



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

Tuesday, May 5, 2020 6:15PM
HENNIKER TOWN HALL CHAMBERS

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

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

V. CONSENT AGENDA ITEMS

Item 1: Intent to Cut: Map/Lot 1-570

Item 2: Intent to Cut: Map/Lot 1-44/43/14/70

Item 3: Warrant for the Collection of Excavation Taxes: Map/Lot 1-587-A

Item 4: Warrant for the Collection of Excavation Taxes: Map/Lot 1-44, 1-539-C, 2-103-X

Item 5: Intent to Excavate: Map/Lot 1-680

Item 6: Intent to Excavate: Map/Lot 1-679

Item 7: Intent to Excavate: Map/Lot 2-103-X

Item 8: Intent to Excavate: Map/Lot 1-539-C

Item 9: Intent to Excavate: Map/Lot 1-044

Item 10: Intent to Excavate: Map/Lot 1-587-A

Item 11: Intent to Excavate: Map/Lot 1-549-F3

Item 12: Intent to Excavate: Map/Lot 1-603-X1

VI. NEW BUSINESS

Item 13: Discussion: Financial Update from Finance Director

Item 14: Approval: Henniker Helps

Item 15: Discussion: Town Meeting Update from Moderator

Item 16: Approval: Open Patrolman position posting

Item 17: Discussion: Payroll Service

Item 18: First Reading: Sidewalk Dining Policy

VII. OLD BUSINESS

Item 19: Discussion: Azalea Park Grant Update

Item 20: Second Reading: Public Hearing – 1.2 Zoning Permit Selectmen Policy Revised

Item 21: Second Reading: Request for Board's Approval of Temporary Policy on Public Meetings

VIII. OTHER BUSINESS/CORRESPONDENCE

Item 22: Acceptance of Board of Selectmen Public Hearing Minutes – February 10, 2020

Item 23: Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 3, 2020

Item 24: Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 17, 2020

Item 25: Acceptance of Board of Selectmen Public Hearing Minutes – March 26, 2020

Item 26: Acceptance of Board of Selectmen Meeting Minutes – April 21, 2020

Item 27: Acceptance of Board of Selectmen Non-Public Meeting Minutes – April 21, 2020

Item 28: Town Administrator's Report

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

X. NON-PUBLIC

Item 29: Non-public RSA 91-A:3, II (e)

Item 30: Non-public RSA 91-A:3, II (a)

XI. ADJOURNMENT

XII. UPCOMING DATES

May 9, 2020 – Town Meeting

May 19, 2020 – Board of Selectmen Meeting

May 25, 2020 – Memorial Day (Town Office Closed)

Visitor Orientation to the Town Selectman's Meeting

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

Notice posted on: May 1, 2020

Next Routine Meeting: May 19, 2020

Items for the next agenda, with completed backup, must be in the Selectmen's Office no later than 12:00 noon on May 14, 2020.

TOWN OF HENNIKER, NEW HAMPSHIRE

Tuesday, May 5, 2020

6:15PM

Zoom Meeting Link:

<https://zoom.us/j/98272257537>

Telephone Dial: +1 646 558 8656

Meeting ID: 982 7225 7537

COVID-19 - Public Meeting Procedures Notice

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

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

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

Website Address: <https://zoom.us/j/98272257537>

Telephone Dial: +1 646 558 8656 Meeting ID: 982 7225 7537

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

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



CHRISTOPHER T. SUNUNU
Governor

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

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

Emergency Order #12 Pursuant to Executive Order 2020-04

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

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

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."

2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.

3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.

4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:

- a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
- b) Provides public notice of the necessary information for accessing the meeting;
- c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
- d) Adjourns the meeting if the public is unable to access the meeting.

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


GOVERNOR OF NEW HAMPSHIRE

107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301
Telephone (603) 271-2121 • FAX (603) 271-7640
Website: <http://www.governor.nh.gov/> • Email: governorsununu@nh.gov
TDD Access: Relay NH 1-800-735-2964



CHRISTOPHER T. SUNUNU
Governor

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

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

Emergency Order #16 Pursuant to Executive Order 2020-04

Temporary prohibition on scheduled gatherings of 10 or more attendees

Pursuant to section 18 of Executive order 2020-04, it is hereby ordered, effective immediately, that:

1. In accordance with updated CDC guidelines, the following activities are hereby prohibited within the State of New Hampshire:

Scheduled gatherings of 10 people or more for social, spiritual and recreational activities, including but not limited to, community, civic, public, leisure, faith based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition does not apply to the General Court, day-to-day operations of for profit or not for profit organizations and State Government, or gatherings for urgent medical purposes such as blood drives or meetings of medical personnel to discuss efforts to combat the COVID-19 pandemic.

2. Section 1 of Emergency Order #2 is hereby superseded by this Order.
3. The Division of Public Health shall enforce this Order and if necessary may do so with the assistance of State or local police.
4. This Order shall remain in effect until Monday, April 6, 2020.

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

A handwritten signature in blue ink that reads "Christopher T. Sununu".

GOVERNOR OF NEW HAMPSHIRE



Board of Selectmen
 Consent Agenda
May 5, 2020

Consent Agenda

- Intent to Cut: Map/Lot 1-570
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- Intent to Excavate: Map/Lot 1-680
- Intent to Excavate: Map/Lot 1-679
- Intent to Excavate: Map/Lot 2-103-X
- Intent to Excavate: Map/Lot 1-539-C
- Intent to Excavate: Map/Lot 1-044
- Intent to Excavate: Map/Lot 1-587-A
- Intent to Excavate: Map/Lot 1-549-F3
- Intent to Excavate: Map/Lot 1-603-X1

Board of Selectmen Approval:

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



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 28, 2020

TITLE: Financial Update

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

BACKGROUND: This is an update from Finance Director Russ Roy

DISCUSSION: The Town of Henniker is still operating without a budget for 2020. This update is to start the discussion of the financial health of the Town of Henniker.

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION N/A

MEMORANDUM

Date: May 1, 2020
To: Joseph Devine, Town Administrator
From: Russ Roy, Finance
Re: Requested Reporting for 5/5/20 meeting

Attached to this memo are the following reports which were requested for the 5/5/20 Board Meeting.

Cashuses.pdf – This is a summary of the net payroll costs plus the employer portions of NH Retirement and Fica/Med costs for each payroll period from Jan – thru 4/30/2020. I have also supplied a listing of anticipated disbursements thru 12/31/20 for administrative expenses. Things like insurances, schools, debt service, NH retirement and Healthtrust benefits have been scheduled through the end of the year.

2020debt1.pdf – Reminder of the current status of outstanding debt issues.

Revenue 2019 – 2019 Revenue report through 4/30/2019

Revenue 2020 – 2020 Revenue report through 4/30/2020

Pointofsale043020.pdf – This is a summary of all cash that comes in through Kim’s office. Not all receipts are Revenue, there is also payments against taxes receivable. This may not be revenue, but it is cash flow. This reports all Town, Water & Sewer collections.

Cashposition.pdf – This is a summary and details of cash in the bank, tax anticipation note details, and monies owed to both Henniker School and John Stark. Schools year ends 6/30/2020, so payments made prior to 6/30/20 are to settle the previous school year. Deb Hooper called to give us a heads up on the cash needs since she and Kathleen are retiring. Henniker needs \$500,000 in July and another \$500,000 in August. I intend on paying John Stark \$200,000 for July and \$200,000 in August.

Specialbos042920.pdf This is a summary of the budget report showing requested 2020 budget numbers. Also, expenses paid thru 4/29/20 are detailed. The 2019 line by line budget has been overlayed into this sheet, and a calculation of the difference has also been calculated. This final column could be helpful if the Governor decides to adopt the previous year as a default budget, as it details out what monies we might need to be adjusting out of the 2020 budget.

Town of Henniker
Cash Flow Data
5/1/20

	Net Payroll	NHRS Employer	Fica/Med Employer	Cash Outlay For Payroll
08-Jan-20	38,193	6,112	3,301	47,606
15-Jan-20	32,233	5,824	2,789	40,846
22-Jan-20	32,438	6,122	2,759	41,319
29-Jan-20	34,809	6,185	3,004	43,998
05-Feb-20	35,794	5,787	3,066	44,647
12-Feb-20	35,284	6,549	2,987	44,820
19-Feb-20	36,980	7,030	3,026	47,036
26-Feb-20	33,896	6,316	2,804	43,016
04-Mar-20	36,523	5,852	3,049	45,424
11-Mar-20	30,712	6,547	2,559	39,818
18-Mar-20	32,711	5,929	2,725	41,365
25-Mar-20	31,357	6,206	2,630	40,193
01-Apr-20	37,248	6,210	3,094	46,552
08-Apr-20	34,131	6,043	2,872	43,046
15-Apr-20	30,507	6,187	2,546	39,240
22-Apr-20	30,505	6,111	2,539	39,155
29-Apr-20	30,883	6,174	2,569	39,626

The above listed the net payroll cash outlay per week

The NHRS Employer portion is the employer charges, which combined with employee withheld is paid monthly to NHRS

The Fica/Med Employer portion is the employer portion of these payroll taxes and deposited weekly to the IRS

Anticipated Cash Hits thru 12/31/20

06-May-20	NHRS	47,121
06-May-20	Healthtrust	37,011
21-May-20	John Stark	250,000
21-May-20	Henniker School	600,000
30-May-20	Pierce Fire Truck	97,406
05-Jun-20	NHRS	36,500
06-Jun-20	Healthtrust	36,789
11-Jun-20	Municipal bond bank (town share wwtp)	14,580
11-Jun-20	Bar Harbor (bridge)	16,331
21-Jun-20	Henniker School	769,181
21-Jun-20	John Stark	246,368
05-Jul-20	NHRS	36,500
06-Jul-20	Healthtrust	37,000
10-Jul-20	Primex (prop liab)	101,701
15-Jul-20	John Stark	250,000
15-Jul-20	Henniker School	500,000
01-Aug-20	Tan repayment	1,500,000
04-Aug-20	NHRS	47,000
06-Aug-20	Healthtrust	37,000
15-Aug-20	Henniker School	500,000
15-Aug-20	John Stark	250,000
03-Sep-20	NHRS	36,500
04-Sep-20	Cat Financial (grader)	37,567
06-Sep-20	Healthtrust	37,000
03-Oct-20	NHRS	36,500
06-Oct-20	Healthtrust	37,000
02-Nov-20	NHRS	36,500
06-Nov-20	Healthtrust	37,000
02-Dec-20	NHRS	47,000
06-Dec-20	Healthtrust	37,000
17-Dec-20	Merrimack County	1,268,000
31-Dec-20	Tan repayment	1,500,000
31-Dec-20	Bar Harbor (bridge)	89,000

The above would be considered operational cash flow payments currently known.

This would not include any invoices for work items, since that would be an unknown that could not be estimated.

2020 Debt Service

	369,254 Original Value of Note May-15 Stated Interest Rate 3.01% KS State Bank Finance Company Purpose 2 International dump trucks			450,454 Original Date of Note Nov-15 2.50% Oshkosh Capital Finance Company Purpose Pierce Fire Truck			306,333 Apr-15 2.00% Caterpillar Financial Grader			1,208,940 Nov-15 2.79% Bar Harbor Western Ave Bridge			641,000 Nov-05 NH Municipal Bond Bank 40% of WWTP Debt		
	Principal	Interest	Balance	Lease Pay	Balance	Lease Pay	Balance	Principal	Interest	Balance	Principal	Interest	Balance		
Town															
2020	54,243	5,047	113,433	97,406	0	37,567	187,835	80,596	24,735	805,960	12,000	2,580	48,000		
2021	55,876	3,414	57,557			37,567	150,268	80,596	22,486	725,364	12,000	2,076	36,000		
2022	57,557	1,732	0			37,567	112,701	80,596	20,238	644,768	12,000	1,566	24,000		
2023						37,567	75,134	80,596	17,989	564,172	12,000	1,050	12,000		
2024						37,567	37,567	80,596	15,740	483,576	12,000	525	0		
2025						37,567	0	80,596	13,492	402,980					
2026								80,596	11,243	322,384					
2027								80,596	8,995	241,788					
2028								80,596	6,746	161,192					
2029								80,596	4,497	80,596					
2030								80,596	2,249	0					
2031															
Totals	167,676			97,406		112,701		241,788			36,000		\$655,571		

	641,000 Original Value of Note Nov-05 Stated Interest Rate 3.65% NH Municipal Bond Bank Finance Company Purpose 60% of WWTP Debt			223,000 Sep-14 3.65% Bar Harbor UV System		
	Principal	Interest	Balance	Principal	Interest	Balance
WWTP						
1	18,000	3,870	72,000	14,867	5,426	133,799
2	18,000	3,114	54,000	14,867	4,884	118,932
3	18,000	2,349	36,000	14,867	4,341	104,065
4	18,000	1,575	18,000	14,867	3,798	89,198
5	18,000	788	0	14,867	3,256	74,331
6				14,867	2,713	59,464
7				14,867	2,171	44,597
8				14,867	1,628	29,730
9				14,867	1,085	14,863
10				14,863	543	0
11						
12						
Totals	90,000			148,666		

	575,000 Original Value of Note Jul-01 Stated Interest Rate 2.44% NH Municipal Bond Bank Finance Company Purpose Water Tank			350,000 Sep-12 2.44% Bar Harbor Fix Water Tank/West Ave			400,000 Sep-14 3.65% Bar Harbor Water Meters			\$200,000 was approved at the 2018 Town Meeting for water line repairs. Debt will be obtained in 2020
	Principal	Interest	Balance	Principal	Interest	Balance	Principal	Interest	Balance	
CSWW										
1	25,000	2,500	25,000	23,333	6,813	186,668	26,667	8,760	213,333	
2	25,000	1,250	0	23,333	5,962	163,335	26,667	7,787	186,666	
3				23,333	5,110	140,002	26,667	6,813	159,999	
4				23,333	4,258	116,669	26,667	5,840	133,332	
5				23,333	3,407	93,336	26,667	4,867	106,665	
6				23,333	2,555	70,003	26,667	3,893	79,998	
7				23,333	1,703	46,670	26,667	2,920	53,331	
8				23,333	852	23,337	26,667	1,947	26,664	
9				23,337	498	0	26,664	973	0	
10										
11										
12										
Totals	50,000			210,001			240,000			\$260,001

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2019
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>LAND USE CHANGE TAX</u>				
3120-000	REVENUE: Land Use Change	20,817.00	\$ 0.00	(20,817.00)
3120-050	Conservation Share of LUC	0.00	0.00	0.00
3120-100	REVENUE: Land Use Abatement	0.00	0.00	0.00
	3120: LAND USE CHANGE TAX	<u>20,817.00</u>	<u>0.00</u>	<u>(20,817.00)</u>
<u>YIELD TAXES</u>				
3185-000	REVENUE: Yield Taxes	36,351.00	0.00	(36,351.00)
3185-100	REVENUE: Yield Taxes Abate	0.00	0.00	0.00
	3185: YIELD TAX	<u>36,351.00</u>	<u>0.00</u>	<u>(36,351.00)</u>
<u>PAYMENT IN LIEU OF TAXES</u>				
3186-000	REVENUE: Payments In Lieu	297.00	0.00	(297.00)
	3186: PAYMENTS IN LIEU OF TAXES	<u>297.00</u>	<u>0.00</u>	<u>(297.00)</u>
<u>INTEREST/COSTS ON DELINQUENT TAXES</u>				
3190-000	REVENUE: Interest Delinq Taxes	121,000.00	55,685.91	(65,314.09)
	3190:INTEREST ON DELINQUENT T	<u>121,000.00</u>	<u>55,685.91</u>	<u>(65,314.09)</u>
<u>GRAVEL PIT EXCAVATION</u>				
3199-000	REVENUE:	0.00	0.00	0.00
3199-001	REVENUE: Excavation Tax (.02)	4,377.00	0.00	(4,377.00)
	3199:GRAVEL PIT EXCAVATION	<u>4,377.00</u>	<u>0.00</u>	<u>(4,377.00)</u>
<u>PA-28 INVENTORY PENALTY</u>				
3210-000	PA-28 Inventory Penalty	5,000.00	0.00	(5,000.00)
3210-100	PA-28 Inventory Abatement	0.00	0.00	0.00
	3210: PA-28 INVENTORY PENALTY	<u>5,000.00</u>	<u>0.00</u>	<u>(5,000.00)</u>
<u>BUSINESS LICENSE/PERMIT FEES</u>				
3210-115	REVENUE: Business Permits,Fees	1,200.00	345.00	(855.00)
	3210:BUSINESS LICENSE/PERMIT FE	<u>1,200.00</u>	<u>345.00</u>	<u>(855.00)</u>

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2019
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>MOTOR VEHICLE PERMIT FEES</u>				
3220-000	REVENUE: Motor Vehicle Permits	916,000.00	318,551.00	(597,449.00)
3225-000	REVENUE-Boat Registration	4,500.00	1,246.72	(3,253.28)
	3220:MOTOR VEHICLE PERMIT FEE	920,500.00	319,797.72	(600,702.28)
<u>BUILDING PERMIT FEES</u>				
3230-000	REVENUE: Building Permit Fees	16,000.00	4,827.50	(11,172.50)
	3230:BUILDING PERMIT FEES	16,000.00	4,827.50	(11,172.50)
<u>OTHER LICENSE, PERMITS, FEES</u>				
3290-105	REVENUE: Animal Registration	0.00	1,901.50	1,901.50
3290-106	REVENUE: Animal Fee to State	0.00	(1,139.50)	(1,139.50)
3290-110	REVENUE: Animal Pickup Fines	0.00	35.00	35.00
3290-155	REVENUE: Marriage License	0.00	0.00	0.00
3290-156	REVENUE:Marr License to State	0.00	0.00	0.00
3290-254	REVENUE-TXTC Miscellaneous	0.00	357.70	357.70
3290-255	REVENUE:NH Vital Records Fees	0.00	780.00	780.00
3290-256	REVENUE:VR Fee to State	5,000.00	(426.00)	(5,426.00)
	3290:OTHER LICENSE, PERMITS, FE	5,000.00	1,508.70	(3,491.30)
<u>STATE OF NEW HAMPSHIRE</u>				
3319-100	REVENUE:Federal-FEMA (Fire)	0.00	0.00	0.00
3319-200	REVENUE:Federal Bridge	0.00	0.00	0.00
3319-300	REVENUE:Fed Forest Land	0.00	0.00	0.00
3351-000	REVENUE:St of NH 2017 HWY	52,936.00	0.00	(52,936.00)
3352-000	REVENUE:St of NH Rooms/Meals	252,099.00	0.00	(252,099.00)
3353-000	REVENUE:St of NH Highway Block	177,945.00	35,119.86	(142,825.14)
3354-000	REVENUE:St NH Polution (WW)	7,537.00	0.00	(7,537.00)
3355-000	REVENUE: St of NH-SRto School	0.00	0.00	0.00
3357-000	REVENUE:St of NH Flood Control	98,309.00	0.00	(98,309.00)
3359-000	REVENUE: State Forest Land	4,809.00	0.00	(4,809.00)
3359-001	REVENUE:St of NH Other (HHHWD)	0.00	0.00	0.00
3359-002	REVENUE: State Aid (Lfill)	717.00	0.00	(717.00)
3359-003	REVENUE:St of NH OTHER	9,000.00	0.00	(9,000.00)
3359-004	REVENUE: StNH Bridge(West Ave)	0.00	0.00	0.00
3359-005	REVENUE: State of NH TAP	0.00	0.00	0.00
3359-006	REVENUE:St of NH Police	0.00	0.00	0.00
3359-007	REVENUE: State of NH Fire	0.00	0.00	0.00
	STATE OF NEW HAMPSHIRE	603,352.00	35,119.86	(568,232.14)
<u>REVENUE FROM OTHER GOVERNMENTS</u>				
3379-000	REVENUE:Other Gov't (WARNER)	341.00	341.32	0.32
3379-001	REVENUE: Other Govt Hopkinton	170.00	170.66	0.66
3379-050	REVENUE: Bradford-rescue	21,900.00	0.00	(21,900.00)
3379-055	REVENUE: Bradford Amb CR	6,600.00	0.00	(6,600.00)
3379-100	REVENUE:Other Gov't (HHHWD)	6,000.00	0.00	(6,000.00)
3379-200	REVENUE:Other Govt	0.00	0.00	0.00
	3379:REVENUE FROM OTHER GOV'	35,011.00	511.98	(34,499.02)
Acct #	Description	Estimated	Actual	Over/(Short)

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2019
DRAFT VERSION

INCOME FROM DEPARTMENTS

3401-105	REVENUE:Solid Waste Sale/Fees	31,000.00	14,686.07	(16,313.93)
3401-110	REVENUE:Solid Waste Cpn Trash	0.00	0.00	0.00
3401-111	REVENUE: Transfer Haulers Fees	0.00	0.00	0.00
3401-112	REVENUE: Solid Waste -Grants	0.00	0.00	0.00
3401-115	REVENUE:Solid Waste Permit Fee	0.00	0.00	0.00
3401-155	REVENUE:Fire Dept Misc Rev	5,263.00	7,000.00	1,737.00
3401-165	REVENUE:Rescue Billing	425,000.00	129,847.78	(295,152.22)
3401-166	REVENUE: Rescue Intercept Fees	12,100.00	4,500.00	(7,600.00)
3401-205	REVENUE:Zoning Board	0.00	0.00	0.00
3401-255	REVENUE:Planning App & Escrow	0.00	(629.80)	(629.80)
3401-305	REVENUE:Police Witness Reimb	0.00	93.40	93.40
3401-310	REVENUE:Police Court Fines	7,400.00	5,076.13	(2,323.87)
3401-311	REVENUE:PD-ACO Court Fines	0.00	0.00	0.00
3401-315	REVENUE:Police Extra Duty	0.00	1,960.00	1,960.00
3401-320	REVENUE:Police Misc Revenue	0.00	0.00	0.00
3401-325	REVENUE:Police Parking Tickets	8,000.00	650.00	(7,350.00)
3409-010	REVENUE: Highway Misc Revenue	0.00	0.00	0.00
	3401:INCOME FROM DEPARTMENT	488,763.00	163,183.58	(325,579.42)

OTHER CHARGES FROM DEPARTMENTS

3409-015	REVENUE:Photocopy Revenue	0.00	15.03	15.03
3409-025	REVENUE:Map Sales	0.00	0.00	0.00
3409-030	REVENUE:Computer List Sale	0.00	0.00	0.00
3409-040	REVENUE:Current Use Filing Fee	0.00	0.00	0.00
3409-045	REVENUE:Seagraves Donations	0.00	0.00	0.00
3409-046	REVENUE: Street Lights Contrib	0.00	0.00	0.00
3409-325	REVENUE: Book Sales	0.00	0.00	0.00
	3409:OTHER DEPT CHARGES	0.00	15.03	15.03

SALE OF MUNICIPAL PROPERTY

3501-000	REVENUE:Sale of Town Property	153,545.00	12.59	(153,532.41)
	3501:SALE OF TOWN PROPERTY	153,545.00	12.59	(153,532.41)

