



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, September 1, 2020
6:15 PM**

**Henniker Community Center
57 Main St.
Henniker, NH 03242**

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CORRESPONDENCE

Item 1: 8-28-20 letter to Henniker Board of Selectmen from New England College President Michele Perkins

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

VI. CONSENT AGENDA

Item 2: Consent Agenda 8-24-20

- a. Federal Cares Act Grant Election
- b. Invasive Weed Control LLC

Item 3: Consent Agenda 9-1-20

- a. Appointment: Gigi Laberge, Zoning Board of Adjustment
- b. Committee Appointment: Heidi Aucoin, Poll Worker
- c. Petition and Pole Licenses: 12-0862, 12-0855, 12-0811
- d. Yield Tax Levy & Certification Map/Lot: 1-767-E, 1-551-A, 1-649-B/649-X, 1-539-C
- e. Yield Tax Levy & Certification Map/Lot: 1-078, 1-077-A, 1-110-C11, 1-729-B

f. Yield Tax Levy & Certification Map/Lot: 1-741, 1-743, 1-729, 1-092

VII. NEW BUSINESS

Item 4: Sherry Gould and Darryl Peasley Abenaki Trails Project

Item 5: Cordell Johnston Election Update

Item 6: Wastewater Capital Improvement Update

Item 7: Downtown Mask Signage

Item 8: Resolution for Mask/Face Covering

VIII. OLD BUSINESS

Item 9: PA-28 Inventory Form Update

IX. OTHER BUSINESS/CORRESPONDENCE

Item 10: Acceptance of Board of Selectmen Meeting Minutes with New England College July 22, 2020

Item 11: Acceptance of Board of Selectmen Public Meeting Minutes August 11, 2020

Item 12: Acceptance of Board of Selectmen Non-Public Meeting Minutes August 11, 2020

Item 13: Acceptance of Board of Selectmen Meeting Minutes with New England College August 12, 2020

Item 14: Department Reports

Item 15: Town Administrator Report

Item 16: Selectmen Reports

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

XI. NON-PUBLIC

XII. ADJOURNMENT

XIII. UPCOMING DATES

September 7, 2020 – Labor Day

September 7, 2020 – Town Clerk's Office open from 3:00pm – 5:00pm for the purpose of accepting absentee ballots for the September 8, 2020 State Primary

September 8, 2020 – Town Clerk's Office closed during the State Primary

September 15, 2020 – Selectmen Meeting

Visitor Orientation to the Town Selectman's Meeting

Welcome to this evening's Selectmen's meeting. Please note that the purpose of the meeting is for the Selectmen to accomplish its work within a qualitative timeframe. Meetings are open to the public, but public participation is limited. If you wish to be heard by the board, please note the "Public Comment" at the beginning and end of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Selectmen. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of

Henniker, property owners in the town of Henniker, and/or designated representatives of recognized civic organizations or businesses located in the Town of Henniker. When they are at the podium, speakers first need to recite their name and address for the record. Visitors should address their comments to the board and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Selectmen, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Board of Selectmen meetings. Outbursts from the public are not permitted.

Notice posted on: August 28, 2020

Next Routine Meeting: September 15, 2020

Items for the next agenda, with completed backup, must be in the Selectmen's Office no later than 12:00 noon on September 10, 2020.



August 28, 2020

The Henniker Board of Selectmen
Henniker NH Town Hall
18 Depot Hill Road
Henniker, NH 03242

To the Henniker Board of Selectmen:

As President of New England College, allow me to express my official support for the proposed COVID-19 Emergency Mask Ordinance for the Town of Henniker. I strongly encourage you to enact this measure as soon as possible.

At previous meetings with Town officials I endorsed the ordinance. Given the recent return of students to the NEC campus I feel compelled to make a public, concerted effort for passage. This ordinance is in our collective interest.

I normally do not encourage the Board of Selectmen to make a decision one way or another as I trust your collective expertise and wisdom to govern the town and do not like to interfere. This unprecedented pandemic, however, compels me to reach out to you in strong support of a mask ordinance. Along with social distancing, face covering tops the list of risk mitigating measures. The more compliant we are with mask wearing, the exponentially safer we all are. The town and the College are adjacent and even interspersed in some areas. It is not always clear to students where college property ends, and the town begins. Also, some students live in apartments off-campus and the College requires them to wear masks in these spaces as well. It will be best for all if there is consistency in policy throughout the area described in the draft ordinance.

