Fire/EMS staff hourly fee per person = \$75.00
- Fire Engine = \$100.00 per hour
- Ambulance = \$75.00 per hour
- Forestry Truck = \$75.00 per hour

Minimum Public Safety Detail = 4-hour increments

Cancellation Notice = 24 hour minimum (to avoid billing)

Any interested person may present testimony at the public hearing in-person or submit written comments on this matter to [townadministrator@hennikernh.gov](mailto:townadministrator@hennikernh.gov) or by mail to 18 Depot Hill Rd Henniker, NH 03242.

The hearing will take place during the regularly scheduled Selectboard meeting on April 2, 2024, beginning at 6:30pm at the Henniker Community Center 57 Main Street Henniker, NH 03242.

For questions, please contact the Town Administrator at 603-428-3221 x105.

# APPOINTMENTS WITH THE BOARD



## TOWN OF HENNIKER, NEW HAMPSHIRE

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

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# STAFF REPORT

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**DATE:** 4/2/2024

**TITLE:** Rental Fee Reduction Request

**INITIATED BY:** Alexis Deruisseau, Henniker Area Christian Fellowship

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

**PRESENTED BY:** Alexis Deruisseau, Henniker Area Christian Fellowship

**AGENDA DESCRIPTION:** Alexis Deruisseau, Henniker Area Christian Fellowship – Request for Reduction of Community Center Rental Fees

**LEGAL AUTHORITY:** [III.7 Rental of Community Center, Grange Hall and Bandstand/Community Park](#) *USER FEES: Persons, groups, or organizations using the facilities, not part of the Town of Henniker government as recognized by the Selectmen, shall pay a user fee.*  
*The Town Administrator, with the approval of the Henniker Board of Selectmen, may waive the fee requirement for a non-profit group or organization that may not have the organizational structure or ability to pay, i.e. some senior citizen meetings or emergency type requests for those that justify the need for the facility and cannot pay. Absolutely no exemptions shall be considered if any funds are accepted at the door as income for the renter, be it donations or admission fees.*

**FINANCIAL DETAILS:** Current fee: \$50 (4 hrs.) per week x 22 weeks = \$1,100  
Requested reduced fee: \$30 (4 hrs.) per week x 22 weeks = \$660

**BACKGROUND:** Henniker Area Christian Fellowship has requested to rent the Community Center every Sunday starting July 7, 2024, until December 29, 2024. Ms. Deruisseau asks that the Selectmen consider reducing the rental fee to \$30 per week, a \$20 weekly reduction. The nonprofit status of the Henniker Area Christian Fellowship was awarded by the State of New Hampshire on March 25, 2024. Insurance will be provided prior to July 2024.