INTEREST ON INVESTMENTS

3502-000	REVENUE:Interest On Investment	12,000.00	8,886.06	(3,113.94)
	3502:INTEREST ON INVESTMENTS	12,000.00	8,886.06	(3,113.94)

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2019
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>OTHER REVENUE</u>				
3509-105	REVENUE:Lease Town Property	4,000.00	1,186.00	(2,814.00)
3509-204	REVENUE:Insurance Highway Fire	0.00	0.00	0.00
3509-205	REVENUE:Worker Comp Refund	30,141.00	30,141.13	0.13
3509-210	REVENUE:Schoolcare Surplus	37,003.00	0.00	(37,003.00)
3509-215	REVENUE:Insurance Reimburse	0.00	0.00	0.00
3509-315	REVENUE:Welfare Reimburse	1,057.00	1,057.71	0.71
3509-316	REVENUE:Energy/SRTS Grants	0.00	0.00	0.00
3509-317	REVENUE-Welfare Grant	0.00	0.00	0.00
3509-900	REVENUE:Miscellaneous Revenue	0.00	4,227.24	4,227.24
3509-901	REVENUE:Voted Fund Balance	35,270.00	0.00	(35,270.00)
	3509:OTHER REVENUE	107,471.00	36,612.08	(70,858.92)
<u>CAPITAL RESERVE/ETF REVENUE</u>				
3915-000	REVENUE:Capital Reserve	185,000.00	0.00	(185,000.00)
	3915:CAPITAL RESERVE/ ETF REVE	185,000.00	0.00	(185,000.00)
<u>TRUST/AGENCY REVENUE</u>				
3916-000	REVENUE:Trust/Agency Funds	14,843.00	14,843.71	0.71
	3915:TRUST/AGENCY REVENUE	14,843.00	14,843.71	0.71
<u>PROCEEDS FROM LONG TERM DEBT</u>				
3934-000	REVENUE:LT Debt Proceeds	0.00	0.00	0.00
	3934:PROCEEDS FROM LT DEBT	0.00	0.00	0.00
	TOTAL FUND 1 REVENUES	2,730,527.00	\$ 641,349.72	(2,089,177.28)
	TOTAL FUND 1 REVENUES	2,730,527.00	\$ 641,349.72	(2,089,177.28)

Fund 1 Revenues	2,730,527
Add: Wastewater Treatment Offset	612,563
Add: Cosgwell Spring Offset	491,101
Applied Fund Balance.	401,000
Library Moose Plate Grant	6,240
Academy Hall - Historical Society	5,600
Tax Rate Setting Revenues	4,247,031

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2020
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>LAND USE CHANGE TAX</u>				
3120-000	REVENUE: Land Use Change	0.00	\$ 0.00	0.00
3120-050	Conservation Share of LUC	0.00	0.00	0.00
3120-100	REVENUE: Land Use Abatement	0.00	0.00	0.00
	3120: LAND USE CHANGE TAX	0.00	0.00	0.00
<u>YIELD TAXES</u>				
3185-000	REVENUE: Yield Taxes	0.00	0.00	0.00
3185-100	REVENUE: Yield Taxes Abate	0.00	0.00	0.00
	3185: YIELD TAX	0.00	0.00	0.00
<u>PAYMENT IN LIEU OF TAXES</u>				
3186-000	REVENUE: Payments In Lieu	0.00	646.73	646.73
	3186: PAYMENTS IN LIEU OF TAXES	0.00	646.73	646.73
<u>INTEREST/COSTS ON DELINQUENT TAXES</u>				
3190-000	REVENUE: Interest Delinq Taxes	0.00	25,341.20	25,341.20
	3190:INTEREST ON DELINQUENT T	0.00	25,341.20	25,341.20
<u>GRAVEL PIT EXCAVATION</u>				
3199-000	REVENUE:	0.00	0.00	0.00
3199-001	REVENUE: Excavation Tax (.02)	0.00	0.00	0.00
	3199:GRAVEL PIT EXCAVATION	0.00	0.00	0.00
<u>PA-28 INVENTORY PENALTY</u>				
3210-000	PA-28 Inventory Penalty	0.00	0.00	0.00
3210-100	PA-28 Inventory Abatement	0.00	0.00	0.00
	3210: PA-28 INVENTORY PENALTY	0.00	0.00	0.00
<u>BUSINESS LICENSE/PERMIT FEES</u>				
3210-115	REVENUE: Business Permits,Fees	0.00	420.00	420.00
	3210:BUSINESS LICENSE/PERMIT FE	0.00	420.00	420.00

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2020
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>MOTOR VEHICLE PERMIT FEES</u>				
3220-000	REVENUE: Motor Vehicle Permits	0.00	293,679.00	293,679.00
3225-000	REVENUE-Boat Registration	0.00	1,033.84	1,033.84
	3220:MOTOR VEHICLE PERMIT FEE	0.00	294,712.84	294,712.84
<u>BUILDING PERMIT FEES</u>				
3230-000	REVENUE: Building Permit Fees	0.00	5,675.50	5,675.50
	3230:BUILDING PERMIT FEES	0.00	5,675.50	5,675.50
<u>OTHER LICENSE, PERMITS, FEES</u>				
3290-105	REVENUE: Animal Registration	0.00	945.75	945.75
3290-106	REVENUE: Animal Fee to State	0.00	0.00	0.00
3290-110	REVENUE: Animal Pickup Fines	0.00	0.00	0.00
3290-155	REVENUE: Marriage License	0.00	0.00	0.00
3290-156	REVENUE:Marr License to State	0.00	0.00	0.00
3290-254	REVENUE-TXTC Miscellaneous	0.00	184.45	184.45
3290-255	REVENUE:NH Vital Records Fees	0.00	1,351.92	1,351.92
3290-256	REVENUE:VR Fee to State	0.00	(577.00)	(577.00)
	3290:OTHER LICENSE, PERMITS, FE	0.00	1,905.12	1,905.12
<u>STATE OF NEW HAMPSHIRE</u>				
3319-100	REVENUE:Federal-FEMA (Fire)	0.00	0.00	0.00
3319-200	REVENUE:Federal Bridge	0.00	0.00	0.00
3319-300	REVENUE:Fed Forest Land	0.00	749.86	749.86
3351-000	REVENUE:St of NH 2017 HWY	0.00	0.00	0.00
3352-000	REVENUE:St of NH Rooms/Meals	0.00	0.00	0.00
3353-000	REVENUE:St of NH Highway Block	0.00	71,783.87	71,783.87
3354-000	REVENUE:St NH Polution (WW)	0.00	0.00	0.00
3355-000	REVENUE: St of NH-SRto School	0.00	0.00	0.00
3357-000	REVENUE:St of NH Flood Control	0.00	0.00	0.00
3359-000	REVENUE: State Forest Land	0.00	0.00	0.00
3359-001	REVENUE:St of NH Other (HHHWD)	0.00	0.00	0.00
3359-002	REVENUE: State Aid (Lfill)	0.00	0.00	0.00
3359-003	REVENUE:St of NH OTHER	0.00	6,475.44	6,475.44
3359-004	REVENUE: StNH Bridge(West Ave)	0.00	0.00	0.00
3359-005	REVENUE: State of NH TAP	0.00	0.00	0.00
3359-006	REVENUE:St of NH Police	0.00	0.00	0.00
3359-007	REVENUE: State of NH Fire	0.00	0.00	0.00
	STATE OF NEW HAMPSHIRE	0.00	79,009.17	79,009.17
<u>REVENUE FROM OTHER GOVERNMENTS</u>				
3379-000	REVENUE:Other Gov't (WARNER)	0.00	0.00	0.00
3379-001	REVENUE: Other Govt Hopkinton	0.00	0.00	0.00
3379-050	REVENUE: Bradford-rescue	0.00	0.00	0.00
3379-055	REVENUE: Bradford Amb CR	0.00	0.00	0.00
3379-100	REVENUE:Other Gov't (HHHWD)	0.00	0.00	0.00
3379-200	REVENUE:Other Govt	0.00	1,750.00	1,750.00
	3379:REVENUE FROM OTHER GOV'	0.00	1,750.00	1,750.00
Acct #	Description	Estimated	Actual	Over/(Short)

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2020
DRAFT VERSION

INCOME FROM DEPARTMENTS

3401-105	REVENUE:Solid Waste Sale/Fees	0.00	2,770.89	2,770.89
3401-110	REVENUE:Solid Waste Cpn Trash	0.00	0.00	0.00
3401-111	REVENUE: Transfer Haulers Fees	0.00	0.00	0.00
3401-112	REVENUE: Solid Waste -Grants	0.00	0.00	0.00
3401-115	REVENUE:Solid Waste Permit Fee	0.00	0.00	0.00
3401-155	REVENUE:Fire Dept Misc Rev	0.00	0.00	0.00
3401-165	REVENUE:Rescue Billing	0.00	104,976.83	104,976.83
3401-166	REVENUE: Rescue Intercept Fees	0.00	8,300.00	8,300.00
3401-205	REVENUE:Zoning Board	0.00	0.00	0.00
3401-255	REVENUE:Planning App & Escrow	0.00	2,065.00	2,065.00
3401-305	REVENUE:Police Witness Reimb	0.00	0.00	0.00
3401-310	REVENUE:Police Court Fines	0.00	197.39	197.39
3401-311	REVENUE:PD-ACO Court Fines	0.00	0.00	0.00
3401-315	REVENUE:Police Extra Duty	0.00	773.71	773.71
3401-320	REVENUE:Police Misc Revenue	0.00	210.00	210.00
3401-325	REVENUE:Police Parking Tickets	0.00	1,825.00	1,825.00
3409-010	REVENUE: Highway Misc Revenue	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	3401:INCOME FROM DEPARTMENT	0.00	121,118.82	121,118.82

OTHER CHARGES FROM DEPARTMENTS

3409-015	REVENUE:Photocopy Revenue	0.00	0.40	0.40
3409-025	REVENUE:Map Sales	0.00	0.00	0.00
3409-030	REVENUE:Computer List Sale	0.00	0.00	0.00
3409-040	REVENUE:Current Use Filing Fee	0.00	0.00	0.00
3409-045	REVENUE:Seagraves Donations	0.00	0.00	0.00
3409-046	REVENUE: Street Lights Contrib	0.00	0.00	0.00
3409-325	REVENUE: Book Sales	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	3409:OTHER DEPT CHARGES	0.00	0.40	0.40

SALE OF MUNICIPAL PROPERTY

3501-000	REVENUE:Sale of Town Property	0.00	275.00	275.00
		<hr/>	<hr/>	<hr/>
	3501:SALE OF TOWN PROPERTY	0.00	275.00	275.00

INTEREST ON INVESTMENTS

3502-000	REVENUE:Interest On Investment	0.00	4,860.51	4,860.51
		<hr/>	<hr/>	<hr/>
	3502:INTEREST ON INVESTMENTS	0.00	4,860.51	4,860.51

Town of Henniker
STATEMENT OF REVENUES
For the Four Months Ending April 30, 2020
DRAFT VERSION

Acct #	Description	Estimated	Actual	Over/(Short)
<u>OTHER REVENUE</u>				
3509-105	REVENUE:Lease Town Property	0.00	280.00	280.00
3509-204	REVENUE:Insurance Highway Fire	0.00	0.00	0.00
3509-205	REVENUE:Worker Comp Refund	0.00	0.00	0.00
3509-210	REVENUE:Schoolcare Surplus	0.00	0.00	0.00
3509-215	REVENUE:Insurance Reimburse	0.00	0.00	0.00
3509-315	REVENUE:Welfare Reimburse	0.00	0.00	0.00
3509-316	REVENUE:Energy/SRTS Grants	0.00	0.00	0.00
3509-317	REVENUE-Welfare Grant	0.00	0.00	0.00
3509-900	REVENUE:Miscellaneous Revenue	0.00	294.60	294.60
3509-901	REVENUE:Voted Fund Balance	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	3509:OTHER REVENUE	0.00	574.60	574.60
		<hr/>	<hr/>	<hr/>
<u>CAPITAL RESERVE/ETF REVENUE</u>				
3915-000	REVENUE:Capital Reserve	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	3915:CAPITAL RESERVE/ ETF REVE	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
<u>TRUST/AGENCY REVENUE</u>				
3916-000	REVENUE:Trust/Agency Funds	0.00	18,077.34	18,077.34
		<hr/>	<hr/>	<hr/>
	3915:TRUST/AGENCY REVENUE	0.00	18,077.34	18,077.34
		<hr/>	<hr/>	<hr/>
<u>PROCEEDS FROM LONG TERM DEBT</u>				
3934-000	REVENUE:LT Debt Proceeds	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	3934:PROCEEDS FROM LT DEBT	0.00	0.00	0.00
		<hr/>	<hr/>	<hr/>
	TOTAL FUND 1 REVENUES	<hr/> 0.00	<hr/> \$ 554,367.23	<hr/> 554,367.23
		<hr/>	<hr/>	<hr/>
	TOTAL FUND 1 REVENUES	<hr/> 0.00	<hr/> \$ 554,367.23	<hr/> 554,367.23
		<hr/>	<hr/>	<hr/>

Report of Gross Cash Collections
 Thru the Town Clerk/Tax Collectors Office
 Report Dates: Jan 1-April 30

2020

	A/R Property Tax	Revenue Interest	A/R PA-28InvPen	A/R Yield Tax	A/R Excavation	A/R Current Use	Revenue MV Reg	Revenue boat	Revenue Dog Lic	Revenue UCC/Bus Permits	Revenue TC Misc	Revenue VR Fees	Subtotal Town	A/R Sewer Tax	Revenue Sewer Int	A/R Water Tax	Revenue Water Int	Pass Thru State MV Money	Report Total
jan	165,122.15	7,010.58	320.00	4,327.44		364.96	88,316.00				36.50	828.92	266,326.55	7,872.37	120.49	30,762.63	443.16	25,859.22	331,384.42
feb	120,172.75	10,686.37	300.28			8,443.14	64,572.00	152.80	209.00	420.00	78.00	173.00	205,207.34	9,329.61	227.83	214,689.22	475.52	20,458.49	450,388.01
mar	67,736.88	3,293.76	167.34				75,481.00	178.40	216.00		0.75	310.00	147,384.13	6,127.09	147.39	30,148.43	451.50	23,396.57	207,655.11
apr	73,270.41	4,350.49				5.04	68,405.00	702.54	520.00		69.95	40.00	153,363.53	16,332.93	646.34	21,326.67	1,101.74	26,573.06	219,344.27
Subtotal	432,302.19	25,341.20	787.62	4,327.44	0.00	8,813.14	296,774.00	1,033.84	945.00	420.00	185.20	1,351.92	772,281.55	39,662.00	1,142.05	296,926.95	2,471.92	96,287.34	1,208,771.81

2019

jan	200,633.03	25,749.39	197.20				76,063.00	199.36	138.50		26.00	365.00	303,371.48	7,539.45	220.05	5,583.07	392.61	21,549.41	338,656.07
feb	268,661.54	9,836.70	393.83	19.34	209.70	1,300.95	72,534.00	69.00	238.50	345.00	109.90	95.00	353,813.46	11,008.09		201,280.20	0.10	22,656.46	588,758.31
mar	146,734.36	7,902.45	600.00			6,684.89	76,802.00	84.00	413.50		65.00	275.00	239,596.20	16,196.39	853.22	45,934.56	893.80	28,988.26	332,462.43
apr	119,818.51	12,197.37	640.62		640.00		93,235.00	894.36	1,111.00		156.80	45.00	228,738.66	15,580.92	932.61	13,921.33	584.46	31,053.59	290,811.57
Subtotal	735,847.44	55,685.91	1,831.65	19.34	849.70	7,985.84	318,634.00	1,246.72	1,901.50	345.00	357.70	780.00	1,125,519.80	50,324.85	2,005.88	266,719.16	1,870.97	104,247.72	1,550,688.38

2020 vs 2019	(303,545.25)	(30,344.71)	(1,044.03)	4,308.10	(849.70)	827.30	(21,860.00)	(212.88)	(956.50)	75.00	(172.50)	571.92	(353,238.25)	(10,662.85)	(863.83)	30,207.79	600.95	(7,960.38)	(341,916.57)
	-41%	-54%	-57%	22276%	-100%	10%	-7%	-17%	-50%	22%	-48%	73%	-31%	-21%	-43%	11%	32%	-8%	-22%

This is a summary of the point of sale system transactions for the first 4 months of 2019 and 2020.

A. GENERAL FUND CASH BALANCE AS OF 4/30/20 \$1,328,047.00

This is all in the operating general fund. The investment account we have at Citizens forced us to move money to get a better interest rate. We generally use up that cash first (which was moved by end of March 20) and then we get into the Tan. We have -0- in invested funds at this point. The rates have tanked since the Covid situation anyway.

TAX ANTICIPATION NOTE BALANCE AS OF 4/30/20 \$750,000.00

Total Tan available is \$3,000,000. Generally used \$1,500,000 in April-May-June repaid by 7/31. Use \$1,500,000 in Oct-Nov Dec. Must be paid back by 12/31 cannot span years. Can keep money as long as we need in 2020, but will pay interest on outstanding balance. (2.55%)

OWED TO HENNIKER SCHOOL AS OF 4/30/20 \$1,369,181.00

Intend on paying \$600,000 in May and \$769,181 in June. Must be paid by 6/30. Speaking with Deb Hooper, cash needed in July will be \$500,000 and August \$500,000 The school has hired a new Business Administrator and she was looking to help us out by keeping us in the loop on their cash flow planning needs.

OWED TO JOHN STARK SCHOOL AS OF 4/30/20 \$496,368.00

Intend on paying \$250,000 in May and \$246,368 in June. Must be paid by 6/30 Intending on paying \$200,000 in July and \$200,000 in August.

Detailed Budget Report 04/29/2020

Summary Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
TOTAL EXECUTIVE	27,223	1,594	25,629		23,817	(3,406)
TOTAL TOWN CLERK	90,457	31,227	59,230		90,937	480
TOTAL ELECTION	15,070	4,879	10,191		6,870	(8,200)
TOTAL TAX MAP	4,725	3,475	1,250		4,725	0
TOTAL TOWN OFFICE	571,706	167,666	404,040		538,836	(32,870)
TOTAL TAX COLLECTOR	92,217	28,288	63,929		87,315	(4,902)
TOTAL LEGAL	20,000	8,828	11,172		20,000	0
TOTAL PLANNING	48,679	10,185	38,494		48,268	(411)
Total ZONING	5,521	48	5,473		5,521	0
TOTAL CEMETERIES	13,950	0	13,950		13,700	(250)
TOTAL GENERAL INSURANCE	143,445	50,218	93,227		151,061	7,616
TOTAL MUNICIPAL DUES	4,157	4,157	0		4,035	(122)
TOTAL POLICE	1,380,904	364,995	1,015,909		1,273,803	(107,101)
TOTAL FIRE/RESCUE	773,789	224,242	549,547		767,468	(6,321)
TOTAL CODE ENFORCEMENT	6,883	1,582	5,301		6,583	(300)
TOTAL EMERGENCY MGT	1,292	0	1,292		1,292	0
TOTAL HIGHWAY DEPT	776,676	193,659	583,017		770,634	(6,042)
TOTAL HIGHWAY/STREETS	629,700	73,053	556,647		602,800	(26,900)
TOTAL STREET LIGHTING	20,000	3,826	16,174		25,460	5,460
TOTAL SOLID WASTE	452,912	95,048	357,864		438,073	(14,839)
TOTAL ANIMAL CONTROL	9,408	861	8,547		9,408	0
TOTAL WELFARE	80,000	20,910	59,090		80,000	0
TOTAL ATHLETIC	40,145	6,413	33,732		40,145	0
TOTAL LIBRARY	229,379	64,033	165,346		227,730	(1,649)
TOTAL PATRIOTIC PURPOSES	2,000	0	2,000		2,000	0
TOTAL BAND	7,195	465	6,730		7,195	0
TOTAL CONSERVATION	3,500	85	3,415		3,390	(110)
TOTAL COMMUNITY	79,000	0	79,000		74,500	(4,500)
TOTAL DEBT SERVICE	327,674	61,080	266,594		330,418	2,744
TOTAL CAPITAL RESERVE	1,091,501	0	1,091,501		1,021,603	(69,898)
TOTAL WARRANT ARTICLES	4,365,751	28,342	4,337,409		495,097	(3,870,654)
Subtotal Fund 1 Town	11,314,859	1,449,158	9,865,701		7,172,684	(4,142,175)
GRAND TOTAL CSWW	515,003	92,000	423,003		491,101	(23,902)
GRAND TOTAL WWTP	632,609	163,356	469,253		620,100	(12,509)
Less Encumbrances Included	(31,056)	0	0		0	31,056
Gross Totals	12,431,415	1,704,513	10,757,958		8,283,885	(4,147,530)

Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
EXECUTIVE							
4130-110	Executive-Wages Health Officer	\$ 5,000.00		5,000.00	1	\$ 2,000.00	\$ (3,000.00)
4130-111	Executive-Wages BOS Clerk	3,600.00	905.25	2,694.75	0.75	3,600.00	\$ -
4130-130	Executive-Salaries BOS	7,500.00	0	7,500.00	1	7,500.00	\$ -
4130-131	Executive-Salaries Treasurer	1,500.00	0	1,500.00	1	1,500.00	\$ -
4130-132	Executive-Salaries Dep Treas.	100	0	100	1	100	\$ -
4130-133	Executive-Trustees Wages	900	0	900	1	900	\$ -
4130-220	Executive-Fica/Medicare	1,423.00	131.69	1,291.31	0.91	1,117.00	\$ (306.00)
4130-350	Executive-Drug/Alcohol Testing	3,000.00	442	2,558.00	0.85	3,000.00	\$ -
4130-610	Executive-Selectmen Expense	1,500.00	70	1,430.00	0.95	1,500.00	\$ -
4130-611	Executive-Eco Development	400	0	400	1	400	\$ -
4130-613	Executive-Health Officer Exp	500	45	455	0.91	400	\$ (100.00)
4130-614	Executive-Loss Prevention	300	0	300	1	300	\$ -
4130-615	Executive-Historic District	1,250.00	0	1,250.00	1	1,250.00	\$ -
4130-616	Executive-Craney Tower Site	250	0	250	1	250	\$ -
TOTAL EXECUTIVE		27,223.00	1,593.94	25,629.06	0.94	23,817.00	(3,406.00)
TOWN CLERK							
4140-111	Town Clerk-Wages Deputy	26,967.00	10,212.28	16,754.72	0.62	24,439.00	\$ (2,528.00)
4140-130	Town Clerk-Wages	31,940.00	9,950.44	21,989.56	0.69	30,437.00	\$ (1,503.00)
4140-211	Town Clerk-Benefit Insurance	14,606.00	7,807.80	6,798.20	0.47	14,190.00	\$ (416.00)
4140-220	Town Clerk-Fica/Medicare	4,414.00	1,515.13	2,898.87	0.66	4,143.00	\$ (271.00)
4140-230	Town Clerk-Retirement	6,580.00	1,350.53	5,229.47	0.79	6,396.00	\$ (184.00)
4140-240	Town Clerk-Training/Seminars	800	0	800	1	800	\$ -
4140-560	Town Clerk-Dues/Memberships	55	55	0	0	55	\$ -
4140-570	Town Clerk-Advertising	200	0	200	1	200	\$ -
4140-620	Town Clerk-Office Supplies	1,400.00	119	1,281.00	0.92	1,400.00	\$ -
4140-625	Town Clerk-Postage	2,225.00	7.35	2,217.65	1	1,800.00	\$ (425.00)
4140-637	Town Clerk-Mileage	200	0	200	1	200	\$ -
4140-805	Town Clerk-Equip Maint/Repair	300	0	300	1	6,107.00	\$ 5,807.00
4140-814	Town Clerk-Photocopy Expense	490	0	490	1	490	\$ -
4140-832	Town Clerk-Animal Licenses	280	209.88	70.12	0.25	280	\$ -
TOTAL TOWN CLERK		90,457.00	31,227.41	59,229.59	0.65	90,937.00	480.00
ELECTION							
4141-120	Election-Wages	8,000.00	1,756.28	6,243.72	0.78	3,000.00	\$ (5,000.00)
4141-570	Election-Advertising	250	155	95	0.38	200	\$ (50.00)
4141-620	Election-Office Supplies	100	0	100	1	100	\$ -
4141-625	Election-Postge	20	0	20	1	20	\$ -
4141-690	Election-Election Expense	2,200.00	882.66	1,317.34	0.6	1,200.00	\$ (1,000.00)
4141-740	Election - Equipment Purchase	100	0	100	1	0	\$ (100.00)
4141-802	Election-Ballots	2,800.00	2,085.30	714.7	0.26	1,600.00	\$ (1,200.00)
4141-803	Election-Voting Booth Maint.	1,600.00	0	1,600.00	1	750	\$ (850.00)
TOTAL ELECTION		15,070.00	4,879.24	10,190.76	0.68	6,870.00	(8,200.00)
TAX MAP							
4142-312	Tax Map-Cartographer	2,400.00	2,400.00	0	0	2,400.00	\$ -
4142-400	Tax Map-Digital Mapping	2,075.00	1,075.00	1,000.00	0.48	2,075.00	\$ -
4142-550	Tax Map-Printing	250	0	250	1	250	\$ -
TOTAL TAX MAP		4,725.00	3,475.00	1,250.00	0.26	4,725.00	0.00