The proposed ordinance gets the priorities and the method right: outside your home, wear a mask and wear a mask in all other indoor locations. Outside wear your mask whenever you are unable to ensure social distancing. Walk, run, hike, golf mask free: but when around others mask up. Retail and restaurant owners strongly endorse this measure. Like me they know enforcement gets far easier when "it's the law." Henniker should join the College and adopt the clear standard under consideration.

Our students who fail to comply with NEC's mask requirements will be dismissed from campus and sent home. We instituted this policy because we take safety measures very seriously, for the sake of our college community and for the sake of the town. As Henniker welcomes visitors—in addition to students—from all over the state and all over the country, the safety of all will be ensured by requiring masks throughout the town.

We prize our freedom in New Hampshire. But we need to draw a line, a very bright one, between freedom and license, between individual preference and the safety of our citizens. No one has the freedom to place another at risk. Give our businesses, our college, our institutions, a standard to follow. Then stores will post the ordinance to all patrons. When the rules are clear, good citizens can self-enforce. The COVID-19 Emergency Mask Ordinance of the Town of Henniker will enable us to work together to create a safer environment and beat the COVID threat.

Many thanks for your consideration.

Respectfully submitted,



Michele D. Perkins, EdD
President



Board of Selectmen
Consent Agenda
August 24, 2020

Consent Agenda

1. Federal Cares Act Grant Election
2. Invasive Weed Control LLC

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.



Board of Selectmen
Consent Agenda
September 1, 2020

Consent Agenda

- a. Appointment: Gigi Laberge, Zoning Board of Adjustment
- b. Committee Appointment: Heidi Aucoin, Poll Worker
- c. Petition and Pole Licenses: 12-0862, 12-0855, 12-0811 Consent Agenda
- d. Yield Tax Levy & Certification Map/Lot 1-767-E, 1-551-A,1-649-B/649-X, 1-539-C
- e. Yield Tax Levy & Certification Map/Lot 1-078, 1-077-A,1-110-C11, 1-729-B
- f. Yield Tax Levy & Certification Map/Lot 1-741, 1-743, 1-729, 1-092

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.

Citizen Request Form

Request to Appear Before Selectmen

Full Name: Sherry L. Gould

E-mail: sherrygould@tds.net

Phone Number:

Location or Address of Concern: Town wide

Please type your request or comment here: Darryl Peasley (former head of the State Town shed in Henniker) came up with an idea to do an Abenaki Trails project and he wanted to start with Contoocook/Hopkinton. We have the enthusiastic support of the Selectmen in Hop. The project has expanded to Henniker, Warner and Bradford. All HS's are on board. Lots of fun aspects to this project. We'd like a few minutes to tell you firsthand what we are doing.

Previous Steps Taken: 8/14 front page article about the project Concord Monitor. See our fb page for more info <https://www.facebook.com/Abenaki-Trails-Project-130903648704620>.

Martha Taylor is onboard for the project. We are talking with the Rotary Club about possibly partnering with the project too. This will explore Abenaki contributions in each town historically and today. Historical signs, HS exhibits, possible library art exhibits and donation of great books, and school curriculum/kits to be donated for LOCAL Native American studies. Maps, paper and internet apps will be part of the project, and so much more!

Action Desired: Listen to our exciting plans, maybe 15 minutes.
Teaser Alert: Henniker has feet prints in a rock out behind the College that are one of only two known Petroglyphs in the State of NH!



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: August 24, 2020
TITLE: Election Update
INITIATED BY: Cordell Johnston, Town Moderator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Cordell Johnston, Town Moderator

AGENDA DESCRIPTION:

Cordell Johnston the Town Moderator will be providing an update on the upcoming State Primary Election on Tuesday September 8, 2020.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

The Select Board needs to come up with a schedule of who will be at the polls on Tuesday September 8, 2020.

Suggested Action/Recommendation:

No formal action is required at this time.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: August 24, 2020

TITLE: Wastewater Capital Improvements

INITIATED BY: Ken Levesque, Wastewater Superintendent

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Ken Levesque, Wastewater Superintendent

AGENDA DESCRIPTION:

The Henniker Wastewater Plant is looking to perform some capital improvements. Many of these items are necessary to keep the plant functioning.

In place of the usual clean and televising of approximately 1/3 of the collection system, Wastewater would like to make some repairs to the 17 grade 4 and 5 defects in the collection system using the cured in place pipe process. Some examples of the defects are cracked pipes, void visible or fracture multiple and infiltration runner. These repairs will be made without digging, working through existing manholes and installing a resin impregnated flexible tube which when cured will be continuous, tight fitting and long lasting. The cost of this project will be \$30,000 which is the Wastewater budget.