**TOWN ADMINISTRATOR:** Approved Rental Agreement pending insurance and payment.

**SUGGESTED ACTIONS / MOTIONS:**

















# NEW BUSINESS





# TOWN OF HENNIKER, NEW HAMPSHIRE

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

## STAFF REPORT

**DATE:** 4/2/2024

**TITLE:** Board of Selectmen Committee & Commission Assignments

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

**PREPARED BY:** Hank Bernstein, Land Use & General Administrative Assistant

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

**AGENDA DESCRIPTION:** This is the opportunity for Board Members to discuss and change standing committee assignments.

**LEGAL AUTHORITY:** Chapter 673 Local Land Use Boards

**BACKGROUND:**

| Committee                               | Current Assignment                   | Meeting Schedule or Next Meeting              |
|---|--------------------------------------|---|
| Azalea Park / Riverwalk Committee       |                                      | April 18, 4 PM                                |
| Central NH Regional Planning Commission |                                      |   |
| CRSW/RRC Resource Recovery Coop         | Neal Martin                          |   |
| Concert Committee                       | Kris Blomback                        |   |
| Conservation Commission                 |                                      | 1 <sup>st</sup> Wednesday 6:30 PM             |
| Economic Development Committee          | Jeff Morse                           | 2 <sup>nd</sup> Wednesday 4:30 PM - Bimonthly |
| Energy Committee                        | Bill Marko                           | 3 <sup>rd</sup> Monday 5:30 PM                |
| Highway Safety Committee                | Jeff Morse                           | Upon request                                  |
| Municipal Records Committee             |                                      | Inactive                                      |
| OHRV                                    | Kris Blomback                        |   |
| Perambulators                           |                                      |   |
| Planning Board                          | Bill Marko,<br>Neal Martin alternate | 2 <sup>nd</sup> Wednesday 6:00 PM             |
| Police Facility Assessment Committee    | Kris Blomback, Bill Marko            | 4 <sup>th</sup> Tuesday 5:00 PM               |
| Road Management Committee               | Bill Marko, Jeff Morse               |   |
| Safety and Loss Prevention Committee    | Neal Martin alternate                |   |
| Solid Waste and Recycling Committee     | Bill Marko                           |   |
| Youth Athletic Committee                | Jeff Morse                           | 3 <sup>rd</sup> Monday 7:00 PM                |

# CONTINUED BUSINESS



## TOWN OF HENNIKER, NEW HAMPSHIRE

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

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# STAFF REPORT

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**DATE:** 4/2/2024

**TITLE:** Authorization to Expend Funds from Expendable Trust Fund

**INITIATED BY:** James Morse, Fire Chief

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

**PRESENTED BY:** James Morse, Fire Chief

**AGENDA DESCRIPTION:** Request to Expend Funds from Fire-Rescue Building Expendable Trust Fund for Garage Doors at the Fire Station

**LEGAL AUTHORITY:** Board of Selectmen as agents to expend.

**FINANCIAL DETAILS:** Funds requested: \$19,482 (50% deposit). This represents an in-kind portion of the EMPG grant that has been approved for the fire station. This is one half of the cost of the garage doors and represents the deposit requested by the vendor, K Greene Services. The total cost is \$38,964.

**BACKGROUND:** On February 6, 2024, the Board of Selectmen approved the payment of \$19,482 from the general fund via consent agenda (accounts payable manifest) payable to K Greene Services.

The garage doors are 30 years old and are one of the problem areas of the station. Joe Walsh sent out a bid request and met with four garage door companies. All four companies submitted quotes for six overhead doors and five liftmaster motors. The quotes are attached.

**TOWN ADMINISTRATOR:**

**SUGGESTED ACTIONS / MOTIONS:** Motion to authorize the expenditure of \$19,482 from the Fire-Rescue Building Expendable Trust for new garage doors at the Fire Station.

**Henniker Board of Selectmen**  
Authorization to Expend Funds from  
Expendable Trust Funds

**Date:** April 2, 2024

**Requestor:** Finance Department *AOB*

**Funds to be expended from:** Fire-Rescue Building Expendable Trust Fund

**Authority:** Board of Selectmen agents to expend

**Expenditure Purpose:** New garage doors at the fire station

**Amount Requested:** \$19,482

**Additional Notes:** This represents a 50% deposit on the doors, the total cost is \$38,964

**Authorization:** By way of Consent Agenda, the Henniker Board of Selectmen hereby authorizes the expenditure of \$19,482 from the Fire-Rescue Building Expendable Trust Fund for the purpose of installing new garage doors at the fire station. This represents an in kind portion of the EMPG grant that has been approved at the fire station. This is one half of the cost of the garage doors and represents the deposit requested by the vendor.

And the Board of Selectmen request disbursement from Trustees of Trust Funds from the Expendable Trust of which they are agents to expend to reimburse the General Fund.