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
TOWN OFFICE							
4150-110	Town Office-Wages FT	256,987.00	76,195.66	180,791.34	0.7	236,251.00	\$ (20,736.00)
4150-112	Town Office-Wages PT	29,406.00	12,846.08	16,559.92	0.56	28,951.00	\$ (455.00)
4150-211	Town Office-Benefit Insurances	40,161.00	12,307.35	27,853.65	0.69	54,855.00	\$ 14,694.00
4150-220	Town Office-Fica/Medicare	21,661.00	5,813.83	15,847.17	0.73	19,970.00	\$ (1,691.00)
4150-230	Town Office-Retirement	24,040.00	5,729.76	18,310.24	0.76	24,221.00	\$ 181.00
4150-240	Town Office-Training/Seminars	1,225.00	590	635	0.52	1,225.00	\$ -
4150-301	Town Office-Consult/Auditors	16,000.00	5,800.00	10,200.00	0.64	16,000.00	\$ -
4150-312	Town Office-Consult/Assessor	40,000.00	7,004.33	32,995.67	0.82	40,000.00	\$ -
4150-341	Town Office-Telephone Chgs	6,500.00	1,871.18	4,628.82	0.71	6,500.00	\$ -
4150-409	Town Office-Custodial Service	16,860.00	3,352.85	13,507.15	0.8	16,860.00	\$ -
4150-410	Town Office-Electricity	3,000.00	669.13	2,330.87	0.78	3,000.00	\$ -
4150-411	Town Office-Heat	6,472.00	3,030.25	3,441.75	0.53	6,000.00	\$ (472.00)
4150-412	Town Office-Water/Sewer	1,728.00	327.95	1,400.05	0.81	815	\$ (913.00)
4150-414	Town Office-Alarm Monitor	1,775.00	0	1,775.00	1	2,000.00	\$ 225.00
4150-429	Town Office-Medical Supplies	200	0	200	1	200	\$ -
4150-430	Town Office-Bld Repair/Maint	13,505.00	686.32	12,818.68	0.95	2,780.00	\$ (10,725.00)
4150-434	Town Office-Custodial Supplies	1,600.00	0	1,600.00	1	1,600.00	\$ -
4150-450	Town Office-Grange Electric	1,500.00	382.49	1,117.51	0.75	1,500.00	\$ -
4150-451	Town Office-Community Ctr Elec	4,200.00	1,858.58	2,341.42	0.56	4,200.00	\$ -
4150-452	Town Office-Grange Water/Sewer	808	272.26	535.74	0.66	808	\$ -
4150-453	Town Office-Comm Ctr Wtr/Sewer	808	163.8	644.2	0.8	808	\$ -
4150-454	Town Office-Grange Alarm	400	0	400	1	400	\$ -
4150-455	Town Office-Comm Ctr Alarm	575	0	575	1	575	\$ -
4150-456	Town Office-Grange Heat	2,378.00	1,087.44	1,290.56	0.54	2,548.00	\$ 170.00
4150-457	Town Office-Comm Ctr-Heat	2,738.00	1,363.61	1,374.39	0.5	2,908.00	\$ 170.00
4150-458	Town Office-Grange Maintenance	854	551.79	302.21	0.35	500	\$ (354.00)
4150-459	Town Office-Comm Ctr Maintence	9,244.00	665.25	8,578.75	0.93	900	\$ (8,344.00)
4150-460	Town Office-Grange Telephone	1,320.00	346.42	973.58	0.74	1,320.00	\$ -
4150-461	Town Office-Comm Ctr Telephone	480	77.24	402.76	0.84	480	\$ -
4150-550	Town Office-Printing	1,200.00	0	1,200.00	1	1,200.00	\$ -
4150-552	Town Office-Town Report	2,500.00	2,631.48	-131.48	-0.05	2,500.00	\$ -
4150-560	Town Office-Dues/Membership	375	155	220	0.59	375	\$ -
4150-570	Town Office-Advertising	1,800.00	493.8	1,306.20	0.73	1,800.00	\$ -
4150-620	Town Office-Office Supplies	5,200.00	1,908.40	3,291.60	0.63	5,200.00	\$ -
4150-625	Town Office-Postage	7,200.00	1,944.19	5,255.81	0.73	7,200.00	\$ -
4150-637	Town Office-Mileage	2,000.00	29.67	1,970.33	0.99	2,000.00	\$ -
4150-670	Town Office-Books	1,500.00	491.41	1,008.59	0.67	1,500.00	\$ -
4150-740	Town Office-Equipment Purchase	1,000.00	0	1,000.00	1	3,200.00	\$ 2,200.00
4150-810	TownOffice-Cmptr License Maint	29,345.00	11,020.42	18,324.58	0.62	25,145.00	\$ (4,200.00)
4150-815	Town Office-Copier Lease	2,541.00	506.95	2,034.05	0.8	2,541.00	\$ -
4150-825	Town Office-County Registry	700	24	676	0.97	700	\$ -
4150-827	Town Office-Lein Research	4,300.00	0	4,300.00	1	4,300.00	\$ -
4150-835	Town Office-WEB Site Expenses	5,620.00	5,466.67	153.33	0.03	3,000.00	\$ (2,620.00)
TOTAL TOWN OFFICE		571,706.00	167,665.56	404,040.44	0.71	538,836.00	(32,870.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
TAX COLLECTOR							
4151-111	Tax Collector-Wages Deputy	26,967.00	7,667.82	19,299.18	0.72	24,439.00	\$ (2,528.00)
4151-130	Tax Collector-Wages	31,940.00	9,950.44	21,989.56	0.69	30,437.00	\$ (1,503.00)
4151-211	Tax Collector-Benefit Ins	14,606.00	7,807.84	6,798.16	0.47	14,190.00	\$ (416.00)
4151-220	Tax Collector-Fica/Medicare	4,414.00	1,422.92	2,991.08	0.68	4,143.00	\$ (271.00)
4151-230	Tax Collector-Retirement	6,580.00	1,350.53	5,229.47	0.79	6,396.00	\$ (184.00)
4151-240	Tax Collector-Training/Seminar	800	0	800	1	800	\$ -
4151-560	Tax Collector-Dues/Membership	20	0	20	1	20	\$ -
4151-570	Tax Collector-Advertising	200	0	200	1	200	\$ -
4151-620	Tax Collector-Office Supplies	1,300.00	82.97	1,217.03	0.94	1,300.00	\$ -
4151-625	Tax Collector-Postage	4,000.00	0	4,000.00	1	4,000.00	\$ -
4151-637	Tax Collector-Mileage	200	0	200	1	200	\$ -
4151-814	Tax Collector-Photocopy Exp	490	0	490	1	490	\$ -
4151-825	Tax Collector-County Registry	700	5.2	694.8	0.99	700	\$ -
TOTAL TAX COLLECTOR		92,217.00	28,287.72	63,929.28	0.69	87,315.00	(4,902.00)
LEGAL							
4153-320	Legal-Legal Fees	20,000.00	8,827.88	11,172.12	0.56	20,000.00	\$ -
TOTAL LEGAL		20,000.00	8,827.88	11,172.12	0.56	20,000.00	0.00
PLANNING							
4191-110	Planning-Wages	1,500.00	289	1,211.00	0.81	1,500.00	\$ -
4191-220	Planning-Fica/Medicare	115	0	115	1	115	\$ -
4191-240	Planning-Training/Semiars	250	0	250	1	250	\$ -
4191-320	Planning-Legal Fees	3,000.00	0	3,000.00	1	3,000.00	\$ -
4191-390	Planning-Consulting Fees	33,350.00	3,862.50	29,487.50	0.88	33,350.00	\$ -
4191-550	Planning-Printing	500	0	500	1	500	\$ -
4191-560	Planning-Dues/Memberships	5,964.00	5,964.00	0	0	5,553.00	\$ (411.00)
4191-570	Planning-Advertising	2,400.00	0	2,400.00	1	2,400.00	\$ -
4191-620	Planning-Office Supplies	300	69.17	230.83	0.77	300	\$ -
4191-625	Planning-Postage	700	0	700	1	700	\$ -
4191-814	Planning-Photocopy	600	0	600	1	600	\$ -
4191-900	Planning-Escrow Offset Revenue	0	-140	140	0	0	\$ -
4191-901	Planning-Escrow Acct Expenses	0	140	-140	0	0	\$ -
TOTAL PLANNING		48,679.00	10,184.67	38,494.33	0.79	48,268.00	(411.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
ZONING							
4192-110	Zoning-Wages	600	0	600	1	600 \$	-
4192-220	Zoning-Fica/Medicare	46	0	46	1	46 \$	-
4192-390	Zoning-Consultant	3,000.00	0	3,000.00	1	3,000.00 \$	-
4192-391	Zoning - Legal	800	0	800	1	800 \$	-
4192-570	Zoning-Advertising	300	0	300	1	300 \$	-
4192-620	Zoning-Office Supplies	225	47.95	177.05	0.79	225 \$	-
4192-625	Zoning-Postage	300	0	300	1	300 \$	-
4192-814	Zoning-Photocopy	250	0	250	1	250 \$	-
Total ZONING		5,521.00	47.95	5,473.05	0.99	5,521.00	0.00
CEMETERIES							
4195-650	Cemeteries-Ground Maint	9,800.00	0	9,800.00	1	9,800.00 \$	-
4195-655	Cemeteries-Stone Repair	2,500.00	0	2,500.00	1	2,500.00 \$	-
4195-657	Cemeteries-Tree Removal	1,400.00	0	1,400.00	1	1,400.00 \$	-
4195-660	Cemetery - Repairs	250.00	0	250.00	1	0.00 \$	(250.00)
TOTAL CEMETERIES		13,950.00	0.00	13,950.00	1	13,700.00	(250.00)
GENERAL INSURANCE							
4196-520	Insurance-Workers Compensation	55,122.00	50,217.80	4,904.20	0.09	62,610.00 \$	7,488.00
4196-522	Insurance-General Liability	85,000.00	0	85,000.00	1	85,000.00 \$	-
4196-523	Insurance-Unemployment Ins	1,323.00	0	1,323.00	1	1,451.00 \$	128.00
4196-524	Insurance-Deductible	2,000.00	0	2,000.00	1	2,000.00 \$	-
TOTAL GENERAL INSURANCE		143,445.00	50,217.80	93,227.20	0.65	151,061.00	7,616.00
MUNICIPAL DUES							
4197-560	Municipal Dues/Membership	4,157.00	4,157.00	0	0	4,035.00 \$	(122.00)
TOTAL MUNICIPAL DUES		4,157.00	4,157.00	0.00	0	4,035.00	(122.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
POLICE							
4210-109	Police-Wages Clerical	66,138.00	20,712.80	45,425.20	0.69	63,352.00	\$ (2,786.00)
4210-110	Police-Wages FT	650,524.00	189,091.77	461,432.23	0.71	625,388.00	\$ (25,136.00)
4210-111	Police-Wages Special Officers	40,000.00	15,315.40	24,684.60	0.62	30,056.00	\$ (9,944.00)
4210-112	Police-Detail Wages (Revenue)	1	0	1	1	1	\$ -
4210-120	Police-Parking Enforcement	9,702.00	4,057.20	5,644.80	0.58	9,566.00	\$ (136.00)
4210-121	Police-Crossing Guards	7,920.00	3,036.00	4,884.00	0.62	7,920.00	\$ -
4210-140	Police-Wages OT	25,000.00	8,751.96	16,248.04	0.65	20,000.00	\$ (5,000.00)
4210-211	Police-Benefit Insurance	172,688.00	48,608.71	124,079.29	0.72	167,693.00	\$ (4,995.00)
4210-220	Police-Fica/Medicare	18,955.00	6,259.50	12,695.50	0.67	17,533.00	\$ (1,422.00)
4210-230	Police-Retirement	197,096.00	41,859.10	155,236.90	0.79	191,767.00	\$ (5,329.00)
4210-240	Police-Training/License	2,500.00	945	1,555.00	0.62	2,500.00	\$ -
4210-241	Police-Training/Ammunition	3,200.00	1,182.00	2,018.00	0.63	3,200.00	\$ -
4210-291	Police-Uniforms	7,000.00	857.1	6,142.90	0.88	7,000.00	\$ -
4210-320	Police-Prosecuting Attny	11,000.00	0	11,000.00	1	11,000.00	\$ -
4210-341	Police-Telephone	10,500.00	2,255.28	8,244.72	0.79	10,500.00	\$ -
4210-342	Police-Dispatch Telephone	700	217.74	482.26	0.69	700	\$ -
4210-350	Police-Medical HEP B	300	0	300	1	300	\$ -
4210-391	Police-Towing	500	0	500	1	500	\$ -
4210-393	Police-Special Investigation	300	0	300	1	300	\$ -
4210-394	Police-Merr County Dispatch	37,767.00	0	37,767.00	1	36,777.00	\$ (990.00)
4210-410	Police-Electricity	4,920.00	1,378.05	3,541.95	0.72	4,800.00	\$ (120.00)
4210-411	Police-Heat	4,300.00	1,381.13	2,918.87	0.68	4,300.00	\$ -
4210-412	Police-Water/Sewer	900	163.8	736.2	0.82	900	\$ -
4210-430	Police-Blding Repair/Maint.	4,000.00	845.92	3,154.08	0.79	4,000.00	\$ -
4210-431	Police-Custodian	8,640.00	2,880.00	5,760.00	0.67	8,640.00	\$ -
4210-550	Police-Printing	500	114.57	385.43	0.77	500	\$ -
4210-560	Police-Dues/Memberships	450	0	450	1	450	\$ -
4210-620	Police-Office Supplies	4,000.00	421.37	3,578.63	0.89	4,000.00	\$ -
4210-625	Police-Postage	500	0	500	1	500	\$ -
4210-635	Police-Vehicle Fuel	12,850.00	2,748.23	10,101.77	0.79	12,850.00	\$ -
4210-637	Police-Blood Test Mileage	1,250.00	231.34	1,018.66	0.81	1,250.00	\$ -
4210-660	Police-Vehicle Repair/Maint	5,500.00	1,781.03	3,718.97	0.68	5,500.00	\$ -
4210-661	Police-Vehicle Tires	2,500.00	584	1,916.00	0.77	2,500.00	\$ -
4210-662	Police-Vehicle Parts/Access	2,500.00	1,205.53	1,294.47	0.52	2,500.00	\$ -
4210-670	Police-Books/Periodicals	350	0	350	1	350	\$ -
4210-740	Police-Equipment Purchase	2,500.00	0	2,500.00	1	2,405.00	\$ (95.00)
4210-745	Police-Automobile Purchase	49,453.00	0	49,453.00	1	0	\$ (49,453.00)
4210-805	Police-Equipment Maintenance	11,500.00	8,023.47	3,476.53	0.3	9,805.00	\$ (1,695.00)
4210-814	Police-Photocopy Expense	1,000.00	87	913	0.91	1,000.00	\$ -
4210-840	Police-Communication Repair	1,500.00	0	1,500.00	1	1,500.00	\$ -
TOTAL POLICE		1,380,904.00	364,995.00	1,015,909.00	0.74	1,273,803.00	(107,101.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	Budget	
						2019 Approved Budget	2019 vs 2020 Approved Req
FIRE/RESCUE							
4214-110	Fire/Rescue-Full Time Wages	89,932.00	19,668.30	70,263.70	0.78	84,811.00	\$ (5,121.00)
4214-111	Fire/Rescue-Part Time Wages	283,191.00	100,615.80	182,575.20	0.64	283,191.00	\$ -
4214-140	Fire/Rescue-Over Time Wages	6,000.00	199.44	5,800.56	0.97	6,000.00	\$ -
4214-211	Fire/Rescue-Benefit Insurance	28,258.00	2,710.24	25,547.76	0.9	27,510.00	\$ (748.00)
4214-220	Fire/Rescue Fica	23,021.00	6,864.21	16,156.79	0.7	22,948.00	\$ (73.00)
4214-230	Fire/Rescue-Retirement	28,866.00	7,311.09	21,554.91	0.75	28,142.00	\$ (724.00)
4214-341	Fire/Rescue-Telephone	8,025.00	1,127.03	6,897.97	0.86	8,025.00	\$ -
4214-350	Fire/Rescue-Medical/Hep B	500	0	500	1	500	\$ -
4214-394	Fire/Rescue-Dispatch Fees	43,087.00	43,087.00	0	0	41,346.00	\$ (1,741.00)
4214-410	Fire/Rescue-Electricity	8,250.00	1,305.41	6,944.59	0.84	8,250.00	\$ -
4214-411	Fire/Rescue-Heat	6,574.00	2,230.01	4,343.99	0.66	6,574.00	\$ -
4214-412	Fire/Rescue-Water	1,600.00	313.27	1,286.73	0.8	1,600.00	\$ -
4214-430	Fire/Rescue-Blding Maintenance	10,100.00	4,733.27	5,366.73	0.53	10,400.00	\$ 300.00
4214-610	Fire/Rescue-Office Supplies	5,800.00	578.02	5,221.98	0.9	5,800.00	\$ -
4214-690	Fire/Rescue-Supplies Other	2,800.00	407.22	2,392.78	0.85	2,800.00	\$ -
4215-111	Rescue-Wages	16,500.00	0	16,500.00	1	16,500.00	\$ -
4215-220	Rescue-Fica/Medicare	1,262.00	115.63	1,146.37	0.91	1,262.00	\$ -
4215-240	Rescue-Training/License	8,150.00	-390.05	8,540.05	1.05	8,150.00	\$ -
4215-635	Rescue-Vehicle Fuel	6,000.00	1,206.63	4,793.37	0.8	5,600.00	\$ (400.00)
4215-660	Rescue-Vehicle Repair/Maint	4,000.00	168.7	3,831.30	0.96	4,000.00	\$ -
4215-680	Rescue-Medical Supplies	5,400.00	0	5,400.00	1	5,400.00	\$ -
4215-740	Rescue-Equipment Purchase	15,180.00	170	15,010.00	0.99	15,180.00	\$ -
4215-750	Rescue-Communication Equip	6,230.00	0	6,230.00	1	4,730.00	\$ (1,500.00)
4215-887	Rescue-Interceptor Fees	3,450.00	0	3,450.00	1	3,450.00	\$ -
4215-888	Rescue-CRHSC Billing Fees	20,000.00	3,133.43	16,866.57	0.84	20,000.00	\$ -
4220-111	Fire-Wages	58,727.00	20,510.86	38,216.14	0.65	58,727.00	\$ -
4220-220	Fire-Fica/Medicare	4,492.00	1,586.97	2,905.03	0.65	4,492.00	\$ -
4220-240	Fire-Training/Seminars	10,034.00	2,405.00	7,629.00	0.76	10,034.00	\$ -
4220-635	Fire-Vehicle Fuel	5,380.00	948.29	4,431.71	0.82	5,380.00	\$ -
4220-660	Fire-Vehicle Repair/Maint.	12,500.00	599.43	11,900.57	0.95	12,500.00	\$ -
4220-690	Fire-Supplies Other	2,125.00	939.92	1,185.08	0.56	2,125.00	\$ -
4220-740	Fire-Equipment Purchases	23,061.00	542.33	22,518.67	0.98	25,939.00	\$ 2,878.00
4220-750	Fire-Communication Equipment	7,774.00	0	7,774.00	1	8,730.00	\$ 956.00
4220-805	Fire-Equipment Repair/Maint.	13,570.00	1,154.97	12,415.03	0.91	13,422.00	\$ (148.00)
4220-900	Fire-CSWW Hydrant Rental	3,950.00	0	3,950.00	1	3,950.00	\$ -
TOTAL FIRE/RESCUE		773,789.00	224,242.42	549,546.58	0.71	767,468.00	(6,321.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
<u>CODE ENFORCEMENT</u>							
4240-110	Code-Wages	5,000.00	1,400.00	3,600.00	0.72	5,000.00	\$ -
4240-220	Code-Fica/Medicare	383	107.1	275.9	0.72	383	\$ -
4240-341	Code-Telephone	500	75.02	424.98	0.85	500	\$ -
4240-411	Code-Consulting Fees/Forester	600	0	600	1	300	\$ (300.00)
4240-560	Code-Dues/Memberships	100	0	100	1	100	\$ -
4240-670	Code-Books/Periodical	300	0	300	1	300	\$ -
TOTAL CODE ENFORCEMENT		6,883.00	1,582.12	5,300.88	0.77	6,583.00	(300.00)
<u>EMERGENCY MANAGEMENT</u>							
4290-110	Emergency Mgt - Wages	1,200.00	0	1,200.00	1	1,200.00	\$ -
4290-220	Emergency Mgt - Fica	92	0	92	1	92	\$ -
TOTAL EMERGENCY MGT		1,292.00	0.00	1,292.00	1	1,292.00	0.00