Next Wastewater is looking to replace 2 pumps at the West Henniker pump station and 1 return sludge pump at the treatment plant. Quotes for purchase and installation of these 3 pumps are included in the packet. The total cost of purchase and installation \$35,590. This money will come from the Wastewater Department unreserved fund.

Finally, Wastewater is looking to replace its 1997 New Holland Skid Steer which has served the department for 23 years. The skid steer has been a major problem and expense for the department for the past couple of years. The department has spent several thousand dollars repairing hydraulic oil leaks that just keep coming, they fix it and new leaks develop. The skid steer is currently scheduled to be replaced in the CIP plan in 2025. The skid steer is used for moving caustic drums from storage to the grit room, which only takes 10 minutes and they leak around 2 gallons of hydraulic oil on the ground. We have received a quote for a new 2020 Bobcat skid steer for \$45,863, this does not include the trade in value of \$6500. This cost will also come out of the Wastewater Department unreserved fund.

Legal Authority: N/A

Financial Details: \$81,453 (without trade in of skid steer) To come out of unreserved fund
\$30,000 Wastewater department budget

Town Administrator Comment:

In speaking with the Wastewater Superintendent these are items we need to fix/replace. I would recommend the board allow us to move forward with projects.

Suggested Action/Recommendation:

Motion:

Authorize the Town Administrator to work with the Wastewater Superintendent to move forward with:

- 1. making repairs to the pipe of the collection system and expend up to \$30,000 from the Wastewater Budget.*
- 2. Replace two pumps at the West Henniker Pump Station and one sludge pump at the Treatment Plant and expend up to \$35,590 from the Wastewater unreserved fund.*
- 3. Allow the Wastewater Superintendent to place and RFP for a new skid steer.*



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: August 28, 2020
TITLE: Downtown Signage
INITIATED BY: Kris Blomback, Chair Henniker Select Board
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Kris Blomback, Chair Henniker Select Board

AGENDA DESCRIPTION:

Chairman Blomback asked about putting signage in our downtown encouraging mask use; similar to the idea of the banner that was placed by Town Hall. Per the Chairman’s request I reached out to a sign company to get some ideas for signs and the cost.



Legal Authority: N/A

Financial Details: 18in x 12in \$42.79
24in x 18in \$59.60
24in x 45in \$220

A-Frame Sign with 2 inserts

Town Administrator Comment:

I feel this is a good way to remind citizens and students in the downtown about mask use, social distancing, and washing hands. When it comes to educating people on mask use its reminders like this that really assist.

Suggested Action/Recommendation:

Motion:

Authorize the Town Administrator to purchase educational signs for the downtown.

Advantage Signs
 128 Hall St., Suite C, Concord, New Hampshire, 03301
 (603) 224-7446

www.advantagesigns.net



Quote 7381

A Frame Signage

SALES REP INFO

Josh Messinger
 Sales

josh.advantagesigns@gmail.com

QUOTE DATE

08/28/2020

QUOTE EXPIRY DATE

10/27/2020

TERMS

50% deposit

ORDERED BY

Town of Henniker
 Henniker Town Hall
 18 Depot Hill Rd.
 Henniker, NH, 03242, United States

CONTACT INFO

Jean Eaton
 hennikeradmin@tds.net
 +1 603-428-3221 x 1

About this Quote:

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)
1	A Frame sign deluxe w/inserts A Frame Sign plastic overall size 25" X 45" with copy surface of 24" X 36" and slide in for sign face. Includes 2 coroplast inserts with digital print.	1	Each	\$220.00	\$220.00

If you would like to move forward with this order please sign this quote and return via email. You must review & sign a proof prior to your order moving into production along with a 50% deposit. Please note once you sign off on the proof you accept full responsibility for the accuracy of your signage.

PLEASE NOTE: ALL ARTWORK MUST BE EITHER IN VECTOR, .EPS, .AI OR HIGH RESOLUTION .JPG, .PDF

Subtotal:	\$220.00
Sales Tax (0%):	\$0
Total:	\$220.00

Downpayment (50.0 %)

\$110.00

SIGNATURE:

DATE:

Advantage Signs
 128 Hall St., Suite C, Concord, New Hampshire, 03301
 (603) 224-7446

www.advantagesigns.net



Quote 7378

Street Signs

SALES REP INFO

Josh Messinger
 Sales

josh.advantagesigns@gmail.com

QUOTE DATE

08/27/2020

QUOTE EXPIRY DATE

10/26/2020

TERMS

50% deposit

ORDERED BY

Town of Henniker
 Henniker Town Hall
 18 Depot Hill Rd.
 Henniker, NH, 03242, United States

CONTACT INFO

Joseph Devine
 josephdevine.henniker@tds.net

About this Quote:

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)
1	Digital Print On Panel Digital print, laminated and mounted on flat substrate. Height: 18 Inches Width: 12 Inches DPM Arlon DPF 6000XRP WITH 3220 Lam HP White Gloss 7 year, 2 mil digital film SUB Aluminum - Sign Blank - Radius 1.5" (12" x 18" x .080) Bright White - 1.5" Rounded corners DPL Arlon 3220 Gloss Laminate 3220G-5415-000	1	Each	\$42.79	\$42.79
2	Digital Print On Panel Digital print, laminated and mounted on flat substrate. Height: 24 Inches Width: 18 Inches DPM Arlon DPF 6000XRP WITH 3220 Lam HP White Gloss 7 year, 2 mil digital film SUB Aluminum - Sign Blank - Radius 1.5" (18" x 24" x .080) Bright White - 1.5" Rounded corners	1	Each	\$59.60	\$59.60

If you would like to move forward with this order please sign this quote and return via email. You must review & sign a proof prior to your order moving into production along with a 50% deposit. Please note once you sign off on the proof you accept full responsibility for the accuracy of your signage.

PLEASE NOTE: ALL ARTWORK MUST BE EITHER IN VECTOR, .EPS, .AI OR HIGH RESOLUTION .JPG, .PDF

Subtotal:	\$102.39
Sales Tax (0%):	\$0
Total:	\$102.39

Downpayment (50.0 %)

\$51.20

SIGNATURE:

DATE:



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: August 28, 2020

TITLE: Resolution for Mask/Face Covering

INITIATED BY: Tia Hooper, Vice Chair and Scott Osgood, Selectmen

PREPARED BY: Tia Hooper, Vice Chair Henniker Select Board and Joseph Devine, Town Administrator

PRESENTED BY: Tia Hooper, Vice Chair, Scott Osgood Selectmen and Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

After discussion in nonpublic regarding a potential ordinance, a draft ordinance was presented to the board for feedback. Lacking support due to concerns over enforcement the following resolution has been drafted for acceptance. This resolution is a good-faith effort to encourage the Henniker community, that includes residents, visitors, shoppers, diners, and employees to wear a face covering whenever they are inside a building and whenever they are outside and social distancing of at least six feet cannot be maintained. For the purpose of reducing the risk of the spread of the COVID-19 virus; reducing the risk for a potential shutdown or closure of businesses within our local economy and negative impacts associated with such shutdown or closure.

Legal Authority: See Resolution

Financial Details: N/A

Town Administrator Comment:

This resolution is a good faith effort to show support from the Board to the community about the importance of mask use. One of the major concerns that came to light was the enforcement of an ordinance. By passing this resolution you are stating mask use is necessary, but not enforcing an ordinance in the event someone does not wear one.

Suggested Action/Recommendation:

Motion:

The Henniker Board of Selectmen understand the importance of wearing a mask when not able to socially distance. We recommend that all residents and visitors of the Town of Henniker wear a mask as set forth in the resolution presented tonight and hereby pass this resolution supporting mask use.

**TOWN OF HENNIKER
RESOLUTION
2020-01
RELATIVE TO FACE COVERINGS**

The Town of Henniker Selectboard, hereby adopts the following resolution relative to face coverings during a period of a public health pandemic/state of emergency as declared by the Governor of the State of New Hampshire.

This resolution is a good-faith effort to encourage the Henniker community to wear a face covering whenever they are inside a building and whenever they are outside *and social distancing of at least six feet cannot be maintained. This includes residents, visitors, shoppers, diners, and employees* for the purpose of reducing the risk of the spread of the COVID-19 virus; reducing the risk for a potential shutdown or closure of businesses within our local economy and *any other* negative impacts associated with such shutdown or closure.

Whereas:

RSA 41:8 authorizes the Selectboard to manage the prudential affairs of the town;

RSA 31:39 authorizes the Town to make bylaws pertaining to carrying out the prudential affairs of the town;

RSA 147:1 specifically authorizes towns to make regulations for the prevention and removal of nuisances, and such other regulations relating to the public health as in their judgment the health and safety of the people require, which shall take effect when approved by the selectmen;

Town of Henniker Selectboard Policies and Procedures, Section 1.1 "Emergency Policy Adoption" allows the Selectboard to temporarily approve a policy to meet emergency conditions, by a two-thirds affirmative vote of those present and voting;

New Hampshire RSA 147:1 grants the towns the authority to draft regulations relating to the public health as in their judgement the health and safety of the people.