Chairman Signature: \_\_\_\_\_

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

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

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

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

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

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

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

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

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















Henniker Fire & Rescue

216 Maple Street

Henniker, NH 03242

Phone: 603-428-7552

Fax: 603-428-7628

[joe.walsh@hennikernh.gov](mailto:joe.walsh@hennikernh.gov)  
[firechief@hennikernh.gov](mailto:firechief@hennikernh.gov)

## BID REQUEST

March 7, 2024

To Whom it may concern:

On behalf of the Town of Henniker's Fire & Rescue department, thank you for your interest in bidding on an anticipated garage door replacement installation for the Fire department this year.

To ensure consistency in our bidding process, I'm requesting all contractors to review and potentially adjust their previously submitted bid to align with following scope of work description:

- Remove existing and install (6) new overhead doors at the Henniker Fire station apparatus bay.
- (6) new doors to include "full view" insulated glass windows.
- Remove existing and install (5) new liftmaster motors (or equivalent) openers.
- Install all required safety features in accordance with local and state regulations.
- Install all required electrical components and features in accordance with local and state regulations.
- Provide single remote controls for door opening and closure for each Fire Dept. vehicle (10).
- Disposal and removal from premise of all uninstalled components/materials.

Respectfully,

James Morse



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# STAFF REPORT

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**DATE:** 4/2/2024

**TITLE:** Emergency Management Performance Grant Agreement

**INITIATED BY:** Sherry Bradstreet, Finance Director

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

**PRESENTED BY:** Diane Kendall, Town Administrator – James Morse, Fire Chief

**AGENDA DESCRIPTION:** EMP Grant Agreement – New Generator for Emergency Operations Center.

**LEGAL AUTHORITY:** NH Department of Safety EMP grant funded through FEMA.

**FINANCIAL DETAILS:** \$51,000 in-kind and \$51,000 grant for the EOC Generator Project. Total cost of project: \$102,000.

**BACKGROUND:** The fire department building is the town’s Emergency Operations Center. The existing generator is insufficient to provide emergency operations. The new generator project falls within the guidelines of the current EMPG Program. The grant application was submitted to the State of NH Department of Safety on December 30, 2023. The next step in the review process is to execute this grant agreement.

**TOWN ADMINISTRATOR:** Supports EOC grant funding.

**SUGGESTED ACTIONS / MOTIONS:** Motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$51,000 for the EOC Generator Project. Furthermore, the Board acknowledges that the total cost of this project will be \$102,000, in which the town will be responsible for a 50% match (\$51,000).























# PAST MEETING MINUTES

**DRAFT**

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



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday March 19, 2024 6:15 PM  
Henniker Community Center**

- Members Present:** Chairman Kris Blomback, Vice-Chairman Bill Marko, Selectman Peter R. Flynn, Selectman Neal Martin, Selectman Jeff Morse
- Members Excused:**
- Town Administrator:** Diane Kendall, excused.
- Finance Director:** Sherry Bradstreet
- Recording Secretary:** Hank Bernstein
- Guests:** Police Chief Matt French, Executive Assistant and Assessing & Land Use Coordinator Helga Winn

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

**RECONSTITUTION OF THE BOARD**

**Vice-Chairman Marko moved to nominate Kris Blomback as Chairman, seconded by Selectman Morse. Motion passed unanimously.**

**Selectman Flynn moved to nominate William Marko as Vice-Chairman, seconded by Selectman Martin. Motion passed unanimously.**

**ANNOUNCEMENTS**

The Board extended their gratitude to Scott Osgood for his service on the Board and welcomed Peter Flynn back.

**CONSENT AGENDA**

**Item #1 - Consent Agenda**

Vice-Chairman Marko requested that Consent Agenda Item #7 "Expenditure Request from the Fire-Rescue Building Expendable Trust Fund" be pulled, noting that it is a large expenditure and there was only one bid included. **Vice-Chairman Marko motioned to approve the Consent Agenda March 19, 2024, with Item #7 pulled, seconded by Selectman Martin. The motion passed, unanimously.**

The Board will discuss with Fire Chief Jim Morse at the next meeting.