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
HIGHWAY DEPARTMENT							
4311-110	Highway-Wages FT	297,106.00	84,124.91	212,981.09	0.72	251,229.00 \$	(45,877.00)
4311-120	Highway-Wages PT	25,000.00	3,162.25	21,837.75	0.87	65,000.00 \$	40,000.00
4311-140	Highway-Wages OT	54,000.00	25,845.39	28,154.61	0.52	54,000.00 \$	-
4311-211	Highway-Benefit Insurances	114,069.00	26,865.72	87,203.28	0.76	95,821.00 \$	(18,248.00)
4311-220	Highway-Fica/Medicare	28,053.00	8,314.89	19,738.11	0.7	27,719.00 \$	(334.00)
4311-230	Highway-Retirement	39,218.00	9,093.80	30,124.20	0.77	29,281.00 \$	(9,937.00)
4311-235	Highway-Advertising	500	33	467	0.93	0 \$	(500.00)
4311-240	Highway-Training/License	500	0	500	1	1,000.00 \$	500.00
4311-291	Highway-Uniforms	5,050.00	1,404.37	3,645.63	0.72	4,050.00 \$	(1,000.00)
4311-341	Highway-Telephone	3,500.00	913.32	2,586.68	0.74	4,000.00 \$	500.00
4311-410	Highway-Electricity	4,500.00	1,078.70	3,421.30	0.76	5,000.00 \$	500.00
4311-411	Highway-Heat	6,000.00	1,453.50	4,546.50	0.76	6,000.00 \$	-
4311-412	Highway-Water/Sewer	3,500.00	961.54	2,538.46	0.73	2,500.00 \$	(1,000.00)
4311-414	Highway-Alarm	1,500.00	444	1,056.00	0.7	750 \$	(750.00)
4311-430	Highway-Building Maintenance	4,500.00	996	3,504.00	0.78	26,300.00 \$	21,800.00
4311-560	Highway-Dues/Membership	100	25	75	0.75	100 \$	-
4311-620	Highway-Office Supplies	600	182.95	417.05	0.7	600 \$	-
4311-635	Highway-Fuel Gasoline	8,000.00	1,190.72	6,809.28	0.85	8,000.00 \$	-
4311-636	Highway-Fuel Diesel	50,000.00	10,464.33	39,535.67	0.79	50,000.00 \$	-
4311-637	Highway-Mileage	3,980.00	65.26	3,914.74	0.98	250 \$	(3,730.00)
4311-660	Highway-Vehicle Repair/Maint	24,000.00	1,973.04	22,026.96	0.92	24,000.00 \$	-
4311-661	Highway-Vehicle Tires	10,000.00	415	9,585.00	0.96	10,000.00 \$	-
4311-662	Highway-Vehicle Parts/Access	16,500.00	6,382.58	10,117.42	0.61	16,500.00 \$	-
4311-689	Highway-Supplies Other	2,000.00	668.4	1,331.60	0.67	2,000.00 \$	-
4311-740	Highway-Equipment	7,500.00	204.98	7,295.02	0.97	15,500.00 \$	8,000.00
4311-805	Highway-Equip Maint/Repair	50,000.00	7,148.84	42,851.16	0.86	54,834.00 \$	4,834.00
4311-840	Highway-Comm Equip Maint.	2,000.00	246.35	1,753.65	0.88	1,200.00 \$	(800.00)
4311-845	Highway-Rental Equipment	15,000.00	0	15,000.00	1	15,000.00 \$	-
TOTAL HIGHWAY DEPT		776,676.00	193,658.84	583,017.16	0.75	770,634.00	(6,042.00)
HIGHWAYS/STREETS							
4312-711	Highway/Street-Gravel	21,200.00	0	21,200.00	1	20,000.00 \$	(1,200.00)
4312-712	Highway/Street-Sand	6,000.00	0	6,000.00	1	6,000.00 \$	-
4312-713	Highway/Street-Salt	106,000.00	52,932.89	53,067.11	0.5	106,000.00 \$	-
4312-806	Highway/Street-Bridge Repair	3,000.00	0	3,000.00	1	3,000.00 \$	-
4312-884	Highway/Street-Roadside Mowing	20,000.00	0	20,000.00	1	0 \$	(20,000.00)
4312-885	Highway/Street-Road Repairs	70,000.00	18,527.79	51,472.21	0.74	70,000.00 \$	-
4312-886	Highway/Street-Signs/Guardrail	27,500.00	1,592.11	25,907.89	0.94	27,500.00 \$	-
4312-887	Highway/Street-Stripe/Sweep	7,000.00	0	7,000.00	1	6,300.00 \$	(700.00)
4312-888	Highway/Street-Culverts/Drains	8,500.00	0	8,500.00	1	8,500.00 \$	-
4312-889	Highway/Streets-Trees	10,000.00	0	10,000.00	1	5,000.00 \$	(5,000.00)
4312-904	Highway-Chip Seal/Crack Seal	90,500.00	0	90,500.00	1	90,500.00 \$	-
4312-905	Highway/Street-Engineer&Design	10,000.00	0	10,000.00	1	10,000.00 \$	-
4312-906	Streets/Highways Road Constrct	250,000.00	0	250,000.00	1	250,000.00 \$	-
TOTAL HIGHWAY/STREETS		629,700.00	73,052.79	556,647.21	0.88	602,800.00	(26,900.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
<u>STREET LIGHTING</u>							
4316-410	Street Lights-Electricity	20,000.00	3,825.58	16,174.42	0.81	25,460.00	\$ 5,460.00
TOTAL STREET LIGHTING		20,000.00	3,825.58	16,174.42	0.81	25,460.00	5,460.00
<u>SOLID WASTE</u>							
4324-110	Solid Waste-Wages FT	129,662.00	40,876.06	88,785.94	0.68	121,856.00	\$ (7,806.00)
4324-111	Solid waste-Wages PT	34,963.00	8,104.26	26,858.74	0.77	21,974.00	\$ (12,989.00)
4324-140	Solid Waste-OT	7,000.00	934.64	6,065.36	0.87	7,000.00	\$ -
4324-211	Solid Waste-Benefit Insurances	12,240.00	2,547.12	9,692.88	0.79	23,651.00	\$ 11,411.00
4324-220	Solid Waste-Fica/Medicare	13,081.00	3,770.45	9,310.55	0.71	14,704.00	\$ 1,623.00
4324-230	Solid Waste-Retirement	15,265.00	3,382.65	11,882.35	0.78	19,984.00	\$ 4,719.00
4324-240	Solid Waste-Training/License	900	150	750	0.83	900	\$ -
4324-291	Solid Waste-Uniforms	1,950.00	24.95	1,925.05	0.99	1,950.00	\$ -
4324-341	Solid Waste-Telephone	2,200.00	274.32	1,925.68	0.88	2,200.00	\$ -
4324-355	Solid Waste-House Haz Waste	14,500.00	0	14,500.00	1	14,500.00	\$ -
4324-410	Solid Waste-Electricity	8,500.00	2,511.80	5,988.20	0.7	8,500.00	\$ -
4324-414	Solid Waste-Alarm	1,000.00	0	1,000.00	1	1,000.00	\$ -
4324-430	Solid Waste-Bld Repair	6,023.00	0	6,023.00	1	2,900.00	\$ (3,123.00)
4324-434	Solid Waste-Recycling Blding	5,715.00	966.6	4,748.40	0.83	3,500.00	\$ (2,215.00)
4324-560	Solid Waste-Dues/Memberships	350	0	350	1	350	\$ -
4324-620	Solid Waste-Office Supplies	300	22.94	277.06	0.92	300	\$ -
4324-635	Solid Waste-Vehicle Fuel	5,000.00	230.36	4,769.64	0.95	5,000.00	\$ -
4324-637	Solid Waste-Mileage	650	0	650	1	650	\$ -
4324-660	Solid Waste-Vehicle Repair	8,760.00	1,008.34	7,751.66	0.88	8,760.00	\$ -
4324-689	Solid Waste-Supplies Other	300	0	300	1	300	\$ -
4324-805	Solid Waste-Equip Maint/Repair	21,096.00	2,549.77	18,546.23	0.88	20,300.00	\$ (796.00)
4324-855	Solid Waste-Safety Supplies	1,440.00	70.19	1,369.81	0	1,000.00	\$ (440.00)
4324-901	Solid Waste-Freon,Glass,Cmptr	7,500.00	0	7,500.00	1	7,500.00	\$ -
4324-902	Solid Waste-Transportation	42,322.00	6,525.59	35,796.41	0.85	40,891.00	\$ (1,431.00)
4324-903	Solid Waste-Tipping Fee	71,107.00	13,504.83	57,602.17	0.81	68,703.00	\$ (2,404.00)
4324-904	Solid Waste - Landscaping	4,000.00	0	4,000.00	1	3,500.00	\$ (500.00)
4324-905	Solid Waste-Monitoring Wells	13,800.00	5,000.00	8,800.00	0.64	13,700.00	\$ (100.00)
4324-906	Solid Waste-Demolition Dispose	23,288.00	2,592.80	20,695.20	0.89	22,500.00	\$ (788.00)
TOTAL SOLID WASTE		452,912.00	95,047.67	357,864.33	0.79	438,073.00	(14,839.00)

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
<u>ANIMAL CONTROL</u>							
4414-111	Animal Control-Wages	5,860.00	800	5,060.00	0.86	5,860.00	\$ -
4414-220	Animal Control-Fica/Medicare	448	61.22	386.78	0.86	448	\$ -
4414-240	Animal Control-Training	350	0	350	1	350	\$ -
4414-291	Animal Control-Uniforms	150	0	150	1	150	\$ -
4414-343	Animal Control-Animal Rescue	700	0	700	1	700	\$ -
4414-637	Animal Control-Mileage	1,200.00	0	1,200.00	1	1,200.00	\$ -
4414-740	Animal Control - Equipment	100	0	100	1	100	\$ -
4414-840	Animal Control-Radio Pager	600	0	600	1	600	\$ -
TOTAL ANIMAL CONTROL		9,408.00	861.22	8,546.78	0.91	9,408.00	0.00
<u>WELFARE</u>							
4442-111	Welfare-Director Wages	18,000.00	5,340.00	12,660.00	0.7	18,000.00	\$ -
4442-220	Welfare-Director Fica/Medicare	1,377.00	408.51	968.49	0.7	1,377.00	\$ -
4442-620	Welfare-Office Supplies	500	0	500	1	500	\$ -
4442-689	Welfare-Director Expenses	150	0	150	1	150	\$ -
4442-907	Welfare-General Assistance	500	488.49	11.51	0.02	500	\$ -
4442-910	Welfare-Assist Electricity	5,000.00	890.41	4,109.59	0.82	5,000.00	\$ -
4442-911	Welfare-Assist Heat	15,000.00	1,164.55	13,835.45	0.92	15,000.00	\$ -
4442-912	Welfare-Assist Food	5,000.00	0	5,000.00	1	5,000.00	\$ -
4442-913	Welfare-Assist Rent	31,473.00	12,618.00	18,855.00	0.6	31,473.00	\$ -
4442-914	Welfare-Medical	3,000.00	0	3,000.00	1	3,000.00	\$ -
TOTAL WELFARE		80,000.00	20,909.96	59,090.04	0.74	80,000.00	0.00
<u>ATHLETIC</u>							
4520-240	Athletic-Minute Taker/Website	1,225.00	153	1,072.00	0.88	825	\$ (400.00)
4520-521	Athletic-Swimming	2,450.00	0	2,450.00	1	2,850.00	\$ 400.00
4520-605	Athletic-Softball	4,050.00	102.42	3,947.58	0.97	4,050.00	\$ -
4520-740	Athletic - Medical	620	0	620	1	620	\$ -
4520-741	Athletic-Baseball Exp	9,750.00	2,040.00	7,710.00	0.79	9,750.00	\$ -
4520-742	Athletic-Soccer	13,800.00	42.99	13,757.01	1	13,800.00	\$ -
4520-743	Athletic-Basketball	8,250.00	4,075.00	4,175.00	0.51	8,250.00	\$ -
TOTAL ATHLETIC		40,145.00	6,413.41	33,731.59	0.84	40,145.00	0.00
<u>LIBRARY</u>							
4550-110	Library-Wages	0	50,505.99	(50,505.99)	0	0	
4550-211	Library-Benefit Insurance	0	5,292.88	(5,292.88)	0	0	
4550-220	Library-Fica/Medicare	0	3,794.63	(3,794.63)	0	0	
4550-230	Library-Retirement	0	1,907.13	(1,907.13)	0	0	
4550-413	Library-Heat Fuel	0	2,532.28	(2,532.28)	0	0	
4550-956	Library-Appropriation	229,379.00	0	229,379.00	1	227,730.00	\$ (1,649.00)
TOTAL LIBRARY		229,379.00	64,032.91	165,346.09	0.72	227,730.00	(1,649.00)
<u>PATRIOTIC PURPOSES</u>							
4583-610	Patriotic Purposes	2,000.00	0	2,000.00	1	2,000.00	\$ -
TOTAL PATRIOTIC PURPOSES		2,000.00	0.00	2,000.00	1	2,000.00	0.00

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved	Req
<u>BAND</u>								
4589-111	Band-Concert Series	5,500.00	400	5,100.00	0.93	5,500.00	\$	-
4589-115	Band-Concert Advertising	875	65	810	0.93	875	\$	-
4589-120	Band-Concert Music License's	670	0	670	1	670	\$	-
4589-689	Concerts-Supplies Other	150	0	150	1	150	\$	-
TOTAL BAND		7,195.00	465.00	6,730.00	0.94	7,195.00		0.00
<u>CONSERVATION COMMISSION</u>								
4611-112	Conservation-Minute Taker	930	85	845	0.91	930	\$	-
4611-240	Conservation-Training	420	0	420	1	302	\$	(118.00)
4611-341	Conservation-Telephone	345	0	345	1	353	\$	8.00
4611-620	Conservation-Office Supplies	70	0	70	1	70	\$	-
4611-951	Conservation-Public Awareness	335	0	335	1	335	\$	-
4611-952	Conservation-Lake Monitor	1,400.00	0	1,400.00	1	1,400.00	\$	-
TOTAL CONSERVATION		3,500.00	85.00	3,415.00	0.98	3,390.00		(110.00)
<u>COMMUNITY</u>								
4652-610	Community-CAP Program	14,000.00	0	14,000.00	1	12,000.00	\$	(2,000.00)
4659-612	Community-White Birch Center	65,000.00	0	65,000.00	1	62,500.00	\$	(2,500.00)
TOTAL COMMUNITY		79,000.00	0.00	79,000.00	1	74,500.00		(4,500.00)
<u>DEBT SERVICE</u>								
4711-940	Debt Service-Principal	270,190.00	59,289.95	210,900.05	0.78	272,614.00	\$	2,424.00
4721-940	Debt Service-Interest	43,984.00	1,290.00	42,694.00	0.97	44,304.00	\$	320.00
4723-940	Debt Service-TAN Interest	13,500.00	500	13,000.00	0.96	13,500.00	\$	-
TOTAL DEBT SERVICE		327,674.00	61,079.95	266,594.05	0.81	330,418.00		2,744.00

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Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
CAPITAL RESERVE							
4915-002	Capital Reserve-Hiway Bld ETF	0	0	0	0	1 \$	1.00
4915-004	Capital Reserve-Veh Maint ETF	0	0	0	0	1 \$	1.00
4915-003	Capital Reserve-TO Bld ETF	5,000.00	0	5,000.00	1	1 \$	(4,999.00)
4915-890	Capital Reserve-Ambulance	70,000.00	0	70,000.00	1	66,600.00 \$	(3,400.00)
4915-892	Capital Reserve-Police Blding	50,000.00	0	50,000.00	1	20,000.00 \$	(30,000.00)
4915-893	Capital Reserve-Fire/Resq Bld	25,000.00	0	25,000.00	1	25,000.00 \$	-
4915-894	Capital Reserve-Transfer Sta.	25,000.00	0	25,000.00	1	5,000.00 \$	(20,000.00)
4915-895	Capital Reserve-Fire Equip/Trk	50,000.00	0	50,000.00	1	100,000.00 \$	50,000.00
4915-896	Capital Reserve- Revaluation	39,000.00	0	39,000.00	1	20,000.00 \$	(19,000.00)
4915-897	Capital Reserve-Highway Equip	25,000.00	0	25,000.00	1	25,000.00 \$	-
4915-901	Road Maintenance ETF	750,000.00	0	750,000.00	1	750,000.00 \$	-
	Start Capital Reserve- WWTP	1	0	1	1	0 \$	(1.00)
	Start ETF - Town Technology	25,000.00	0	25,000.00	1	0 \$	(25,000.00)
	Start ETF - Parks	15,000.00	0	15,000.00	1	0 \$	(15,000.00)
	Start ETF - Police Equipment	2,500.00	0	2,500.00	1	0 \$	(2,500.00)
4915-990	Capital Reserve-Bridge Repairs	10,000.00	0	10,000.00	1	10,000.00 \$	-
TOTAL CAPITAL RESERVE		1,091,501.00	0.00	1,091,501.00	1	1,021,603.00	(69,898.00)
TOTAL FUND 1 (TOWN OF)		6,949,108.00	1,420,816.04	5,528,291.96		6,677,587.00	(271,521.00)

Detailed Budget Report 04/29/2020

Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
FUND 2: COGSWELL SPRING WATERWORKS							
4331-110	CSWW-Wages FT	123,427.00	41,980.64	81,446.36	0.66	121,932.00	\$ (1,495.00)
4331-120	CSWW-Wages PT	650	289	361	0.56	400	\$ (250.00)
4331-140	CSWW-Wages OT	15,000.00	4,968.27	10,031.73	0.67	15,000.00	\$ -
4331-210	CSWW-Benefit Insurances	33,005.00	10,563.76	22,441.24	0.68	30,875.00	\$ (2,130.00)
4331-220	CSWW-Fica/Medicare	10,501.00	3,572.10	6,928.90	0.66	10,386.00	\$ (115.00)
4331-230	CSWW-Retirement	15,462.00	3,757.49	11,704.51	0.76	15,959.00	\$ 497.00
4331-240	CSWW-Training/License	600	0	600	1	525	\$ (75.00)
4331-291	CSWW-Uniforms	200	0	200	1	800	\$ 600.00
4331-320	CSWW-Legal Fees	2,500.00	69.7	2,430.30	0.97	5,000.00	\$ 2,500.00
4331-341	CSWW-Telephone	5,950.00	1,121.18	4,828.82	0.81	5,924.00	\$ (26.00)
4331-390	CSWW-Consulting Fees	1,350.00	0	1,350.00	1	5,350.00	\$ 4,000.00
4331-397	CSWW-Contractor Services	42,650.00	4,554.30	38,095.70	0.89	43,000.00	\$ 350.00
4331-410	CSWW-Electricity	21,800.00	5,677.72	16,122.28	0.74	20,750.00	\$ (1,050.00)
4331-411	CSWW-Heat	3,300.00	1,324.97	1,975.03	0.6	3,220.00	\$ (80.00)
4331-430	CSWW-Building Repair	1,700.00	0	1,700.00	1	26,627.00	\$ 24,927.00
4331-520	CSWW-Workers Comp Ins	2,500.00	2,500.00	0	0	2,500.00	\$ -
4331-521	CSWW-General Liability Ins	7,700.00	0	7,700.00	1	7,700.00	\$ -
4331-550	CSWW-Printing	746	0	746	1	1,425.00	\$ 679.00
4331-560	CSWW-Dues/Memberships	190	0	190	1	320	\$ 130.00
4331-620	CSWW-Office Supplies	2,700.00	190.96	2,509.04	0.93	3,400.00	\$ 700.00
4331-625	CSWW-Postage	580	137.85	442.15	0.76	930	\$ 350.00
4331-635	CSWW-Vehicle Fuel	2,075.00	315.51	1,759.49	0.85	2,575.00	\$ 500.00
4331-660	CSWW-Repair/Maintenance	11,860.00	5,696.42	6,163.58	0.52	550	\$ (11,310.00)
4331-689	CSWW-Supplies Other	270	357.4	-87.4	-0.32	270	\$ -
4331-690	CSWW-Dig Safe Fees	200	21	179	0.9	0	\$ (200.00)
4331-740	CSWW-Equipment Purchase	18,600.00	936.97	17,663.03	0.95	0	\$ (18,600.00)
4331-855	CSWW-Safety Supplies	630	254.98	375.02	0.6	430	\$ (200.00)
4331-862	CSWW-In House Lab	42	0	42	1	1,283.00	\$ 1,241.00
4331-864	CSWW-Outside Lab	3,762.00	137	3,625.00	0.96	2,460.00	\$ (1,302.00)
4331-878	CSWW-Chemicals	11,500.00	1,729.40	9,770.60	0.85	7,000.00	\$ (4,500.00)
4331-885	CSWW-Street Repair	14,500.00	0	14,500.00	1	10,500.00	\$ (4,000.00)
4331-890	CSWW-Distribution Supply	13,490.00	592.94	12,897.06	0.96	18,290.00	\$ 4,800.00
4331-940	CSWW-Debt Service	111,073.00	1,250.00	109,823.00	0.99	95,720.00	\$ (15,353.00)
4331-990	CSWW-Capital Reserve	34,490.00	0	34,490.00	1	30,000.00	\$ (4,490.00)
TOTAL CSWW Operations		515,003.00	91,999.56	423,003.44	0.82	491,101.00	(23,902.00)
GRAND TOTAL CSWW		515,003.00	91,999.56	423,003.44	0.82	491,101.00	(23,902.00)