INFECTIOUS DISEASES are caused by germs, such as viruses, bacteria, and parasites. Some diseases can be spread from person to person very easily through respiratory droplets. Public Health Officials have determined that it is possible for an infected individual to transmit certain diseases without exhibiting any symptoms. One of the best means of slowing the spread of diseases is through minimizing close personal contact with individuals in a public environment (known as physical distancing), covering your mouth and nose by wearing a face covering and the use of proper hygiene (such as hand washing and sanitizing). The wearer should prevent the spread of disease by not touching their face, nose, or eyes with unwashed hands and not touching the outside of the face covering at all times. Lastly, individuals shall employ physical distancing by keeping at least six feet between themselves and others to prevent the spread of respiratory droplets.

Now Therefore, the Board of Selectmen acting on behalf of the Town of Henniker:

1. Requires that face coverings be worn and made of cloth fabric or other soft material that covers the nose and mouth of the person wearing the face covering. The face covering may be factory-made or homemade as long as it covers the nose, mouth, and surrounding areas of the lower face.
2. This resolution shall apply to the more densely-settled areas of Henniker, corresponding with the Downtown area, these areas are generally bounded on the west by the River Meadow Condos on Western Avenue, on the South at New England College Putnam Center for the Performing Arts, on Route 114. On the north at the Dollar General, located on Route 114, and on the East to Old Concord Road Athletic Fields located on Old Concord Road.
3. These requirements shall apply to any individual who is age ten (10) or older, and not otherwise exempt from CDC guidelines. The face covering is also not required to be worn by any person if said person has been advised of a medical professional that wearing a face covering may pose a risk to said person for health-related reasons, in these cases, special effort should be taken to maintain physical distance of at least 6 feet from other individuals.
4. Employees of all businesses must wear a face covering over their mouth and nose when interacting with the public and whenever they are within six feet of a co-worker or a customer.
5. Members of the public entering any business, including any outdoor area where business of any sort is conducted (except as stipulated in Item #3), or government building, including the designated polling place at the Henniker Community School while elections are being held, must wear a face covering. It shall be at the Town Moderator's discretion to make accommodations to ensure those who do not wear a mask have the right to vote. The Henniker Community School, SAU #24 School District, New England College, and State and Federal authorities may have different regulations for their facilities.
6. Members of the public entering a restaurant for the purpose of picking up food for takeout or any other purpose must wear a face covering over their mouth and nose. Members of the public dining indoors or outdoors at a restaurant may remove face covering while seated at their table but must wear a mask when entering or leaving the dining area or visiting the bathroom.
7. Members of the public utilizing sidewalks and other pedestrian public ways, or public recreational lands, within the downtown area as identified are strongly encouraged and are recommended to wear a face covering when there is a likelihood of coming into contact with others and physical distancing of at least six feet may not be possible. Where there are groups larger than 15 people, face coverings will be required when participating in a gathering on public property.
8. All such businesses, restaurants, government facilities and public downtown areas shall post the requirement for a mask.

This Resolution shall go into effect immediately and will remain in effect until it is no longer necessary either because the Henniker Selectboard declares that COVID-19 no longer poses a threat to Henniker community citizens or when it is replaced by an Ordinance that will impose fines for violations.

Issued this ____ day of September 2020.

IN WITNESS WHEREOF, a majority of the Selectboard have hereunder set their hands.

TOWN OF HENNIKER SELECTBOARD

Kris Blomback, Chair

Tia Hooper, Vice Chair

Scott Osgood

Peter Flynn

Leon Parker



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: August 27, 2020
TITLE: PA – 28 Inventory Form
INITIATED BY: Helga Winn, Assessing Technician
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

The State of New Hampshire Department of Revenue Administration has reached out to see if we would like to utilize the PA-28 Taxpayer Inventory form in accordance with RSA 74:4 for 2021. The Town of Henniker has utilized the form since 2014, when then Assessor George Hildum recommended to reinstate the use for the purpose of picking up improvements that were exempt from building permits. Since the adoption and requirement of a zoning permit the \$5,000 building material rule is no longer valid. While I am still not convinced everyone is pulling permits as required, we are seeing more permits pulled than before.

I asked Helga Winn our Assessing Technician to look at the cost and time required to utilize the PA-28 Form. Helga took an average from 2016-2019 to figure out the cost.

- It is estimated that we spend \$1500 in postage (\$1,100 for the initial mailing of 2,200 PA-28's, \$300 postage for notices, \$100 postage for bills)
- The cost for supplies \$260
- \$75.00 to New England College to stuff and fold the initial mailing
- \$6.90 per a certified letter prior to a lien
- There is also a cost for the contracted assessor to go out and look all the PA-28 forms submitted. In speaking with Corcoran, our contracted assessor, the reason for the reduction of \$2300 was because of the PA-28 form.
- It takes Helga approximately 46 hours (some overtime) to create, mail, track every PA-28.
- It should also be noted the PA-28 form is created and mailed by March 25, 2020 and are due by April 15, 2020 This is the same time we are working on data entry for the first tax bill as well as the exemptions, credits and current use applications are all due a this same time. Again, creating overtime.