**PUBLIC COMMENT #1**

No members of the public.

**NEW BUSINESS**

*In consideration of the Police Chief's time the Board addressed item #5 first.*

**Item #5 - Fee Schedule – Public Safety**

Police Chief Matt French shared that the Board last addressed fees for public safety details in 2017. At that time, the fees for public safety details did not cover the cost of labor and were therefore adjusted. As time has passed this issue needs to be addressed again. **Vice-Chairman Marko moved to**

## DRAFT

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**hold a public hearing on April 2, 2024, at 6:30pm to hear public input on proposed schedule of Public Safety Detail Fees, seconded by Selectman Morse. Motion passed unanimously.**

### Item #3 - 2024 Crushed Gravel Bid Award Request

**Chairman Blomback recused himself.**

FD Bradstreet shared the bid results. Two bids had been submitted, both at \$7 per cubic yard, from Henniker Crushed Stone and Fuzzy Brothers LLC, respectively. FD Bradstreet shared that Highway Superintendent Leo Aucoin recommended awarding the bid to Henniker Crushed Stone, having done business with them in the past. **Selectman Morse moved to accept the bid from Henniker Crushed Stone at \$7 per cubic yard, seconded by Selectman Flynn. Motion passed 4-0-1.**

**(Chairman Blomback recused)**

**Chairman Blomback returned to the Board.**

### Item #4 - Fire Pond Project Bid Award Request

FD Bradstreet shared the bid results. There were eight bids. She shared that KV Partners recommend going with the low bidder, Accura Construction for \$73,300. Discussion ensued. **Selectman Flynn moved to award the bid for the Fire Pond Project to Accura Construction in the amount of \$73,300, seconded by Vice-Chairman Marko. Motion passed unanimously.**

## CONTINUED BUSINESS

### Item #6 - Solar PILOT Agreement

**Vice-Chairman Marko moved to un-table discussion on the Solar PILOT Agreement, seconded by Selectman Morse. Motion passed unanimously.**

The Board reviewed and discussed comments from town council on the Solar PILOT agreement between the Town of Henniker and Henniker Solar Farm, LLC (attached). **Selectman Morse moved to a motion to accept the proposed PILOT Agreement for Solar Project at 1104 Old Concord Rd., seconded by Selectman Flynn. Motion carried unanimously.**

## PAST MEETING MINUTES

### Item #7 - Board of Selectmen Meeting Minutes March 5, 2024, 6:15pm

**Vice-Chairman Marko moved to accept these minutes, seconded by Selectman Morse. Motion carried 3-0-2.**

**(Chairman Blomback and Selectman Flynn abstained)**

## COMMUNICATIONS

### Item #8 - Town Administrator Report

No Report.

### Item #9 - Department Reports

No remarks from the board.

### Item #6 - Correspondence

No remarks from the board.

### Item #7 - Selectmen Reports

Chairman Blomback reported on the Economic Development Committee and the work they are doing with economic revitalization zones. He also reported on the Concert Committee who are on schedule for the Summer Concert Series.

Vice-Chairman Marko had nothing to report - the Energy Committee did not have a quorum for their meeting.



**DRAFT**

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Selectman Martin had nothing to report.

Selectman Morse had nothing to report.

Selectman Flynn had nothing to report.

**PUBLIC COMMENT #2**

No members of the public.

**NON-PUBLIC**

**Item #8 - PSNH/Eversource appeal RSA 91-A:3, II(e)**

The Board consensus was to wait for the Town Administrator to move forward with this item.

**ADJOURNMENT**

**Selectman Martin motioned to adjourn at 7:11 PM, seconded by Vice-Chairman Marko. The motion passed, unanimously.**

Respectfully submitted,

Hank Bernstein  
Minute Taker

Minutes Approved:



















# TOWN ADMINISTRATOR REPORT

# CORRESPONDENCE

# NONPUBLIC #2