Detailed Budget Report 04/29/2020

Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
FUND 3: WASTEWATER TREATMENT FACILITY							
4326-110	WWTP-Wages FT	155,482.00	49,436.00	106,046.00	0.68	156,398.00	\$ 916.00
4326-130	WWTP-Comm/Treas/Acctng	2,435.00	0	2,435.00	1	2,435.00	\$ -
4326-140	WWTP-Wages OT	7,249.00	2,749.83	4,499.17	0.62	7,249.00	\$ -
4326-210	WWTP-Benefit Insurances	43,948.00	20,350.92	23,597.08	0.54	49,760.00	\$ 5,812.00
4326-220	WWTP-Fica/Medicare	12,359.00	3,968.02	8,390.98	0.68	12,390.00	\$ 31.00
4326-230	WWTP-Retirement	18,177.00	3,127.24	15,049.76	0.83	19,073.00	\$ 896.00
4326-240	WWTP-Training/License	1,100.00	305	795	0.72	950	\$ (150.00)
4326-291	WWTP-Uniforms	1,071.00	210	861	0.8	1,071.00	\$ -
4326-301	WWTP-Accounting	820	0	820	1	785	\$ (35.00)
4326-341	WWTP-Telephone	3,756.00	1,155.30	2,600.70	0.69	3,600.00	\$ (156.00)
4326-408	WWTP-Electricity Pump Station	4,612.00	1,235.75	3,376.25	0.73	3,972.00	\$ (640.00)
4326-409	WWTP-Electricity	52,382.00	13,664.36	38,717.64	0.74	44,088.00	\$ (8,294.00)
4326-410	WWTP-Elec Maple Street	1,090.00	439.09	650.91	0.6	936	\$ (154.00)
4326-411	WWTP-Heat Belt Press Blding	4,408.00	2,660.01	1,747.99	0.4	4,588.00	\$ 180.00
4326-412	WWTP-Water	34,844.00	14,385.68	20,458.32	0.59	33,906.00	\$ (938.00)
4326-413	WWTP-Heat Plant	6,718.00	3,354.27	3,363.73	0.5	6,718.00	\$ -
4326-414	WWTP-Alarm Service	730	0	730	1	730	\$ -
4326-415	WWTP - Propane	1,680.00	588.83	1,091.17	0.65	1,800.00	\$ 120.00
4326-430	WWTP-Building Repair/Maint	2,040.00	367.56	1,672.44	0.82	2,040.00	\$ -
4326-520	WWTP-Workers Comp Insurance	3,900.00	3,900.00	0	0	3,700.00	\$ (200.00)
4326-521	WWTP-General Liab Ins.	10,500.00	0	10,500.00	1	10,000.00	\$ (500.00)
4326-550	WWTP-Printing	200	0	200	1	350	\$ 150.00
4326-560	WWTP-Dues/Memberships	215	105	110	0.51	215	\$ -
4326-620	WWTP-Office Supplies	875	0	875	1	875	\$ -
4326-625	WWTP-Postage	585	0	585	1	585	\$ -
4326-635	WWTP-Vehicle Fuel	800	218.77	581.23	0.73	800	\$ -
4326-650	WWTP-Lawn Tractor Repair	600	108.95	491.05	0.82	400	\$ (200.00)
4326-660	WWTP-Vehicle Repair	200	0	200	1	200	\$ -
4326-661	WWTP-Tires	1,680.00	0	1,680.00	1	200	\$ (1,480.00)
4326-662	WWTP-Vehicle Parts/Accessories	200	0	200	1	3,375.00	\$ 3,175.00
4326-689	WWTP-Supplies Other	3,375.00	295.4	3,079.60	0.91	2,805.00	\$ (570.00)
4326-740	WWTP-Equipment Purchases	600	0	600	1	2,451.00	\$ 1,851.00
4326-741	WWTP-Tool Purchases	400	170.07	229.93	0.57	36,788.00	\$ 36,388.00
4326-805	WWTP-Equipment Repair/Maint.	38,778.00	8,690.71	30,087.29	0.78	300	\$ (38,478.00)
4326-810	WWTP-Computer Repair/Maint.	500	0	500	1	1,730.00	\$ 1,230.00
4326-855	WWTP-Safety Supplies	1,730.00	1,672.79	57.21	0.03	2,945.00	\$ 1,215.00
4326-860	WWTP-Lab Repair/Maintenance	5,583.00	2,109.81	3,473.19	0.62	7,340.00	\$ 1,757.00
4326-862	WWTP-In House Lab	6,871.00	1,267.70	5,603.30	0.82	4,975.00	\$ (1,896.00)
4326-864	WWTP-Outside Lab	4,975.00	1,946.00	3,029.00	0.61	10,910.00	\$ 5,935.00
4326-869	WWTP-Sludge Processing	10,940.00	2,923.00	8,017.00	0.73	34,340.00	\$ 23,400.00
4326-870	WWTP-Sludge Disposal Expense	35,070.00	10,070.47	24,999.53	0.71	2,440.00	\$ (32,630.00)
4326-875	WWTP-Collection System	32,608.00	100	32,508.00	1	26,950.00	\$ (5,658.00)
4326-940	WWTP-Debt Service	42,163.00	1,935.00	40,228.00	0.95	43,449.00	\$ 1,286.00
4326-988	WWTP-PH Adjustment	24,360.00	9,844.00	14,516.00	0.6	19,488.00	\$ (4,872.00)
4326-990	WWTP-Capital Reserve	50,000.00	0	50,000.00	1	50,000.00	\$ -
TOTAL WWTP		632,609.00	163,355.53	469,253.47	0.74	620,100.00	(12,509.00)
GRAND TOTAL WWTP		632,609.00	163,355.53	469,253.47	0.74	620,100.00	(12,509.00)

Detailed Budget Report 04/29/2020

GROSS TOTAL (ALL FUNDS)		8,096,720.00	1,676,171.13	6,420,548.87	0.79	7,788,788.00	(307,932.00)
Acct #	Description	2020 Req Budget	Expenses Thru 4/29/20	2020 Available	% Available	2019 Approved Budget	2019 vs 2020 Approved Req
Warrant Articles							
4901-005	Warrant-Road Improvements	177,945.00	0	177,945.00	1	172,087.00	(5,858.00)
4902-040	Warrant-Reval	99,000.00	2,500.00	96,500.00	0	0	(99,000.00)
4903-020	Warrant Art-Lib Design/Plan	31,055.50	25,841.50	5,214.00	0.17	0	(31,055.50)
	W/Art WWTP Bond	3,200,000.00	0	3,200,000.00	1	0	(3,200,000.00)
	W/Art CSWW Bond	350,000.00	0	350,000.00	1	0	(350,000.00)
	W/Art Conservation Testing Bond	75,000.00	0	75,000.00	1	0	(75,000.00)
	W/Art Advance Tucker Free	109,250.00	0	109,250.00	1	70,000.00	(39,250.00)
	W/Art Tucker Free Fund Raising Consult	30,000.00	0	30,000.00	1	0	(30,000.00)
	W/Art Rescue Ambulance	275,000.00	0	275,000.00	1	0	(275,000.00)
	W/Art Parks Mower	18,500.00	0	18,500.00	1	0	(18,500.00)
	W/Art Fire Command Vehicle	0	0	0	0	50,000.00	50,000.00
	W/Art Academy Hall	0	0	0	0	11,200.00	11,200.00
	W/Art Comm Center HVAC	0	0	0	0	15,300.00	15,300.00
	W/Art Excavator	0	0	0	0	170,270.00	170,270.00
	W/Art Library Casement	0	0	0	0	6,240.00	6,240.00
TOTAL WARRANT ARTICLES		4,365,750.50	28,341.50	4,337,409.00		495,097.00	(3,870,653.50)
Less	Encumbrances Included	(31,055.50)	0	0		0	31,055.50
Gross	Requested (2020) and Gross Approved (2019)	12,431,415.00	1,704,512.63	10,757,957.87		8,283,885.00	(4,147,530.00)

ALL OUTSTANDING TAX LIENS (not including interest) AS OF 04/03/2020

OWNER	ITEM #	MAP/LOT	PROPERTY LOCATION	L/B - L/O	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	Total
2174 Weare Road LLC	1	1-745-A	2174 Weare Road	L/B	\$4,958.00	\$5,105.10	\$5,114.58	\$5,067.72	\$4,803.94	\$4,903.35	\$4,838.75												\$34,791.44
33 The Oaks LLC	2	2-398-E	33 The Oaks	L/B	\$13,001.97																		\$13,001.97
41 LI-B2 LLC	3	2-369-X2	41 Liberty Hill Road	CONDO	\$12,464.00	\$2,467.09	\$3,433.12																\$18,364.21
Accomando, Natalie A	4	1-279-N	477 Foster Hill Road	L/B	\$5,129.00																		\$5,129.00
Akin, Robert*	5	1-318-P93	East Side Drive	RV M	\$91.00																		\$91.00
Alice H Norton Revocable Trust	6	2-186	186 Hall Avenye	L/B	\$2,580.00																		\$2,580.00
Allaire, Amy*	7	1-619-076	Old Concord Road	RV K	\$144.00																		\$144.00
Amyot, Jeffrey*	8	1-119-A36	36 Rock N Birch	Camp R	\$158.00	\$199.54	\$178.86	\$176.60															\$713.00
Amyot, Stacey*	9	1-119-A23	23 Rock N Birch	Camp R	\$173.00	\$222.15	\$226.01																\$621.16
Anderson, Mark (N/O Frost,Joshua)	10	1-559-B2	W/S Bear Hill Road	L/O	\$339.00	\$384.02	\$397.38	\$777.45															\$1,897.85
Angela D Robinson Revoc Tst	11	1-550-A10	Morse Circle	L/O	\$1,615.00	\$1,660.90	\$1,698.47	\$1,666.82															\$6,641.19
Angela D Robinson Revoc Tst	12	1-550-A11	Morse Circle	L/O	\$1,626.00	\$1,671.61	\$1,681.69	\$1,650.04															\$6,629.34
Arnold David C	13	2-357	119 Old Hillsboro Road	L/B	\$9,870.00		\$21,279.82																\$31,149.82
Austin, Richard*	14	1-619-044	Old Concord Road	RV K	\$68.00																		\$68.00
Avila, Berta*	15	1-119-A32	32 Rock N Birch	Camp R	\$74.00	\$67.13																	\$141.13
Avila, Dave*	16	1-119-A11	11 Rock N Birch	Camp R	\$70.00	\$113.76	\$142.55	\$158.42		\$155.48	\$154.16	\$147.29	\$114.56										\$1,056.22
Avila, Molly*	17	1-119-A10	10 Rock N Birch	Camp R	\$144.00	\$174.99																	\$318.99
Bailey, Lydiette M	18	2-397-C2	388-C2 Western Ave	Condo	\$898.00	\$393.43																	\$1,291.43
Ban, Michael	19	1-554-046	147 Highland Drive	L/B	\$50.00																		\$50.00
Barletta, Antonio	20	2-168	44 Hall Avenue	L/B	\$2,805.88	\$2,940.64																	\$5,746.52
Barnouski, Chris*	21	1-619-063	Old Concord Road	RV K	\$131.00	\$246.82																	\$377.82
Barr, Bradley**	22	1-305-B57	41 Birchwood Terrace	MH	\$491.00																		\$491.00
Barr, Doreen	23	2-361-A3	200 Bacon Road	L/B	\$1,783.74																		\$1,783.74
Barrett, Bruce J	24	1-321-A	291 Gould Pond Road	L/B	\$50.00																		\$50.00
Bauer, Thomas G	25	2-499-A	69 Flanders Road	L/B	\$853.15																		\$853.15
Bartlett, Geffory*	26	1-119-A43A	43A Rock N Birch	Camp R			\$124.26																\$124.26
Berman, Keir	27	2-103-A2	7 Hillside Drive	L/B	\$857.60	\$786.49																	\$1,644.09
Bezio, William*	28	1-318-P101A	East Side Drive	RV M	\$127.00	\$167.34	\$168.15																\$462.49
Blais, Diane*	29	1-619-084	Old Concord Road	RV K	\$321.00	\$275.74																	\$596.74
Bonnett, Frank*	30	1-619-081	Old Concord Road	RV K	\$127.00		\$40.98																\$167.98
Boswell, Christopher	31	1-554-015	470 Highland Drive	L/B	\$50.00																		\$50.00
Boucher, John J	32	1-030	592 Bound Tree Road	L/B	\$13.57																		\$13.57
Brien, Paul	33	2-148	234 Western Ave	L/B	\$2,410.27	\$1,534.65																	\$3,944.92
Broek, Daniel	34	2-376	676 Western Ave	L/B	\$11,829.01																		\$11,829.01
Brown, John L	35	1-335	444 Old Hillsboro Road	L/O	\$2,741.43																		\$2,741.43
Brown, Stephanie E	36	1-398-C	514 Davison Road	L/B	\$47.39																		\$47.39
Bryant, Carol*	37	1-619-015	Old Concord Road	RV K	\$78.00																		\$78.00
Buiel, Pamela* (Baiei)	38	1-619-63	Old Concord Road	RV K						\$97.73		\$111.44											\$209.17
Burson, Krista*	39	1-318-PW16	East Side Drive	RV M		\$254.30	\$266.73																\$521.03
Buxton, Leonard N also see Opsteen, Michael	40	1-306-B	78 Dodge Hill Road	L/B P	\$5,423.00	\$5,579.99	\$5,614.67	\$5,508.55	\$626.46														\$22,752.67
Buxton, Marilyn	41	1-306-E	1267 Western Avenue	L/B	\$2,708.28																		\$2,708.28
Campbell, Tracy*	42	1-318-P71	East Side Drive	RV M	\$448.00																		\$448.00
Card, John A	43	1-676	90 Colby Crossing Road	L/B	\$60.00																		\$60.00
Carson, Chandra L	44	2-436-E	155 Depot Hill Road	L/B	\$163.80																		\$163.80
Caruso, Peter*	45	1-619-074	Old Concord Road	RV K	\$311.00																		\$311.00
Caufield, Cynthia	46	1-318-P44	East Side Drive	RV M		\$79.72																	\$79.72
Champagne, Roland*	47	1-619-072	Old Concord Road	RV K	\$462.00	\$438.59	\$418.80	\$479.86	\$473.91	\$474.98	\$524.39												\$3,272.53
Citizens Bank	48	2-209	6 Western Avenue	L/B	\$50.00																		\$50.00
Colby, Floyd	49	1-553-D	1235 Old Concord Road	L/B	\$2,891.00	\$2,992.18	\$3,010.28																\$8,893.46
Connor, Deborah J	50	1-110-D9	95 Checkerberry Lane	L/B	\$50.00																		\$50.00
Connor, Steven F	51	1-355-A1	531 Bacon Road	L/B	\$3,764.00	\$3,884.13	\$2,088.90	\$3,835.33															\$13,572.36
Connor, Steven F	52	2-153-J	98 Fairview Avenue	L/B	\$5,820.00	\$5,958.54	\$6,050.13	\$5,882.23		\$5,389.08													\$29,099.98
Contoocook River Lumber Inc	53	2-483	E/S Ramsdell Road	L/O	\$1,718.00																		\$1,718.00
Contoocook River Lumber Inc	54	2-486-A	88 State Shed Road	L/O	\$35,333.00																		\$35,333.00
Contoocook River Lumber Inc	55	2-486-CLS	State Shed Road	L/O	\$2,053.00																		\$2,053.00
Cousineaus Valley Chipping	56	1-613	1310 Old Concord Road	L/B	\$823.33																		\$823.33
Crete, Katherine*	57	1-318-PW19	East Side Drive	RV M	\$64.00																		\$64.00
Cutter, Robin*	58	1-619-040	Old Concord Road	RV K						\$179.03	\$157.35												\$336.38
Damour, Lawrence A Sr.	59	1-270	635 Rush Road	L/B	\$10,807.64	\$10,957.10																	\$21,764.74
Deitrich, Robert	60	2-405-E	103 Western Avenue	L/B	\$31.92																		\$31.92
Demag, Pam*	61	1-116-A19	19 Rock N Birch	Camp R	\$7.00																		\$7.00
Dennis, Stephen N	62	2-146	28 The Oaks	L/B	\$790.34																		\$790.34
Deschenes, Daniel M	63	2-397-G2	388-G2 Western Avenue	Condo	\$921.55																		\$921.55
Deschenes, Judy**	64	2-372-MH	616 Western Avenue	MH P	\$303.00	\$348.50	\$350.29	\$345.04		\$425.65	\$420.58	\$401.71	\$417.98	\$415.03	\$436.51	\$433.65	\$398.39	\$399.90		\$582.39	\$467.86	\$165.30	\$6,311.78

HENNIKERHELPS



NEED HELP DURING THESE DIFFICULT TIMES? WE ARE HERE

What is HennikerHELPS

- The COVID-19 coronavirus pandemic is an unprecedented health crisis that has disrupted our local, national and worldwide economy. This disruption is creating significant financial hardships and potentially lasting economic impacts that affect Henniker residents, businesses and nonprofits. To assist in overcoming the financial and emotional challenges many are experiencing now and, in the weeks, and months ahead, a number of programs and services are already in place or being implemented by the Town of Henniker. These measures are being coordinated with federal, state and private efforts, and provide economic support and financial relief to all residents, businesses and nonprofits affected by the COVID-19 crisis and in need of assistance.
- Henniker HELPS (Coronavirus Aid, Relief, and Economic Security) is a comprehensive and continually updated list of programs, services and assistance available to the community during these difficult times.

Property Tax Relief

Extended Property Tax Payment Plans

- All taxpayers with demonstrated financial hardship are eligible to establish pay plans for tax bills to be completed over an extended period.. This would have to be a written agreement which is why we suggest a demonstrated financial hardship. The agreement could include the schedule of payments and a reduced interest rate. (RSA 80:80 VI) I would propose we allow taxpayers if eligible to make 5 payments each of 20%. Payable on July 1st, August 1st, September 1st, October 1st, and November 1st. After completing the 5 payments the interests would be abated from 8% to 4%. If any payments are missed the regular bill would become due and interest would remain as set by the state.

Low- and Moderate-Income Homeowners

- Homeowners with income less than \$20,000 per year (\$40,000 married or head of household) are eligible to apply for a rebate on their taxes. Through this program, the State of New Hampshire's Department of Revenue Administration allows residents of low to moderate income to apply for a reduction to the state portion of the education property tax, which is provided as a property tax rebate. For more information, or to apply, visit <https://www.revenue.nh.gov/forms/low-moderate.htm>. The filing period is May 1 to June 30.

Existing Exemptions and Credits

- All homeowners meeting certain criteria are eligible to receive partial exemptions and/or credits on their tax bills. Exemptions and credits are available for the elderly, blind, deaf, disabled and all veterans. For more information, contact the Tax Assessment Office at 428-3221 ext. 2 or <https://www.henniker.org/general/page/tax-exemptions>

Housing and Food Assistance

Housing Assistance

- All residents in Henniker at immediate risk of losing housing, including those requiring help with rent and/or mortgage payments, are eligible to apply for public assistance. To find out what assistance is available, contact the Henniker Welfare Department at 428-3221 ext. 7, by email at caseworker@Henniker.org

Food and Household Commodities

- All residents in Henniker in need of food or other household essentials and otherwise financially unable to adequately sustain themselves will be eligible to apply for access vouchers and/or local food bank supplies which may include referrals to private charitable organizations. To find out what assistance is available, contact the Henniker Welfare Department at 428-3221 ext. 7.
- Henniker public schools provide free meals to all students. Meals will be delivered weekdays to your home address, regardless of whether they are qualified for free or reduced meals, can participate. For more information, visit <https://www.hennikercommunityschool.net/>
- The University of New Hampshire Cooperative Extension's Food Access Map shows where in Henniker free or low-cost food is offered, volunteers and donations are accepted. The map can be found at <https://extension.unh.edu/resource/new-hampshire-food-access-map>.
- The Henniker Food Pantry distributes food to those in need living in Henniker. To get more information you can email hennikerfoodpantry@outlook.com

Business Assistance

- Businesses seeking assistance are encouraged to contact the Office of the Town Administrator at 428-3221 ext. 5
- Additional information about relief from the effects of COVID-19 on local businesses can be found at the State of New Hampshire's COVID-19 web page at <https://www.nh.gov/covid19/>, the CDC's COVID-19 page for businesses and employers at <https://go.usa.gov/xdeVN>, and the state's Department of Business and Economic Affairs page at <https://www.nheconomy.com/covid19>.
- The State of New Hampshire offers several services for employees who have been laid off. New Hampshire Employment Security has a list of available services at www.nhes.nh.gov. Individuals will need to file for unemployment each week of temporary unemployment and this can and should be done online, or by calling 603-271-7700.
- Most business tenants are eligible for financial relief through the Federal CARES Act. Business tenants should immediately contact their local lenders to access funds for expenses such as lease payments at www.SBA.gov/paycheckprotection/find.

Sewer Utilities

Extended Payment Plans

- All sewer customers with demonstrated financial hardship are eligible to establish payment plans for sewer bills. I would recommend residents be allowed to make 5 payments each of 20%. Payable on July 1st, August 1st, September 1st, October 1st, and November 1st. After completing the 5 payments the interests would be abated from 8% to 4%. If any payments are missed the regular bill would become due and interest would remain revert back to 8%.



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 28, 2020

TITLE: Town Meeting Update

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

BACKGROUND: On March 14, 2020 the Town of Henniker postponed its town meeting to April 11, 2020 due to the COVID-19 pandemic. On April 7 the decision was again made to postpone the April 11 scheduled town meeting to May 9, 2020. That is the current date of the meeting.

DISCUSSION: This is an update from Moderator Cordell Johnston

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION N/A



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 28, 2020

TITLE: Vacant Patrolman Position

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

BACKGROUND: Officer Stephen Dennis has submitted his resignation effective May 8, 2020. He has accepted a position with the State of NH Fire Marshall's Office. Chief French is requesting permission to move forward with posting the open position. The 9th position was created in 2017 after Chief French presented and produced details stating why this position is necessary. Even with the 9th position, the Police Department is understaffed.

DISCUSSION: I understand the concern with filling positions during this time. There is a lot of uncertainty with municipal finances. This will end up being a reduction in the current salary line. It will take Chief French at least three months to fully go through the process of hiring an officer. A new officer will be coming in on the bottom of our scale, where the resigning officer is at the top. During this pandemic it's not time to look at cutting our public safety team.

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION Even with the 9th position using my knowledge of PD staffing we are understaffed. Not filling this position will create a strain on our Department and hurt morale in an environment we need to retain all the good officers we already have. I would recommend we move forward with posting and filling this position.



Matthew French
Chief of Police

HENNIKER POLICE DEPARTMENT

340 Western Avenue
Henniker, NH 03242

Patrol Sergeant Michael Martin
Detective Sgt. Michelle Dandeneau
Patrol Officer Amy Bossi
Patrol Officer Stephen Dennis
Patrol Officer Matthew Mitchell
Patrol Officer Jesse Colby
Patrol Officer Luis Berdecia
Patrol Officer Jake Bois

Gail Abramowicz
Administrative Assistant

Terri Grieder
Office Assistant

Robert Verity
Parking Enforcement

Shannon Camara
Animal Control

April 27, 2020

To: Henniker Board of Selectmen

RE: Vacate Position

Officer Stephen Dennis has submitted his resignation effective May 8 2020. I am requesting to advertise/recruit for the open position.

In 2017 I went before the BOS several times with a request for a 9th full time officer. I produced detailed data, call volume, crime statistics to show why we needed an additional full-time officer. One of the pieces of data I produced was the officer to population ratio. The ratio ranged from 1.8 to 2.5 officers per thousand population. Being a conservative person, I used the 1.8 per thousand population. The Henniker population is approximately 5,000. $1.8 \times 5k = 9$. 9 Full time officers. That calculation does NOT include NEC. NEC brings an additional 1,100+ 18-24 year old into a one square mile area. I stand by my statement that we have been understaffed for 10 years and we are still understaffed.

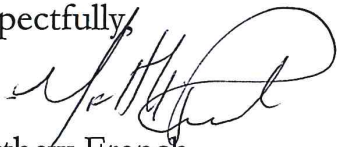
Despite this global pandemic, crime has not stopped. Today as I write this the officers are handling a domestic where a couple are physically fighting over a young child. At another call one of our officers was spit on which went into his mouth and down his throat as well as the officers being assaulted. Which by the way the officers were there for a rescue call. Last week a known burglar who has been arrested and released at least 4 times

since November for burglaries and drugs fled from the officers before exiting his vehicle brandishing a knife and fleeing on foot. Despite being tased the subject refused to comply. The officers found a second knife on his person once he was taken into custody as well as suspected drug needles.

Recent COVID19 numbers show 29 Police officers quarantined and 24 Fire/EMS quarantined in New Hampshire. This is a dangerous time and cutting our staff is not the answer. We certainly are not as proactive as I would prefer however the calls keep coming.

As always if there are any questions, I am always available to the board.

Respectfully,

A handwritten signature in black ink, appearing to read 'Matthew French', with a large, stylized flourish at the end.