We gain approximately \$200,000 in assessed value using the PA-28 form. If using last year's tax rate that is roughly \$7,000.

UPDATE 8/28.2020: *I had the opportunity to speak with the DRA about the PA-28 form and the value in it. In speaking with Sam Greene the optional PA-28 form has been abandoned by the vast majority of municipalities in the State with the adoption of building codes and permit processes and inspections. The only purpose of the PA-28 is to "pick-up" property changes. According to Sam he feels the reason George wanted to use the PA-28 form was because we didn't require building permits if the cost of construction was under \$5,000. Completing the PA-28 has nothing to do when you must complete a revaluation. We are required by law to complete a revaluation every 5 years, in order to prevent our property inventories from becoming stale. The law doesn't state what type of revaluation we complete. The DRA recommends we complete at least a full measure and revaluation every 10 years, but we still must complete some sort of revaluation every 5 years.*

The DRA actually recommends performing cyclical or periodic inspection of properties over some period of time. An example is rather than doing it all in one year the Town of Auburn does 20% of their properties every year.

Legal Authority:

74:4 Taxpayer Inventory Blank. –

I. The taxpayer inventory blank shall be designed to obtain the necessary information in a manner which is convenient for the person completing it. The printing on it shall be at least 10 point type.

II. The blank shall require the person or corporation to be taxed to provide the required information under penalty of perjury. The blank shall require the taxpayer to sign in one place for all information submitted, including any application for eligibility for exemptions.

III. The blank shall require the following information:

(a) A description of all real estate taxable to the person or corporation;

(b) Other information needed by the assessing officials to assess all the taxable property of the person or corporation at its true value;

(c) A census of all persons occupying the premises as of April 1, by name and age.

IV. The blank shall include the following statement:

"You may be entitled to the following tax relief: Elderly or Disabled Tax Lien, or an Abatement. For additional information, contact your selectmen or assessor."

V. The blank shall require owners of land classified as open space to indicate whether any changes in the use of the land have been made.

VI. The blank shall require owners of land classified as land under qualifying farm structures under RSA 79-F to indicate whether any changes in use of the land have been made.

VII. The blank shall require owners of a qualifying historic building under RSA 79-G to indicate whether any changes in use of the qualifying historic building have been made.

VIII. The blank shall require owners of property rented or leased to a qualifying chartered public school facility under RSA 79-H to indicate whether any changes in use of the qualifying chartered public school facility have been made.

74:4-a Choice to Eliminate Inventory Blanks. –

I. Any municipality, by vote of its board of selectmen, city council or board of aldermen may elect not to utilize the inventory form or procedure. Such a vote shall automatically exempt all property owners and others within that municipality from all requirements and provisions of law relating to the inventory form.

II. Every municipality so electing shall notify the department of revenue administration in writing, no later than October 1 each year of its decision affecting the following prescribed filing period.

Financial Details:

We gain approximately \$7000 from completing the PA-28. After you figure out the cost of mailing and work done behind the scenes the town makes approximately \$1500.

Town Administrator Comment:

My recommendation is to discontinue the use of the PA-28 Inventory Forms.

Suggested Action/Recommendation:

Motion:

Option 1: *The Town of Henniker through its Board of Selectmen will not be using the PA-28 Form in 2021*

Option 2: *The Town of Henniker though the Board of Selectmen will be using the PA-28 Form in 2021*

**Via Zoom**

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

July 22, 2020
Henniker Town Hall
18 Depot Hill Rd.
Henniker, NH

Members Present: Chairman Kris Blomback, Selectman Scott Osgood, Selectman Leon Parker

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Joseph R. Devine Jr.

Guests: Zoom guests: Wayne Lesperance, Paula Amato & others

Description of matters discussed, and decisions made:

The Board of Selectmen held a question and answer session with the New England College Vice President Wayne Lesperance, Town Administrator Joseph Devine, and the Henniker Police Chief Matthew French regarding the reopening plan and resumption of NEC classes and operations for the 2020-2021 school year.

Vice President Lesperance presented NEC's plan and workflow in welcoming back students to campus this Fall. Their goal is to keep students and staff as healthy as possible.

Town Administrator Joseph Devine took questions from the public prior to the meeting to make the meeting run smoothly.