Matthew French

Chief of Police



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Fax: (603) 428-4366

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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 30, 2020

TITLE: Payroll Services

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

BACKGROUND: The Town of Henniker currently processes its own payroll. Our current financial software (Sage) does not allow us to provide direct deposit or earned time accruals on the check.

DISCUSSION: I have reached out to ADP, Checkmate HDP, and Harper Payroll Services. I received quotes back from ADP and Checkmate which are attached. There are several similarities. Checkmate is located in NH and deals with several municipalities in NH. Two other benefits to Checkmate is we have a dedicated account manager and the ability to add Kronos if we want to use Time Management services.

FISCAL IMPACT: The high quote is \$11,000

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION

ATTACHMENTS:

Description	Upload Date	Type
-------------	-------------	------

Financial
Review

Investment Summary

Quote Number
02-2020-90003.1



Company Information

Town of Henniker
216 Maple St
Henniker, NH 03242
United States

Executive Contact

Joseph Devine
Town Admin
josephdevine.henniker@tds.net
(603) 428-3221



65

Total
Employees



\$0.00

Implementation
Costs



\$11,113.70

Total Annual
Investment



(\$2,512.20)

Total Annual Savings during
promotional period; See Terms

Expiration

6/15/2020

ADP Sales Associate

Raymundo Hernandez
Inside Sales Rep
ray.hernandez@adp.com
(610) 298-9059

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details.* Additional W2 processing fees apply. ©2017 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]

Financial
Review**Sales Order**Quote Number
02-2020-90003.1

Company Information

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216 Maple St
Henniker, NH 03242
United States

Executive Contact

Joseph Devine
Town Admin
josephdevine.henniker@tds.net
(603) 428-3221**Processing Fees and Considerations**

Number of Employees: 65 on Town of Henniker

Per Processing	Count	Min	Base	Rate	Weekly	Annual
Workforce Now Payroll Solutions • Enhanced Payroll Employment and Income Verification • Employment Verification	65	-	\$80.00	\$1.99	\$209.35	\$10,886.20
Additional Jurisdiction (if applicable)	2+				\$8.95/month	
Annual Processing	Count	Min	Base	Rate		Annual
Year End Forms, W2s or 1099s	65	-	-	\$3.50		\$227.50

Total Annual Investment	Total Annual
Workforce Now Services	<u>\$11,113.70</u>
Estimated Value of Total Annual Concession; Already applied to values above:	\$1,883.05

Other Considerations	Setup
Implementation	
Total Other Considerations	Total Setup
Implementation and Setup	\$2,300.00
Implementation Discount Value	(\$2,300.00)
Estimated Total Net Implementation	<u>\$0.00</u>

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Financial
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josephdevine.henniker@tds.net
(603) 428-3221

Important Project and Billing Information

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Promotion

Promotion will be applied to months 7-9 from each product / controls start date (also referred to as the Promotional Period). Actual promotional value may vary based on: start date, actual number of processings & employees paid during the promotional months.

Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date.
Expiration Date: 6/15/2020

Summary			
Estimated Annual Net Investment:	\$11,113.70	Total Net Implementation:	\$0.00
Estimated Annual Net Investment during promotional period:	\$8,601.50		
Estimated Annual Concession (already applied): \$1,883.05			

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details.* Additional W2 processing fees apply. ©2017 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]

Financial
Review

Sales Order
Quote Number
02-2020-90003.1



Company Information

Town of Henniker
216 Maple St
Henniker, NH 03242
United States

Executive Contact

Joseph Devine
Town Admin
josephdevine.henniker@tds.net
(603) 428-3221

Workforce Now Included Services

Enhanced Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- New Hire Reporting
- General Ledger Solution
- One Delivery Location
- Wisely Pay Card Services

Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications

- Employee and Manager Self Service
- Paid Time Off Accruals
- ADP Portal with Customized Content
- Access to Mobile Apps
- Employee Discount Program
- Group Term Life Auto Calculation
- Online Reports and Pay Statements

- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration

This is a Proposal only. Fees are estimates and are subject to change. Additional Fees may be incurred if other services are purchased or for tax filings including, but not limited to, additional states or 'applied for' statuses. Please consult with your sales representative for further details.* Additional W2 processing fees apply. ©2017 ADP, LLC ADP and the ADP Logo are registered trademarks of ADP, LLC [ADP Check is a trademark of ADP, LLC and is a registered service mark of ADP, LLC]



HCM Solutions Proposal

PROPOSAL FOR PAYROLL, TIME & ATTENDANCE AND HRMS SERVICES



Prepared on 2/11/2020 by

Casey Rollins
Vice President of Sales & Marketing

www.CheckmateHCM.com | (603) 225-2004

Table of Contents

- Executive Summary.....I
- Competitive Advantages of HCM.....II
- Benefits of Working with Checkmate.....III
- Scope of Work.....IV
- The Checkmate Team.....V
- Our Services & Pricing.....VI
- Next Steps.....VII

I. Executive Summary

January 9, 2020

Dear Town of Henniker Leadership Team,

We are very pleased to present you with our proposal for Checkmate HCM software and services, which will be tailored to meet your specific processes, procedures and objectives we discussed as outlined in the Scope of Work section of this proposal. We know the vital role your employees play in achieving success and are confident that our solution will aid you in managing, measuring and developing your strategic workforce goals and your employees.

Checkmate HCM is a scalable, secure, cloud-based solution using a single database platform to gather, store and analyze all employee data for ease of access through an intuitive, online user interface and streamlined processes. So whether you are simply starting with our one of our modular solutions – payroll, time & attendance or HRIS – and adding on as your workforce grows, or implementing a full suite solution from the start, we can always customize your system to be the right fit, at the right time, anytime.

Our personalized service from our Client Account Managers aligns with that of our technology. We believe that there is no such thing as “one-size fits all” when it comes to your human capital management needs. So we will assign your account to one of our dedicated Client Account Managers who will learn the unique details of your company needs and become an extension of your team.

Thank you once again for the opportunity to serve your HCM needs. We look forward to working with you and helping your entire team succeed!

Best regards,

The Checkmate HCM Team

II. Competitive Advantages of HCM



How Can Our Total HCM Solution Benefit You?

Checkmate HCM stores all of your employee data from pre-hire to retire in a single database. As with any solution and data analysis, compiling all related data in one place provides you with greater accuracy (avoid errors in importing/exporting and merging data) and granularity in real-time. Instead of just going about day-to-day functions like processing payroll, keeping time and staying on top of HR paperwork, you can start to gain true value, measurements, insights and operational efficiencies in vital areas like:

- Compensation Management and Benefits Administration
- Labor Productivity and Job Costing
- Employee Training and Development Program
- Performance Management and Succession Planning
- Absence and Leave Management
- Retention, Attrition and Hire Rates by Role, Team and Department
- Streamline Recruiting, Applicant Tracking and Onboarding
- Gauging Employee Engagement and Building Your Corporate Culture
- Efficient and Compliant Employee Scheduling

III. Benefits of Working with Checkmate

We know there are other options available in the payroll and HCM service providers market. Here are a few of the things our clients say set us apart from the competition:

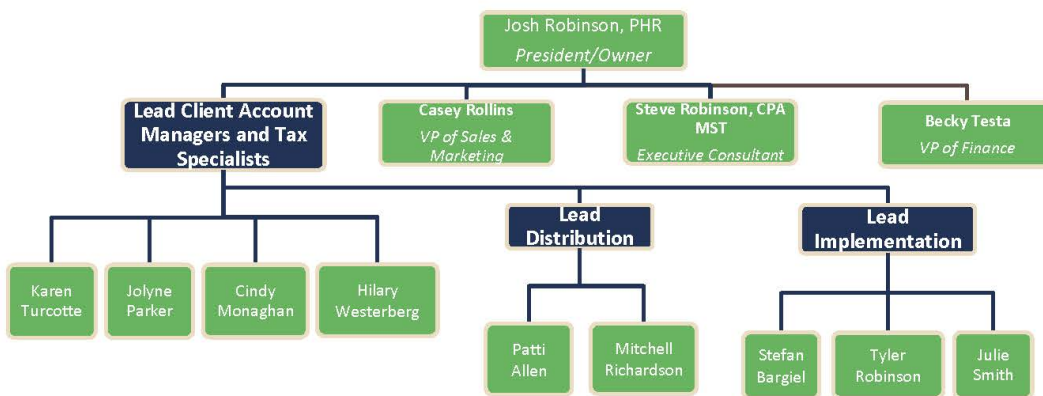
- ✓ Kronos Premier Partner providing and industry-leading HCM platform
- ✓ Single-Source and Intuitive Solution for All of Your Employee Data
- ✓ Over 25 years of experience in payroll processing and HR-related issues in more than 40 states
- ✓ Dedicated Client Account Managers (No Call Centers)
- ✓ SSAE16 Certified for Internal and External Security, Processes and Controls
- ✓ Comprehensive Implementation Materials and Training Developed Specifically for Your Unique HCM Solution

IV. Scope of Work

Based upon our discussions regarding your specific needs, Checkmate shall configure its HCM Solution to include the following functionality and we will provide the following services:

- Full Payroll/Payroll tax filing services
- Accurately Track and display all Employee Accruals/Time off
- Allow Employees to access payroll/time information via mobile app or online
- Streamline all ESS functions in relation to payroll and time keeping
- Provide hardware access points(time clocks) for employee timekeeping
- Provide detailed job costing (if needed)
- Automate Workers Comp reporting to Carrier (if needed)
- Automate NHRS Retirement File Upload (if needed)
- Provide dedicated point of contact at CheckmateHCM for all service needs
- Remove the need to maintain on site IT infrastructure related to HCM services

V. The Senior Checkmate Team



VI. Anticipated Pricing

<p><u>Payroll Services:</u></p> <ul style="list-style-type: none"> • <u>One-time Account Setup Fee (50 EE's)</u> <ul style="list-style-type: none"> ○ \$500.00 																	
<ul style="list-style-type: none"> • Weekly Payroll Processing Fee/Tax Filing (50 EE's) <ul style="list-style-type: none"> ○ \$9.50 Per Employee Per Month (\$95.00 Monthly minimum fee does apply) • GL File Output <ul style="list-style-type: none"> ○ included, One Time File Setup Fee TBD once needs are assessed (Range of \$200.00-\$500.00) • NHRS Reporting <ul style="list-style-type: none"> ○ \$1.00 Per Employee Per Month Being Reported On (\$30.00 Monthly minimum) 																	
<p><i>Annual W2 Processing:</i> \$6.00 per W2</p>																	
<p>The Payroll Processing Fee includes the following services:</p> <ul style="list-style-type: none"> • Payroll processing: printing checks/vouchers and payroll reports for each pay period • Direct deposit of employee paychecks • Filing quarterly and annual payroll tax returns, including: 940, 941/944, and any state specific payroll tax returns • Payroll tax payments • Paid time off accrual/balance tracking • Access to electronic reports – via email or internet download • Easy to use ad-hoc and pre-designed reporting engine with full export capabilities into 6 file formats (e.g. .xls, .pdf., .csv etc.) • Use of Checkmate's online payroll management system and access to online pay statements for your employees 																	
<p><u>Optional Fees and Services</u></p> <table border="1"> <tr> <td>Courier Delivery Fee</td> <td>\$12.00</td> </tr> <tr> <td>Pay Statements Stuffed and Sealed</td> <td>\$0.50 per printed pay statement</td> </tr> <tr> <td>Mobile App</td> <td>INCLUDED</td> </tr> <tr> <td>Multi-State Tax Processing (> 3 states)</td> <td>\$100 per additional state, per year</td> </tr> <tr> <td>PosterLink Subscription Service</td> <td>INCLUDED</td> </tr> <tr> <td>Think HR- Online HR Knowledgebase</td> <td>INCLUDED</td> </tr> <tr> <td>Third Party Checks</td> <td>\$2.25 per check</td> </tr> <tr> <td>New Hire Reporting</td> <td>\$3.00 per hire</td> </tr> </table>		Courier Delivery Fee	\$12.00	Pay Statements Stuffed and Sealed	\$0.50 per printed pay statement	Mobile App	INCLUDED	Multi-State Tax Processing (> 3 states)	\$100 per additional state, per year	PosterLink Subscription Service	INCLUDED	Think HR- Online HR Knowledgebase	INCLUDED	Third Party Checks	\$2.25 per check	New Hire Reporting	\$3.00 per hire
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New Hire Reporting	\$3.00 per hire																

Workforce Ready Time & Attendance– Enterprise

- **TLM Setup Fee**
 - \$300.00 one-time
- **Recurring Usage Fee**
 - \$3.50per active employee, per month (\$75.00 monthly minimum fee may apply if tracking time for under 20 employees)

System Highlights:

- Flexible Accruals Engine
- Time-off Request Workflow
- Customizable Reports
- Exception Tracking for DOL Compliance
- Workforce Management Dashboard
- Scheduling and Workday Breakdown
- Job Costing

VII. Next Steps

Our Partner Roadmap for Success

The key milestones necessary to meet the needs of Town of Henniker are as follows:

- i. Checkmate provides in-depth demo of our HCM technology for key personnel at Town of Webster
- ii. Acceptance of Proposal and signing of Agreement to Provide Workforce Management Solutions
- iii. Checkmate and Town of Henniker create implementation plan for their organization
- iv. Checkmate provides list of information needed for completion of implementation
- v. Town of Henniker provides the above-referenced information with assistance of Checkmate personnel
- vi. Checkmate sets up payroll to accommodate your unique requirements, loads employee demographics, and ensures that everything is accurately set-up and in agreement with filings made to taxing authorities. Checkmate will also upload necessary demographics for Time & Attendance, Scheduling and any possible HRIS usage over time via a phased implementation approach, if needed
- vii. Checkmate trains Town of Henniker staff members to use the platform
- viii. Town of Henniker begins utilizing the HCM suite offered by Checkmate



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 30, 2020

TITLE: Policy for Sidewalk Cafes

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

BACKGROUND: I have been approached by a local downtown business inquiring about using the sidewalk for dining.

DISCUSSION: It is the intent of this policy to enable the operation of sidewalk cafes within the public right-of-way in the downtown area while at the same time regulating their use in order to protect and promote the public health, safety and welfare of the Town's citizens.

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION I would recommend we refer this policy to 2nd reading and public hearing.

ATTACHMENTS:

Description	Upload Date	Type
-------------	-------------	------



Town of Henniker Policy on Sidewalk Cafes

**Select Board Policy on Sidewalk Cafe
TOWN OF HENNIKER**

I.6 SIDEWALK CAFÉS – PERMIT’S

Adopted and Effective

Purpose and Intent

It is the intent of this policy is to enable the operation of sidewalk cafes within the public right-of-way in the downtown area while at the same time regulating their use in order to protect and promote the public health, safety and welfare of the Town's citizens.

Permit Standards

A "sidewalk Cafe" is permitted as an extension of any permitted restaurant in the Central Business District after demonstration of compliance with the following standards:

- 1) A detailed plan of the proposed seating arrangement and layout of pedestrian corridors; pedestrian corridors for sidewalk use and restaurant access shall be maintained in a manner that does not disrupt pedestrian traffic flow and have an unobstructed travel way that is a minimum of 36 inches in width;
- 2) Seats and tables shall be structurally sound;
- 3) Placement of a sidewalk cafe or outdoor seating shall be limited to the area of sidewalk directly in front of the restaurant establishment;
- 4) Provide proof of a \$250,000 liability insurance policy which names the Town as a co-insured entity;
- 5) Location of the seats and tables will not jeopardize the health, safety, license and welfare of the general public and chairs shall be placed not closer that two feet to the sidewalk curb.
- 6) Tables, chairs, and benches shall be allowed year-round; however, tables, chairs and benches shall be removed from the sidewalk nightly during the winter months so they do not obstruct snow removal equipment or impede winter operations in anyway; and
- 7) Permittees shall be responsible to maintain the orderly placement and cleanliness of the area in front of their establishment. Permittees shall ensure that paper, dishware, flatware, ect., are removed from tables and the surrounding sidewalk so as to ensure the aesthetics of the area and downtown are maintained.

Duration

Each sidewalk café area shall be permitted on a yearly basis. Request for renewals shall be evaluated at the time of application and based on the previous years compliance with the permit standards above.

Licensing Process

- 1) License applications shall be made to the Town Administrator. The application shall be reviewed based on the standards noted in "Permit Standards"
- 2) The license application shall be acted upon within 30 days of submittal. If not acted on within that timeframe, the application will be considered approved.
- 3) If the application is denied, the applicant shall be notified, in writing, within seven days of the denial. Such written notification will include an explanation of the reason for denial.
- 4) Each license granted under this article is granted on the condition that all provisions of this article shall be complied with. Any violation of any term of this article constitutes a violation of the conditional granting of the license itself.
- 5) If the town believes that such a violation has occurred, the Town Administrator or designee shall notify the holder of the license in writing of the nature of the violation.

Appeals

Applicants may appeal the denial of an application to the Select Board.

Damage to obstructions

Any damage by any cause whatsoever will be at the sole expense of the obstruction owner.

Hold Harmless

Every person or other entity which places or maintains an obstruction on a public sidewalk in the town shall file a written statement with the town clerk satisfactory to the town attorney, whereby he or it agrees to indemnify and hold harmless the town, its officers, selectboard members and employees, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use or maintenance of such obstruction.

Penalty

Any person, firm, or corporation violating any provision of this article shall be fined \$100.00 for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Service of alcoholic liquor or beverages

- 1) Outdoor dining establishment agree at all times to comply with all laws, rules and regulations of the New Hampshire State Liquor Commission and all other local, state and federal laws. Approval of the Sidewalk Café License Agreement by the State Liquor Commission is required. Alcohol beverage violations shall be self reported to the State Liquor Commission and the Town Administrator. See RSA 178:24 and 179:27
- 2) Sidewalk Café establishments shall only serve alcoholic beverages to patrons who are seated at a table and who are ordering food with service at tables conducted by wait staff only.



Sidewalk Cafe License Application

Town of Henniker, New Hampshire
Office of the Town Administrator
18 Depot Hill Rd. Henniker, NH
Telephone: (603) 428-3221

Issue Date: _____

License#: _____

(This area for office use only)

Please complete the following application and submit it to the Town Administrator's Office.

Address of proposed Outdoor Dining Area ("Area"): _____

Assessor's Map: _____ Lot: _____ Block: _____ Zoning District: _____

Applicant: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____

Email: _____

Property Owner: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____

Please check the following boxes as they are completed.

A dimensioned site plan is attached to this Application depicting the following: the existing conditions, including a depiction of public infrastructure such as curb lines, light poles, bike racks, street trees, tree grates, manhole covers, meters, licensed A-frame signs, adjacent on-street parking and loading zones, adjacent accessible sidewalk curb cuts and the like, the proposed table/chair layout plan for outdoor dining dimensioned routes of travel within the outdoor dining area and on the adjoining public sidewalk, as well as detail sheets for the proposed enclosure system, tables, chairs, lighting, trash receptacles, and the like.

Copy of license from New Hampshire Liquor Commission, if applicant intends to serve alcohol.

Proof of liability insurance of at least \$250,000 listing the Town of Henniker as additional insured.

The Town Administrator will not review incomplete applications. All questions must be answered and all applicable check boxes must be checked. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the Town Administrator proceed with processing this.

Applicant Signature

Date

****TOWN ADMINISTRATOR'S OFFICE USE ONLY****

*** OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE ***

Paid: Cash \$ _____ Check # _____

Police Chief **Approval:** _____ **Date** _____

Planning **Approval:** _____ **Date** _____

THIS LICENSE IS ISSUED with the following conditions: DENIED for the following reason(s):

Approved By: _____ Date: _____

JOSEPH R. DEVINE - TOWN ADMINISTRATOR



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: May 1, 2020

TITLE: Azalea Park Grant Update

PREPARED BY: Joseph Devine

BACKGROUND: In 2018 Azalea Park obtained a grant for a rain garden drainage project. The committee approached the Board and asked to have the funds to complete the project prior to receiving the grant money. To date the town has not been reimbursed for the money the committee was fronted. The concern is no tax dollars are to be used to fund the park.

DISCUSSION: Selectman Scott Osgood will give an update with the assistance of Susan Adams Committee Chair of the Azalea Park Committee.

FISCAL IMPACT: Unknown

RECOMMENDATION: N/A

ATTACHMENTS:

Description

Upload Date

Type



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 28, 2020

TITLE: Zoning Compliance Permit

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

BACKGROUND: In July of 2009 the Board of Selectment passed a Building Permit Application section under the Selectmen Policies. After much research it was found that the current policy did not fit the way Henniker should be conducting inspections and issuing permits. In order to conduct inspections and issue permits a town must adopt RSA 674:51 by way of acceptance at Town Meeting. Henniker has never formally adopted this RSA which is the enforcement mechanism behind the building permit process.

DISCUSSION: To try to determine the best way to move forward I have drafted a policy that I feel will assist Henniker in proceeding with an inspection process. Due to the town never formally adopting RSA 674:51 the permit and inspection process will need to be related to zoning. The Henniker Zoning Ordinance 133-52 has adopted a zoning permit. In order for the permit to move forward according to the ordinance the Board of Selectmen shall adopt regulations implementing the permit system. This policy is designed to address this.

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION I would recommend the Board approve recomomend this policy for first reading, second reading, and adoption.

ATTACHMENTS:

Description

Upload Date

Type

I.2 CERTIFICATE OF ZONING COMPLIANCE – PERMIT’S

BACKGROUND: This purpose of this policy is to replace the current I.2 “Building Permit Applications” that was adopted on July 21, 2009.

1. STATE BUILDING CODES AND FIRE CODES

- a. The State Building Code and Fire Codes have been adopted and ALL construction on NH is required to conform to these codes.
- b. 155-A:2 State Building Code. –
All buildings, building components, and structures constructed in New Hampshire shall comply with the state building code and state fire code. The construction, design, structure, maintenance, and use of all buildings or structures to be erected and the alteration, renovation, rehabilitation, repair, removal, or demolition of all buildings and structures previously erected shall be governed by the provisions of the state building code.
 - i. The updated codes for the State of New Hampshire as of September 15, 2019 will be:
 1. 2015 International Building Code 2015
 2. International Residential Code 2015
 3. International Plumbing Code 2015
 4. International Mechanical Code 2015
 5. International Existing Building Code 2015
 6. International Energy Conservation Code 2015
 7. International Swimming Pool and Spa Code (this is a new code; requirements removed from the IBC and IRC)
 8. 2017 National Electrical Code
- c. RSA 153:1 VI-a. "New Hampshire fire code"
VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2015 edition and the Uniform Fire Code NFPA 1, 2015 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.
 1. NFPA 70 (already adopted) 2015
 2. Fire Code, NFPA 1 2015 Life Safety Code,
 3. NFPA 101 (already adopted)

2. PER HENNIKER ZONING ORDINANCE ARTICLE XIII (ADMINISTRATION)

Section 133-52 Permit required:

Regulations implementing permit system after passage of this chapter, it shall be unlawful to erect or expand any structure or building, to change any use of a structure or building or to relocate any structure or building in any zoned district without first obtaining an appropriate permit from the Board of Selectmen. This permit is to ensure that the proposed construction conforms to the permitted uses in the zone that it will occupy and also that it is located a proper distance from the boundaries of the lot on which it is to be built, and in all other respects conforms to this chapter. The Selectmen shall adopt regulations implementing the permit system.

- a. When is a Zoning Permit required?
 - i. a new structure is to be constructed or installed;
 - ii. an existing structure is to undergo expansion;
 - iii. additional dwelling units are to be added to the existing structure;

- iv. a bedroom or kitchen is to be added to an existing structure;
 - v. a structure is to be demolished;
 - vi. a Site Plan Review Approval has been granted by the Planning Board;
 - vii. interior renovations in excess of \$25,000 not included in (i)-(vi) above (no fee will be required for a permit under this subsection)
- b. Application Form – Zoning Permit
- Application shall be filed with the Town Administrator (Agent) on behalf of the Board of Selectmen. The application shall contain the full name of the owner and/or his agent. It shall contain a certification that the property does not lie in an unapproved subdivision. The application shall describe briefly the proposed work and give such other information as may be required to determine whether the proposed work complies with the provisions of the ordinance. The application must be signed by the landowner(s) or designated representative and submitted complete with proper fees in order to be considered. For a person to be considered a designated representative, a letter of acknowledgment from the landowner must be filed with the Town of Henniker.
- c. Issuance of Certificate of Compliance (Zoning Permit)
- i. No work shall be started on the proposed site until the owner or his agent has first secured a certificate of compliance from the Selectmen or Agent.
 - ii. Upon approval of the application, the Selectmen or agent shall issue a certificate authorizing such construction or alteration.
 - iii. No certificate shall be issued or become effective for nonresidential or multifamily land use without Site Plan Review by the Planning Board.
 - iv. A copy of the certificate shall be posted by the applicant on-site within public view and maintained in good condition until the project is completed.
 - v. Certificates of compliance are transferrable to new property owners.
- d. Certificate Fees
- i. The Board of Selectmen shall set all Certificates of Zoning Compliance Fees.
 - ii. An After-the-Fact application shall be filed for all projects where work has commenced prior to the issuance of a Certificate of Compliance. This application must be filed prior to the consideration of the project by the ZBA, Planning Board and/or the Board of Selectmen. The After-the-Fact application will be acted upon by the Selectmen or Agent at the same time the Certificate of Compliance is considered. A fee as set by the Board of Selectmen shall be paid at the time of application for the After-the-Fact permit. This fee shall be paid in addition to any fees charged for the Certificate of Compliance and/or any other applications.
- e. Revocation or Lapse of Building Certificate
- i. A violation of or variation from the terms, conditions or authorization of a certificate of compliance by the holder thereof or his agent, architect or contractor shall be cause for the revocation of said certificate. Such revocation shall be made at the discretion of the Selectmen or agent and when such revocation is made, the Selectmen or agent shall issue a cease and desist order, a copy of which is to be posted onsite by the Selectmen or agent within public view and maintained in good condition. An appeal from such action may be made as provided in Article XIV section 133-58 of the Henniker Town Zoning Ordinance.
 - ii. The Selectmen or Agent shall, at the expiration of 12 months during which no earnest or substantial effort has been made to carry out the construction or alterations authorized in a certificate of compliance, declare, and send notice to the holder thereof, that said

certificate has lapsed. Said certificate may be reinstated on application of the proposed user to the Selectmen or Agent.

- iii. Any person who is aggrieved by the issuance of a Certificate of Compliance or who feels such a Certificate was issued in error, may file an Appeal to the Zoning Board of Adjustment as described in Article XIV section 133-58 of the Henniker Town Zoning Ordinance. Such an appeal must be filed within 30 days of the date the Certificate of Compliance is issued.

3. **SETBACK REQUIREMENTS:** The following are the Town's zoning setback requirements for all districts (Ref. Henniker Zoning Regulations Chapters 133-22, -24, -26, 28):

- a. No building shall be constructed within thirty (30') feet of a public right of way.
- b. No building shall be constructed within fifteen (15') feet of side and back lot boundaries.
- c. No building shall be constructed more than three (3) stories above grade level.
- d. Driveways must be 10' from side boundaries. or back lot boundaries
- e. Parking spaces must be 10' from side and back boundaries and 10' from any public right of way.
- f. Septic must be 75' from wetlands.
- g. Pools must be 35' from septic and 10' from boundaries.

4. **BUILDING PLANS:** Plans typically are to the scale of 1/4"=1'0". Plans show important information such as dimensions and locations, type of materials used, framing style, insulation, windows, exits and egresses, stairwell elevations, location of electrical service components, and the location of life safety, heating and plumbing systems. A complete set of building plans should include the following FOUR components:

- a. Site Sketch (this is required for all new buildings OR if there is any change to the exterior footprint of an existing building):
 - i. Location of all buildings on lot
 - ii. Dimensions/measurements of proposed structures
 - iii. Measured distance between property lines and structures (both existing and proposed)
 - iv. Name of streets/roads abutting property
 - v. Location of wetlands
 - vi. If septic is to be used, show layout and location
 - vii. Well or water supply location
- b. Floor Plan
- c. Elevation Plan - A two-dimensional view of the building as seen from the exterior
- d. Sectional View - A sectional view is a vertical view of a building as if it were cut into two parts.
- e. The purpose of a Sectional View is to show the internal construction of each assembly.

5. **DRIVEWAYS & CLASS VI ROADS:** If you are constructing or altering a driveway or access road, a Henniker Driveway Permit application may be required. Please note, if you are constructing or altering a driveway that connects to a STATE road, a permit from the State of NH Department of Transportation may be required.

Because Class VI roads are not maintained by the Town, any new construction on a Class VI road requires that an agreement and release be signed by the property owner. This agreement will then be recorded at the Merrimack County Registry of Deeds at the expense of the property owner (usually \$25 per document).

6. **INTENT TO CUT TREES:** If the proposed building project includes any logging for resale, an "Intent to Cut" form may be required in accordance with RSA 79:10. See the Henniker Assessing office for further information.

7. **WETLANDS / SHORELANDS / FLOODPLAINS:** Applications will be reviewed in accordance with Henniker Zoning Ordinance Article XXI, Floodplain Development. To verify if the land is in a "special flood hazard area", as defined by Henniker Zoning Regulations XXII.133-100, see the National Flood Insurance Program Map at Town Hall. If any activity will take place within 250-300 feet of a pond, lake or river, a Shoreland Permit may be required from NH Department
8. **CURRENT USE:** If a portion of the property to be developed is under "Current Use" assessment, a new Current Use Map must accompany this application. Please note that fines may apply when Current Use status changes. See Assessing office for more information.
9. **UTILITIES:** Town tax-exemptions may be available for certain wood-heat, wind or solar systems. See Henniker Assessing office for information.
 - a. Private Septic System: If installing or replacing a private septic system, we require an "Approval for Construction" and an "Approval for Operation" from the NH Dept. of Environmental Services, Section I Page 4 Division of Water Supply and Pollution Control [phone (603) 271-3503]. Please check with the Building Department, as the state may have already submitted copies of approvals to the Town.
 - b. Town Sewer: If the proposed project impacts the capacity of the town sewer system, applicant must discuss the impact that the project may have on the town wastewater system with a representative from the town of Henniker's wastewater department and take any necessary steps as discussed. Charles E. Damour Wastewater Treatment Facility (603) 428-7215, Ramsdell Road.
 - c. Town Water: If the proposed project impacts the capacity of the town water system, applicant must discuss the impact that the project may have on the town water system with a representative from the Town of Henniker's water department and take any necessary steps as discussed. Cogswell Spring Waterworks (603) 428-3237, 146 Davison Road.
 - d. Sprinkler System and or Extinguishment Systems: If installing or replacing a sprinkler system and or extinguishment system, please contact the Henniker Fire Department for additional requirements, (603) 428-7552.
 - e. Oil-fired Heaters: If installing or replacing an oil-fired heater, a New Hampshire Oil Burner Permit is required through the Henniker Fire Department (603) 428-7552. NOTE: Oil burners shall meet or exceed the requirements of NFPA 31, Standard for the Installation of Oil-Burning Equipment.
 - f. LP Gas Burning Equipment: If installing or replacing LP (liquefied petroleum) gas burning equipment, a New Hampshire Gas Fitter License will be required. NOTE: Gas-fired appliances shall meet or exceed the requirements of NFPA 54, National Fuel Gas Code."
 - g. Solid Fuel-Burning Appliance: If installing or replacing a Solid Fuel-Burning Appliance (such as wood, coal, pellets), Solid Fuel-Burning Appliances shall meet or exceed the requirements of NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel-Burning Appliances.
10. **DEMOLITION & ASBESTOS:** Individuals approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly (reference RSA 155- B:13). For information on asbestos concerns, contact the New Hampshire Asbestos Management and Control Program, Air Resources Division of the NH Dept. of Environmental Services at (603) 271- 1370 or www.des.nh.gov.

11. **INSPECTIONS & CERTIFICATES OF OCCUPANCY:** It is the responsibility of the builder or property owner to contact the Town to schedule all inspections.
- a. The only inspections the Town will complete are as follows:
 - i. Zoning Inspections
 - ii. Life Safety Inspections
 - iii. Suppression Systems
 - iv. Fire Alarm Systems
 - b. The Town of Henniker does not issue a Certificate of Occupancy (CO).
12. **NUMBERING OF BUILDINGS:** In accordance with the Code of the Town of Henniker, Chapter 28, it is the duty of every owner of a building to display and maintain the street number in accordance with Town Code. The number must be displayed at the start of construction and can be in a temporary manner during the construction phase. Below is a general description of numbering requirements in the Town of Henniker. Please consult Town Code for further information. 1. In Arabic numerals 2. Minimum height of 3-inch numbers 3. Securely mounted on front wall or porch, or other fixed appurtenance on front of the building to be clearly visible from street 4. Legible and visible from street If house is not clearly visible from street, the house number must be posted at the end of the driveway, at least 30-inches above ground on a substantial fixture within 10 feet from edge of the roadway, not obstructed by trees or shrubbery, visible from both directions AND on the same side of the road as the house. Numbers should be reflective and legible
13. **EXPIRATION & RENEWAL OF PERMITS:** Permits shall expire one year from the date of issue. Permits may be renewed one time prior to the expiration date. VOID IF NOT STARTED WITHIN 12 MONTHS: Permits shall be void if construction has not begun within one year from the date of issue. A new application process is required for any permits that have expired or become void.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: April 28, 2020

TITLE: Temporary Policy on Public Meetings

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

BACKGROUND: Due to concerns about COVID-19, Governor Sununu issues Emergency Order #12 and Emergency Order #16. Emergency Order #12 modified the requirements of RSA 91-A, III(c) requiring that each part of a meeting of a board be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting "and Emergency Order #16 prohibiting gatherings of 10 or more people. Regarding Executive Order #12, Governor Sununu waived the "location" requirement. In other words, there is no longer a need for the board to provide a physical location where the public may come and listen to the meeting, even when an "emergency" has been declared by the chair according to RSA 91-A, III(b). (See NH Municipal Association guidance "Public Meetings and Covid-19: Updated March 24, 2020")

DISCUSSION: While I know we are currently having a meeting following these guidelines I felt it would be important to have a policy. The idea of this policy is to only be enacted while the COVID-19 pandemic is ongoing and we have emergency orders allowing us to conduct meetings in this manner.

FISCAL IMPACT: N/A

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION I would recommend we pass this temporary policy.

ATTACHMENTS:

Description

Upload Date

Type



Town of Henniker – Temporary Policy on Public Meetings

**Temporary Policy on Public Meetings Attendance
TOWN OF HENNIKER**

Adopted:

Adopted by unanimous consent of the Henniker Select Board on _____.

Background:

Due to concerns about COVID-19, Governor Sununu issues Emergency Order #12 and Emergency Order #16. Emergency Order #12 modified the requirements of RSA 91-A, III(c) requiring that each part of a meeting of a board be audible or otherwise discernible to the public “at the location specified in the meeting notice as the location of the meeting ”and Emergency Order #16 prohibiting gatherings of 10 or more people. Regarding Executive Order #12, Governor Sununu waived the “location” requirement. In other words, there is no longer a need for the board to provide a physical location where the public may come and listen to the meeting, even when an “emergency” has been declared by the chair under RSA 91-A, III(b). (See NH Municipal Association guidance “Public Meetings and Covid-19: Updated March 24, 2020”)

In light of CDC guidance on “social distancing,” the Select Board will not be making Town buildings available for public meetings until further notice. The Select Board and all Town committees will also make every effort to hold meetings remotely.

Location of Meetings:

Any meeting may be conducted in a manner where any member of the public can call a telephone number to listen to the meeting. Additional access by video or other electronic means is permitted, but a telephonic connection is required for a meeting occurring without a physical location.

There must be a mechanism for the public to alert the board during the meeting if there are problems with access. For Henniker meetings, the “helpline” will be the Town Administrator’s phone at (603) 998-1492 which will be used to alert the board to any issues. If issues occur, the Town Administrator will alert the board about issues with the public connecting to the telephonic system or losing connection during the meeting. The meeting must be adjourned if it is determined that the public is unable to access the meeting.

The public notice of the meeting must include the information necessary for accessing the meeting, i.e. the phone number that the public can call to listen in, the phone number of the helpline, and the date and time of the meeting.

In addition to the telephonic option, meetings of public bodies will be broadcast and recorded using video conferencing software. The chat, raise a hand, and audio features will be available for the public body to be notified when a member of the public wants to participate in the meeting. The default for audio for the public will be turned off during the meeting to ensure attendees are not talking over each other, but audio for the person will be enabled after a person raises their hand or enters a chat comment.

The public is also encouraged to submit testimony or questions in writing before the meeting. After the meetings, the recorded videos of the meetings will be made available as usual on the community access station and the Town website.

Board and Committee Attendance at Meetings:

Emergency Order #12 modified the requirements of RSA 91-A, III(b) requiring that a quorum of a public body be physically present unless immediate action is imperative. Specifically, the Governor waived the requirement that a quorum is physically present in non-emergency situations for the duration of the declared State of Emergency in Executive Order 2020-04. In other words, a board chair need not find that an “emergency” exists according to the statutory definition and record the facts upon which that finding was made in the minutes of the meeting to allow all members of the board to meet telephonically or via other electronic means.

Other remote meeting requirements are still in effect. In particular, boards meeting either partially or entirely remotely will comply with the remainder of RSA 91-A:2, III. Those include: identifying the reason why the in-person attendance of any remote board members is not reasonably practicable in the minutes of the meeting; identifying any persons present in the location where the board member is calling from; and all votes will be by roll call.

Nonpublic sessions will be held at the end of a regular meeting. The reason for this is that it is easier to conduct the public portion using the public teleconference software, then either using a second call to conduct the nonpublic session or remove all non-board members from the current call to allow the board to conduct the nonpublic session. The Town will hold one meeting using the teleconference software and telephone and ask members of the public to sign off from the meeting following the roll call vote to go into nonpublic session.

Boards will take reasonable steps to comply with Governor Sununu’s Emergency Order #16, prohibiting gatherings of 10 or more people, including taking advantage of the provisions of Emergency Order #12, as described above. It will be the determination of the chairpersons of each board in consultation with the staff that support the board to determine whether meetings will be held fully remotely or not. If meetings and hearings of 10 or fewer people are held at a physical location, municipal officials will follow CDC guidelines for public gatherings, including:

- Posting signage encouraging people to wash their hands when entering the building, staying home if sick or if they have been exposed to someone who is sick, and covering their mouths when they cough or sneeze;
- Spacing seating farther apart than usual to promote social distancing, including the distance between board members, if possible; and
- Wiping down common surfaces before and after meetings.



**Town of Henniker
Board of Selectmen Meeting
Tuesday, February 10, 2020
Henniker Town Hall**

- Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Leon Parker
- Members Excused:** Selectman Scott Osgood
- Town Administrator:** Joseph R. Devine Jr.
- Recording Secretary:** Kelly McCutcheon
- Guests:** Bruce Trivellini, Ken Levesque, Heidi Aucoin, Jeff Connor, Bill Marko, Steve Connor, Linda Connor, Bob Garrison, Jerry Gilbert, Cordell Johnson, Dan Teaze, Stephanie Lee Teaze, Caroline Styr, Wayne, Gregory Aucoin, John Cap

Chair Blomback thanked all the first responders for performing admirably dealing with the difficult situation and they all did a fantastic job. The biggest take away is that there is no immediate danger and the investigation is still active so there is not a lot of information at this time.

Item 1: Consent Agenda

Selectman Parker moved to approve the Consent Agenda. Vice Chair Hooper seconded. Motion carried 4-0.

Selectman Parker stated the Stone Bridge Post had an accurate description of what happened at the School Budget Meeting with the School Board trying to hide two million dollars of capital improvements in the budget and only showing the first year of interest. Selectman Parker also stated that he was misidentified in the paper and one of the quotes was from Bruce Trivellini.

Item 2: Proposed Water Bond Public Hearing

Chair of the Water Commission Jerry Gilbert stated the Water Department is looking for a \$350,000 bond to put a 16-inch sleeve required by the State with a 10-inch water main. Chair Gilbert stated the water main that feeds the Davison Road tank is lost, resulting in water restrictions that could result in running out of water on that side of the river if there is a major problem. The broken pipe on route 202/9 was installed in the 70's during the bypass project and most of the water system in Henniker is over 100 years old and starting to fall apart. The Water Department has been trying to keep up with maintenance communicating with the roads department to replace any 100 year or older pipe before redoing the roads. This is the main

reason the Water Department has asked to wait on Depot Hill Road because a new road is needed to access the tank after losing the lawsuit due to an ineffective lawyer.

Bill Marko asked what the plan for Depot Hill Road is. Chair Gilbert stated it is on hold due to the urgency of the water main needed under 202/9. The Water Commission is working with New England College regarding a new road as well as speaking with the owner surrounding the tank (Kristen Claire).

Steve Connor, former water department worker, provided history of the line needing to be replaced and how the line failed because it was improperly installed and buried too deep. Water Commissioner Chair Gilbert stated in January the State granted permission to directional drill under the highway with some test borings and the \$350,000 is a place holder until the bids are received and will be amended on the floor at Town Meeting. So far one bid as been received.

Chair Blomback asked how bad the leak is on 202/9. Over 300,000 gallons of treated water was dumped before the main was shut down. Chair Blomback asked how many users are on the system: 426.

Public comment: Bob Garrison stated the warrant does not specify that it is to be funded through water assessments as other warrants. John Capuco asked confirmation that not all residents will bear the cost and it will be funded by the water users.

Item 3: Proposed Sewer Bond Public Hearing

Ken Levesque is the Superintendent of the Wasterwater Treatment Plant and stated there are many items that are falling apart and have been welded and patched back so many times that they no longer hold. He stated the plant is a rough atmosphere for metal, which everything in the plant is metal, and the new equipment available today is fiberglass and plastic. Ken went through a list of 18 items he was looking to bond for \$3,200,000. He stated he understood it seems like he is asking for a lot but to put it in perspective it would cost \$40,000,000 to replace the entire plant.

Ken stated if nothing is done then the process will start to break down which will result in violations and fines from the EPA (Environmental Protection Agency) as well as the State. He stated it will be money well spent to bring the 44-year-old plant up to date to at least the current decade. Ken read through the list of the 18 items including their cost and importance to the operations of the plant.

Town Administrator Joe Devine stated that when Underwood did the asset management plan last year that these 18 items are what need to be accomplished first, and the improvements will cut the electrical bill since upgrading to new equipment. Vice Chair Hooper stated that CIP supports the upgrades especially with the bond rate being at 2%. Joe also stated there is loan forgiveness from the State at the end up to \$375,000. Lori Marko asked if there are EPA grants to help fund the cost. It is unknown. Chair Blomback asked Ken how long it would take to

complete the work if approved. Ken stated a minimum for two years since design will take 8-12 months.

The impact on the tax rate with the 60/40 split is \$.05.

Chair Blomback clarified the 60 in the split would be wastewater users, while the 40 splits would be the rest of the town regardless if they are wastewater users or not. It was asked why wastewater users have a split, but the water users do not. Ken did not have the answer and Selectman Flynn stated it is historical from a previous Town Meeting and that it was determined that everyone uses the treatment plant even if they have a septic tank, because when the tank is pumped it goes to the treatment plant for processing.

Chair Blomback proposed cutting the \$3.2 million to \$2.5 million on the grounds that the tax increase is at 28%. Vice Chair Hooper stated infrastructure needs to be supported. Joe stated the CIP plan can be located online and includes pictures of the aging equipment starting on page 90. Chair Blomback asked if all the upgrades will be compliant with the new EPA standards before permitting. Ken confirmed.

Selectman Flynn asked about local septic haulers and if they are billed. Ken stated they pay as they go and right now that plant is operating at roughly 36% capacity.

Public comment:

Jerry Gilbert stated the Water Determent had to budget and additional \$1,320/year for PFOA testing.

Bruce Trivellini stated he is happy for the upgrades to be taking place since the plant is the largest consumer of electricity and water in town. He is also baffled by the 60/40 split as it has never been on the books before.

Bob Garrison stated he is also baffled by 60/40 split and does not understand why the 40 has to come from the whole town and that is should be put on the college and the downtown businesses to pay their share and that because he does not use the treatment plant he should not be taxed for it.

Vice Chair Hooper stated that if there is no sewer that there is no school, college, restaurants, pharmacy, library, and that the town cannot function without it.

Bill Marko stated the 60/40 split is contentious and as a homeowner with septic, if his system fails, he is not coming to town hall to get a check to replace it. He stated he understands the need for paying for capital improvements but does not understand the split and that it is unfair to people who have septic. Vice Chair Hooper asked if the same were true for the school district that since she does not have children, she should get her money back. Most of the crowd agreed with her statement.

Cordell stated the same debate was held 15 years ago at Town Meeting regarding the percentage, and he has some grammatical corrections to make to the warrant.

Bruce stated the plant became a capital asset in 1974 and suggested doing a 33/33/33 split of users/ college/ rest of town.

Item 4: 2020 Proposed budget (continuation from February 4 public hearing)

Vice Chair Hooper stated some of the warrant articles had to be rewritten and were not voted on. Warrant article 9 is a ballot vote. Warrant article 17 was updated to specify where the funds come from. Warrant article 13 goes up to \$99,000 for the mandatory revaluation. The tax rate of \$10.28 municipal not including the school or country taxes. The new rate is \$12.68. One tax dollar equals \$440,000 in spending. Warrant article 19 was updated to remove the examples.

Selectman Parker moved to recommend warrant article 9, which has no tax impact. Selectman Flynn seconded. Motion carried 4-0.

Vice Chair Hooper moved to recommend warrant article 17 as presented. Selectman Parker seconded. Motion carried 4-0.

Selectman Flynn moved to recommend warrant article 20 as presented. Chair Blomback seconded. Motion carried 4-0.

Selectman Flynn moved to recommend warrant article 21 as presented. No second. Motion failed. The Selectmen do not recommend.

Selectman Flynn moved to recommend warrant article 22 as presented. No second. Motion failed. The Selectmen do not recommend.

Selectman Parker moved to recommend warrant article 26 as presented. Vice Chair Hooper seconded. Motion carried 4-0.