The Board will hold a second public question and answer session over Zoom with New England College on August 12, 2020 at 6:30 pm.

The Fall 2020 NEC Campus Plan can be found at: https://www.nec.edu/wp-content/uploads/Fall-2020-Campus-Plans_Update_7-31-20.pdf

Adjournment



**Town of Henniker
Board of Selectmen Meeting
Tuesday, August 11, 2020
Henniker Community Center and via 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

Guests: Mike French, Leo Aucoin, Bill & Lori Marko, Kim Johnson and others

Virtual Zoom Guests: Kathleen Labonte & others

CONSENT AGENDA

Item 1: Consent Agenda dated 7-31-20

- a. Intent to Cut, Map/Lot # 1-540-X7
- b. 2020 MS-232
- c. Job Posting – Highway position

Selectman Parker moved to approve the consent agenda as presented. Seconded by Vice Chair Hooper. Motion carried 5-0.

Item 2: Consent Agenda dated 7-31-20 Authorize the Highway Superintendent to move forward with paving Fairview Ave: cost \$36,850.00

Selectman Parker moved to approve the consent agenda as presented. Seconded by Vice Chair Hooper. Motion carried 5-0.

Item 3: Consent Agenda dated 8-11-20

- a. Yield Tax Levy & Certification Map/Lot 1-570
- b. Yield Tax Levy & Certification Map/Lot: 1-741, 1-743, 1-729, 1-092
- c. Yield Tax Levy & Certification Map/Lot: 1-283/282, 1-569, 1-612-B2,1-630
- d. Yield Tax Levy & Certification Map/Lot: 1-078, 1-077-A, 1-110-C11,1-729-B1
- e. Yield Tax Levy & Certification Map/Lot: 1-767-E, 1-551-A, 1-649-B/649-X, 1-539-C
- f. Yield Tax Levy & Certification Map/Lot: 1-549

Selectman Parker moved to approve the consent agenda as presented. Seconded by Vice Chair Hooper. Motion carried 5-0.

Public comment #1

Kathleen Labonte phoned in via Zoom to state her concern over mandatory face masks and stated it was not on the agenda and that she had material she wished to present. Chair Blomback confirmed it is posted as discussion for tonight's meeting under item 8 and that

typically public input is reserved for first and second readings of policy changes. Since it is listed as a discussion item for tonight's meeting being held in person, via Zoom, and townhall streams; Chair Blomback encouraged Kathleen Labonte and the public to hold their comments until the Board comes to an agreement on a policy suitable for Henniker before opening the subject to public comment. Let it be noted there was technical issues with zoom guests being unable to hear, however that was fixed.

Item 4: Highway Department

a. Highway Truck — Auction: Highway Supervisor Leo Aucoin stated the auction company is not holding auctions due to COVID-19; however, they are holding online auctions. He asked the Board if they would prefer the online auction or wait for in person auctions to open again?

Selectman Parker moved to authorize the Highway Supervisor, Leo Aucoin, to proceed with the online auction of the truck. Selectman Flynn seconded. Motion carried 5-0.

b. Waste Dirt — As culverts are ditched, the material collected from the sides of the roads has no practical use for the highway department, nor do they have the space to store the material. Highway Superintendent Aucoin asked the Board if they would allow him to sell it for \$2/yard to commercial construction since the material makes excellent hard fill. The material typically consists of mostly weeds, roots, glass, rocks, and stumps. Currently, the highway department has delivered the material for free to residents, but it would be more efficient to sell the material to commercial construction for multiple loads at a time.

Selectman Flynn moved to authorize the Highway Superintendent to disperse of the waste dirt in the most proper and practical way. Selectman Parker seconded. Motion carried 5-0.

c. Patterson Hill Road Bridge — Upon further inspection from the New Hampshire Department of Transportation (NH DOT) the original bridge builder, and the town engineer, it was determined the bridge will need a new deck and membrane. The NH DOT stated that this year just an asphalt coat can be done, but next year a new deck and membrane will be needed. NH DOT did not provided a suggested weight limit for the bridge in its current condition. Highway Superintendent Aucoin believes it is in the best interest to reduce the amount of truck traffic on the bridge and reduce it to regular car traffic with the Boards consent. Selectman Flynn stated that the bridge was the only source of crossing the river into West Henniker for over 50 years and took more traffic than it was originally built for.