Chair Blomback moved to reopen the operating budget. No second. Motion failed.

Item 5: Approval of proposed Water Bond

Vice Chair Hooper moved to adopt and recommend warrant article 8 with the specification to be paid for by the users in the amount of \$350,000 as proposed. Selectman Flynn seconded. Motion carried 4-0.

Item 6: Approval of proposed Sewer Bond

Vice Chair Hooper moved to adopt and recommend warrant article 7 for the wastewater treatment plant with changes Cordell had suggested, in the amount of \$3,200,000. Selectman Parker seconded. Motion carried 4-0.

Item 7: Approval of proposed 2020 Budget and Warrant Articles

Completed.

Item 8: Review electricity proposal

Town Administrator Joe Devine stated the electric rates are starting to come in and there is a very small window to accept and lock in new rates. The current rate is .79 cents and the contracts run 12, 24, or 30 months and he asked for the Board's permission to negotiate the new electrical contracts.

Selectman Parker moved to grant the Town Administrator to negotiate for a 34-month electrical contract. Selectman Flynn seconded. Motion carried 4-0.

Public forum:

Lori Marko asked why the election budget was so high. The election budget includes four elections, ballots, booth set ups, wages. Joe Devine also stated that because of the pending litigation with Eversource no funds from the general fund have been applied to offset the tax rate. If the town loses, we will need to pay Eversource over \$500,000 within 30 days.

Vice Chair Hooper stated last year \$401,000 was applied to offset the tax rate and if \$250,000 is applied this year there will still be money in the general fund to pay if the town loses the court case. With \$250,000 applied from the general fund the tax increase would be just under 17% or \$444 on a \$250,000 valued house. Selectman Parker stated when DRA sets the rates in September or October the Board could also apply more money from the general fund to offset the tax rate.

Vice Chair Hooper moved to apply \$250,000 from the reserved fund balance to offset the tax rate. Selectman Flynn seconded. Motion carried 4-0.

Vice Chair Hooper moved to adjourn. Selectman Parker seconded. Motion carried 4-0.

Adjourn at 8:15pm.



Town of Henniker, NH
Board of Selectmen Public Bond Hearing
(Draft Minutes)

Thursday, March 26, 2020
Henniker Community Center
57 Main St.
Henniker, NH

Members Present: Chairman Kris Blomback, Vice Chair Tia Hooper, Selectman Peter R. Flynn

Members Excused: Selectman Scott Osgood, Selectman Leon Parker

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Jean Eaton via Zoom

Guests: None

Call to Order and Pledge of Allegiance

Chairman Blomback called the meeting to order at 6:15 pm and led the Pledge of Allegiance.

Public Hearing Item 1: Proposed Water Bond

Chairman Blomback welcomed everyone to the Water and Sewer Public Bond Hearing. He stated the hearings were originally held in February and this meeting is to meet statutory requirements.

Town Administer Joseph Devine stated he spoke to Commissioner Gilbert this morning; the water department is seeking a \$350,000 Bond for construction under Route 202. The Water Bond was originally presented on February 10, 2020, and there is no new information to report at this time.

Public Comment: None

Chairman Blomback closed public comment.

Public Hearing Item 2: Proposed Sewer Bond

Vice Chair Hooper stated the Sewer Bond was for 3.2 million dollars to upgrade the wastewater treatment plant. The Sewer Bond was originally presented on February 10, 2020, and there are no new updates. Vice Chair Hooper verified the bond amount is 3.2 million dollars.

Public Water and Sewer Public Hearing Minutes
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Public Comment: None

Chairman Blomback closed public comment.

Public Hearing Items 3 & 4: Approval proposed Water Bond; Approval proposed Sewer Bond

Vice Chair Hooper made a motion to move forward with the Water Bond and the Sewer Bond as approved on February 10, 2020. Motion was seconded by Selectman Peter Flynn; all in favor, motion carries.

Public Comment: None

Adjournment:

Vice Chair Hooper made a motion to adjourn at approximately 6:20 pm, seconded by Selectman Peter Flynn; all in favor, motion carries.



**Town of Henniker
Board of Selectmen Meeting
Tuesday, April 21, 2020
Digital Platform Zoom**

- Members Present:** Chairman, Kris Blomback; Vice Chair Tia Hooper; Selectman Peter Flynn; Selectman Scott Osgood; Selectman Leon Parker
- Town Administrator:** Joseph R. Devine Jr.
- Recording Secretary:** Kelly McCutcheon
- Digital Zoom Guests:** Matthew Colby, Zach Lawson, Joan, Tucker Free Library, Susan Adams, Monica Rico, dteaze, steaze, cwoodbur, Michael, Heidi Aucoin, Mike French, Bill Marko, Alison Mrohs, Jean Eaton, Judi Joseph, Patti Osgood

Chair Blomback welcomed everyone to the digital Zoom meeting and read the following statement:

“Good Evening, as Chairman of the Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. In accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, the Henniker Board of Selectmen is authorized to meet electronically. As such, this meeting will be conducted without a quorum of this body physically present in the same location. We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1 646 558 8656 and the Meeting ID is 947 7768 2462, or by clicking on the following website address: <https://zoom.us/j/94777682462>. We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Henniker’s website: www.henniker.org If anybody has a problem, please call 603-998-1492 or email at: townadministrator@henniker.org. At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will

be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let us start the meeting by taking a Roll Call attendance. When each member states their name also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

Roll call was taken, and all Board members confirm there is no one physically present in the room they are conducting the Zoom meeting in. Digital guests do not need to participate in roll call.

Item 1: Consent Agenda dated 4-2-20

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

Item 2: Consent Agenda dated 4-21-20

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

Public Comment #1

No public comment

Item 3: Henniker Farmers Market

Monica Rico reached out to Town Administrator Joe Devine to seek approval for use of the Community Center Park for the farmers market with a start date of May 21. Under Governor Sununu’s Orders farmers markets are considered essential during the COVID 19 pandemic. Monica has a list of guidelines and recommendations to comply with social distancing including spacing vendors 6ft or more apart, having vendors wear masks and gloves, as well as eliminating the live music that traditionally accompanies the farmers market and any food/beverage samples by vendors.

Monica stated there is a demand for locally grown food especially during the COVID 19 pandemic because consumers want to limit the amount of handling of their food in the food/supply chain and prefer to shop at farmers markets because the supply chain is direct from farmer to consumer. She also stated farmer’s markets are more reliable for consumers especially during a pandemic when grocery stores may not have products available.

Town Administrator Joe Devine asked the Board how they wanted to proceed with the park rental fees as there were no fees paid last year.

Vice Chair Hooper asked Monica how she would ensure the distancing guidelines are implemented. Monica stated she would send the guidelines to all the vendors in addition to posting the guidelines on social media, so the public is informed as well. Additionally, she will physically be at the farmers markets to enforce the guidelines, as well as having physical markers on the ground showing 6ft distance. She will also highlight that reusable bags will not

be allowed per the Governor's Order during the pandemic. Only single use bags maybe used. Vice Chair Hooper asked if there would be a map to ensure vendors are spaced out properly. Monica confirmed yes.

Selectman Flynn asked Monica if she could keep the kids from climbing the trees in the Community Center Park, because there is a liability to the town if the kids are injured in addition to potential damage to the trees. Monica stated she would do that as well. The Tucker Free Library utilized the chat feature in Zoom and stated the kids are just tree hugging not climbing. Selectman Osgood stated it should be the parent's responsibility not Monica's. Chair Blomback stated he thought climbing trees was part of living in a small town, but if it is a safety issue then he agrees. Selectman Parker stated he agreed with Selectman Flynn.

Selectman Flynn stated any motion should include if there is park rental fee or not. Monica stated several years ago she came before the Board to request the outdoor rental fees be waived for the farmers market. For the last three years the Board has waived the outdoor rental fee for the farmers market to operate in the Community Center Park.

Selectman Flynn moved to authorize Monica Rico to conduct the farmers markets at the Community Center Park and to waive the outdoor park rental fees for the property. Vice Chair Hooper seconded. Motion carried 5-0.

Chair Blomback also thanked Monica for all the amazing work she has done for the Henniker Food pantry since the start of COVID 19 pandemic.

Item 4: Henniker Community School – Propane Tank Installation

The Principal of the Henniker Community School stated they reached out to the Board because they are in the process of converting the school from oil heat to propane heat, and will need to bury six propane tanks whose proposed location is where the dumpsters currently are. The proposed site is not school property but town property, which is why the Principal Matt Colby and Zack Lawson are requesting the Boards permission.

Vice Chair Hooper stated her concern regarding the outstanding \$25,000 grant as the town has yet to be reimbursed for work the Azalea Park Committee completed, and that the Board has not been given the final report requested months ago. She stated the town should not have fronted the \$25,000 since the residents voted that no taxpayer funds would be utilized for Azalea Park renovations and upgrades. Her greatest concern is that if the Henniker Community School moves forward with the proposed site, that it will jeopardize the town being reimbursed the \$25,000 since the permits will most likely conflict with one another.

Selectman Osgood stated he disagreed with Vice Chair Hooper and that the school engineer should apply for the permit and speak to DES to ensure there is no conflict with the permits pulled and work completed by the Azalea Park Committee. The school has contractors who are ready to do the work as soon as the permit is granted. The tanks would be side by side in the slope next to where the dumpsters are and would be buried underground, except for the caps

with bollards towards the streets to prevent people from driving over that section. The pipe would run underground to connect to the school for access.

Vice Chair Hooper asked where the snow would be pushed next winter. Matt Colby stated snow would now be pushed toward the grassy area instead of being pushed into the tree line to drain into the wetlands/river as previously done. The school discussed this with the contractors to ensure there is space for snowplows to push the snow into the grassy area.

Zack Lawson asked for clarification on how the school requesting a permit from DES could jeopardize the \$25,000 grant that is supposed to be reimbursed. Vice Chair Hooper stated from her understanding the permit the school is looking for is outside the scope of work and preservation for the permit Azalea Park Committee was granted, and she wants to ensure the town is reimbursed the \$25,000 fronted to the committee. Selectman Osgood stated they are two separate permits and that he does not see DES not reimbursing the town or derailing the school's permit.

Susan Adams, Chair of the Azalea Park Committee, stated she spoke with Tom and they have some concerns, such as the proposed area is a bioretention area to alleviate run off water/snow from getting into the wetlands and that the tanks should be at least 20ft away from the top of the steep slope and any retention systems. She stated the closer the school gets to the riverbank the more difficult it is to preserve the wetlands.

There was discussion of different locations for the tanks. It was asked if the tanks could be buried under a driveway or parking lot, they cannot. Matt Colby stated the size of the tanks proposed where the largest the school could get without needing DHS (Department of Homeland Security) training and clearance. Vice Chair Hooper asked with the proposed site close to the athletic field how will the school ensure no child is injured? Matt Colby stated there will be a plastic cover over the tanks, as well as a fence around the section. Chair Blomback asked if the tanks could be piped up remotely, they cannot. Selectman Osgood stated he is fine with the tanks on the slope as proposed. Selectman Parker stated he would like to see a reconciliation of the Azalea Park Committee permit that is active before approving the school's permit to ensure no conflict. Vice Chair Hooper stated she would like the town reimbursed the \$25,000 from the grant the Azalea Park Committee applied for and would like the tanks away from the proposed slope and athletic field. Selectman Osgood stated the permits are not connected. Selectman Parker stated the permits could overlap and jeopardized the \$25,000 the town is waiting to be reimbursed.

Chair Blomback asked Susan Adams if the Azalea Park Committee approves the school's proposal? Susan stated the committee has officially met, but there were some concerns they wanted to put forth. Vice Chair Hooper suggested postponing the discussion until the May 5 meeting, so the Azalea Park Committee can meet, to give the Town Administrator a chance to review the school's permit, and so Selectman Osgood can close out the Azalea Park Committee grant and get the town the \$25,000. It would be a two-week postponement.

Chair Blomback stated he wanted to ensure the school district has a direct path to move forward as they have contractors ready to work. Selectman Flynn asked why the \$25,000 is such a concern. Vice Chair Hooper stated that if the school's permit contradicts the scope of work done on the Azalea Park Committee permit the town could suffer a \$25,000 loss. Selectman Flynn stated if action is taken in two weeks, he is indifferent. Chair Blomback stated even in the best circumstances it would be unlikely to hear and be reimbursed from the state in the next two weeks, and with the COVID 19 pandemic he does not want to see this delayed for months. Vice Chair Hooper stated she did not want to act until the Azalea Park grant was closed out.

Zack Lawson stated he agreed with Chair Blomback and that two weeks will easily turn into months and they would like to start now so it can be completed as a summer project. Vice Chair Hooper stated the school could have brought this before the Board back in November when they were conducting the budget discussions with all the town departments. Susan Adams stated she has the papers in her hand that the Board has been asking for, but they are not complete and would not be completed in two weeks. Principal Matt Colby asked if the Board does not decide on the project, would they make a decision on applying for the shoreland permit? Chair Blomback stated he is a big believer in soft planning.

Selectman Osgood stated the school has work to do and they have every right to apply for the permit and that the \$25,000 Azalea Park project was less than a quarter of funds needed. Selectman Parker stated if the school has a competent engineer, they should be able to handle any conflict between the two permits. Chair Blomback stated the permits will be vetted as part of the permit process. Also, he wants to ensure the town reimburses taxpayers \$25,000, but at the same time he does not want to tell the school district no and have them wait months.

Chair Blomback moved to approve the Henniker School District to apply for a shoreland permit for their heating conversion project, and to speak with the Department of Environmental Services to ensure there is no conflict with the open permit for Azalea Park, and to include the Town Administrator in all communications. Selectman Osgood seconded. Motion carried 5-0.

The Board did not approve the heating conversion project only applying for the shoreland permit.

Chair Blomback asked Susan Adams to redouble the effort to get the paperwork filed immediately.

Item 5: Highway Superintendent – Disposal of Pickup Truck
Selectman Parker moved to approve the disposal of the 2008 F350 pickup truck at auction. Vice Chair Hooper seconded. Motion carried 5-0.

The funds from auction will go into the town revenue account.

Item 7: Update on Policies

a. Temporary Public Meetings

Currently, the town does not have a policy to cover temporary meetings. Town Administrator Joe Devine has drafted a temporary policy for public meetings.

Vice Chair Hooper moved to advance to a second reading. Selectman Flynn seconded. Motion carried 5-0.

b. Zoning Permit

The town is no longer issuing building permits and thus building permits will be covered under zoning permits. Selectman Flynn asked about the inspections done by the Fire Department. Joe stated the Fire Department will still do health and safety inspections for 3 or more units and commercial.

Selectman Flynn moved to advance to a second reading. Selectman Parker seconded. Motion carried 5-0.

Town Administrator Joe Devine stated if someone had a 2500 square foot home the fee would be \$200. Previously if construction was under \$5,000 no fee was collected. Selectman Flynn would like to have legal counsel review this, since he believes that had been voted in by the residents and would need to be voted out by the residents.

c. Teleworking

Vice Chair Hooper asked with the town hall being closed to the public and the majority of the staff having their own office space, if teleworking was really needed since she did not believe the staff was being utilized to their full capacity, and asked what work was being done. Joe stated that when Helga and Deb work from home they are updating assessing, updating cards and can securely access the server from home. Deb has also been doing a lot of work reaching out to committees and updating the committees contact list. Vice Chair Hooper stated that there is no way to monitor what they are doing from home and asked if they are bringing home sensitive data. Joe stated again that they have remote access to the direct server, so no material is leaving town hall. Vice Chair Hooper asked if it is traceable, it is not. Vice Chair Hooper asked if they provide a list of what they accomplish when home. Joe stated Helga has been printing updated cards for the paper records and that Kim is working on the tax lien information the Board requested. Selectman Flynn stated if the information is being updated and the Board is fine by consensus to set the telecommuting, as best suits the needs of the Town Hall and its employees.

Selectman Flynn moved to authorize Town Administrator Joe Devine to implement a telecommuting policy that best suits the needs of the Town Hall and its employees. Selectman Parker seconded. Motion carried 5-0.

Vice Chair Hooper stated she would like to receive updates on what is going on moving forward and that telecommuting is a very temporary situation and working from home will not be a permanent thing. She reiterated the Town Hall will open again and people will need to be in the office when it does reopen.

Item 8: 2149 Western Ave

Town Administrator Joe Devine stated he had not heard from the short-sale gentleman. Judy Joseph called into the meeting and stated she would like to settle with the town and give them a check for \$5,000 to release the liens so she can buy the house. The property is already on the tax rolls. Selectman Osgood stated there is a gain for the town if they accept and a loss if they do not accept. Vice Chair Hooper stated there is \$18,000 in welfare liens on the property. Selectman Parker stated the \$18,000 is what is owed to the town. Joe Devine stated the law on welfare liens is written that if the house is foreclosed the town will receive none of the \$18,000. Vice Chair Hooper stated the town has nothing to do with the buyer or current owner and there is no representation from the current owner. Selectman Osgood stated they have the buyer Judy Joseph. Selectman Parker stated it is a bad transaction and should never have been put before the Board since now the town is looking at maybe getting \$5,000 or nothing, and the Board should not be involved in any of details of the transaction since it is not a good transaction.

Judy Joseph asked if there was any precedent of other towns who have been in a similar situation and what they have done especially in a case like hers where she did not take out the liens. Judy stated she was duped, and it does not seem like anyone is going to win. She stated she understands on principle why the town would want the full \$18,000 but she did not take out those welfare liens. Judy stated she is trying to do the best she can for her situation and not make any enemies and would appreciate it if the Board could appreciate her point of view. Judy stated she does not believe another buyer would want to come up with an additional \$18,000 and if the home is foreclosed on then the town will receive nothing.

Selectman Flynn stated everything about the situation was a mess. Selectman Osgood stated he wants to see a homeowner in the home. It was stated the town would still receive tax payments from the property if it was foreclosed since the mortgage company that holds it will pay them.

Selectman Osgood moved to accept Judy Joseph's offer for \$5,000 towards the \$18,000 welfare liens and to forgive the remaining \$13,000 in liens. Chair Blomback seconded. Motion failed 2-3 (Hooper, Flynn, Parker).

Item 9: Acceptance of Board of Selectmen Meeting Minutes – March 3, 2020
Chair Blomback moved to approve the minutes as amended. Selectman Flynn seconded. Motion carried 5-0.

Item 10: Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 3, 2020
Tabled

Item 11: Acceptance of Board of Selectmen Meeting Minutes – March 17, 2020

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

Item 12: Acceptance of Board of Selectmen Non-Public Meeting Minutes – March 17, 2020
Tabled

Item 13: Town Administrator's Report

Joe is looking to conduct three Town Hall Forums. The first one will discuss town operations, the second for local businesses and the chamber of commerce, and the third with the schools to answer questions moving forward in the future.

On Facebook the Henniker Helpers community story time is live on Tuesday and Thursdays. Members of the Rescue, Fire, and Police Department read children's stories.

Town Meeting is May 9th at the Henniker Community School

Since town meeting has not taken place and the revaluation has not occurred Joe reached out to DRA and Vision. Moving forward they will do a statistic valuation; there will be a cost savings since the full valuation was \$90,000 and that statistic is \$49,000 and there is \$66,000 in the revaluation fund. In five years, the full revaluation must be done.

The road postings have been lifted. GMI is working on raising the manholes.

Joe has started a Town Administrator Newsletter that is on the Town Website and Facebook page.

The Planning Board is meeting tomorrow night.

The next Board meeting is May 5.

Town Meeting is May 9 at the Henniker Community School.

The Transfer Station applied from a grant through the Rotary Club for air purifiers for the Transfer station and the Police Department.

Joe has been looking into direct deposit for town employees since the current software does not allow for it. Moving forward with direct deposit will require the use of a payroll service.

The town will also be moving over to an exchange server, so all employees have a Henniker.org email to comply with a Right to Know request.

Governor Sununu has stated towns that had not held their annual town meetings may run at a 35% deficit. Currently, Henniker is operating at a 23% deficit. There are more than 40 towns that are in a similar situation.

Item 14: Department Reports

Located in packet

Selectman Flynn stated the Athletic Committee was not running their spring or summer programs due to the COVID 19 pandemic. Selectman Parker asked about welfare. It was stated that right now everything is well budget wise but depending on the duration of the COVID 19 pandemic the welfare office may start seeing people who would have normally never asked for any help.

Public comment #2

Bill Marko complemented Joe on the great idea of hosting the meetings via Zoom. Bill stated he wanted to bring up the Swap Shop and what the plan is for reopening it. Joe stated there will be a presentation at the May 9 Town Meeting regarding reopening the Swap Shop.

Chair Blomback moved to enter non-public. Vice Chair Hooper seconded. Motion carried 5-0.

Vice Chair Hooper moved to exit non-public. Selectman Flynn seconded. Motion carried 5-0.

Selectman Flynn moved to adjourn. Selectman Parker seconded. Motion carried 5-0.



TOWN OF HENNIKER, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR

May 5, 2020

- **Emerging Leader Program:** As I reported back in February, I was fortunate enough to be selected for the 2020 Primex Emerging Leaders. They originally planned on canceling the 2020 program. Thankfully they have decided not to cancel, and they are now going virtual so the program will continue.
- **Census 2020:** I received a call from the representative covering Henniker for the 2020 Census. He wanted to let us know that Henniker is falling behind in self-reporting either through the mail and online and is now below the state average of 53.3% we are at 51.9%. Some of the surrounding communities are: Weare 61.4%, Hopkinton 67.4% and Bow 72.6%.
- **Memorial Day Parade:** Several Communities have decided to cancel Memorial Day Parades. I have spoken with Chief Morse who wants to get the Board's opinion on this.
- **Virtual Town Hall Meetings:** We held four of these meetings so far. We had two on town operations, one on Education, and one with the business community. I appreciated all the help from outside organizations in assisting in getting them up and going. Thank you to the Small Business Association, NH Department of Economic Development, Henniker Chamber of Commerce, New England College, SAU 24, and the Henniker Community School.
- **Highway Department:** Being unsure of our budget and how we are moving with Town Meeting the Highway Department needs guidance from the Board. Especially, we need to decide how we want to move forward with projects for the summer. Some of the items we need to decide on moving forward with are:
 - Line Striping
 - Crushed Stone – RFP process completed
 - Crack Sealing
 - Roadside Mowing – RFP process completed
 - Paving Bids (Operating Budget/Patterson Hill)
- **Primary and General Elections:** NH Secretary of State William Gardner and Attorney General Gordon MacDonald announced any voter may request an absentee ballot for the September 2020 Primary and November 2020 General Elections based on concerns regarding COVID-19. We have reached out to the state about extra election funding since we did not budget for this added expense.
- **Important Dates:** Please mark your calendars for upcoming dates:
 - May 9, 2020 – Town Meeting
 - May 19, 2020 – Select Board Meeting

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

Ongoing Projects

- Employee Recognition Program
- Fire Tower Communication and Access Road
- Volunteer Program – Swap Shop
- Human Service Guidelines
- Shaker Road renaming
- Goal Setting with Select Board

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joseph R. Devine, Jr.", written in dark ink.

Joseph R. Devine, Jr.
Town Administrator