Selectman Parker moved to authorize the Highway Superintendent to lower the limit on the Patterson bridge to a safe level based on his consultations with the original bridge builder and town engineer. Vice Chair Hooper seconded. Motion carried 5-0.

d. TDS Broadband Improvement Downtown — There is no broadband from the chiropractor/ insurance building across from the pharmacy, all the way past Daniel's Restaurant, and on the side of the street near Abby's Café. TDS has proposed pulling up the brick sidewalk on Main street in front of Daniel's and down around the corner to Abby's / College Convenience, installing the hardware and wires underground. TDS would remove and replace the brick on

Main Street, which was something the Henniker Chamber of Commerce was raising donations to complete. There are three trees that will need to be removed but they will be replaced.

Chair Blomback asked if there was a way to move all the utility lines underground if they are going to have the sidewalks open anyways to run fiber. Leo Aucoin stated he will ask TDS to investigate that as well.

Selectman Parker moved to authorize Superintendent Aucoin to work with TDS as outlined and visit with Comcast to discuss moving their lines underground as well. Vice Chair Hooper seconded. Motion carried 5-0.

e. Depot Hill Road Drainage — The road needs quite a bit of drainage and Leo requested assistance in design from the town engineer to help eliminate water issues.

Selectman Flynn moved to authorize pursuit of construction and hire KV Partners to assist in the design plans. Selectman Parker seconded. Motion carried 5-0

The Town Engineer KV Partners, Mike Vignale

The State of NH ditching project on 114 to Ramsdell Road is being finalized.

Western Ave Improvement — The Board has already signed the contract but there have been delays. Superintendent Aucoin would prefer to wait to lay the asphalt until next spring given the town's experience laying pavement late in the fall.

Item 5: Town Clerk Update

Kim Johnson stated that as of tonight's meeting the town has received 132 absentee ballot requests compared to the 30 requests in the 2016 presidential election. In terms of local election absentee ballots, as of today there have been 144 requests compared to 217-total issued in 2016.

Although additional money was added to the budget being an election year, Kim Johnson requested the Board's direction and guidance regarding postage costs and overtime hours needed to process the absentee ballot requests. She also stated there are deliveries of PPE equipment coming from the State and there will be disposable pens for voters who vote in person.

Item 6: PA-28 Inventory Form

Town Administrator Joseph Devine stated the Town spends \$15,000 in postage, supplies, and time updating returned forms and it is essentially a wash for the Town. He asked how the Board wished to proceed in 2021.

The Town is currently in the middle of a statistical revaluation; the full revaluation has been pushed back 5 years due to COVID-19. Chair Blomback asked the Town Administrator to continue researching this for the Board.

By Consensus, the Board will keep the P28 Inventory forms.

Item 7: NH Army National Guard – Transfer Station

The NH Army National Guard requested permission to train a 12 civilian support team, which will consist of mission conditioning and such. The training will take place September 30 – October 1, 2020 and will have no impact on the operation of the transfer station.

The Board agrees by consensus to allow the NH Army National Guard civilian training.

Item 8: Discussion – Emergency Mask Ordinance Related to COVID-19 Pandemic

Vice Chair Hooper and Selectmen Osgood discussed implementing an emergency mask ordinance. Vice Chair Hooper explained that legal counsel originally discouraged a masked ordinance because of pending litigation on Nashua. That litigation has been resolved and towns may implement an emergency mask ordinance. Vice Chair Hooper provided names of cities and towns that have implemented an ordinance ranging from heavily populated cities to small college towns. She also stated some studies on the benefits on masks.

A resident reached out to Vice Chair Hooper and requested their letter be read at the meeting. Halfway through the letter Bill Marko attempted to make a point of order. Upon Vice Chair Hooper finishing the letter Bill Marko stated that the letter sounded like public testimony from an author who is not a medical expert.

Selectman Osgood stated that Henniker is a college town and the town has a responsibility to do the utmost to protect, and masks are just a minor facility that makes everyone feel better and safer.

Selectman Parker stated that he wears a mask a lot and is not wearing it now so people can hear him. Due to his age and immune system he is a great risk, as such he takes all the necessary precautions and believes masks are terribly important. He stated tomorrow the Board is meeting with New England College (NEC) over Zoom and looks forward to hearing more of NEC's plan.

Selectman Parker stated the Town has a vested interest in keeping track of what is going on and fully supports our first responders. Under no circumstances does he want to put them in a position of handing out tickets to people who do not wear masks. In addition, with COVID-19 being politicized, he is greatly concerned about town police officers having to deal with masks violations, and the potential for someone to bait the officers to start a protest.

Selectman Parker stated the understanding with NEC is they will be doing testing and quarantining. He stated he wanted to work with NEC to ensure residents and students are comfortable. He stated he fully supports encouraging people to wear masks, but he totally against making an emergency mask ordinance, especially one with penalties.

Selectman Osgood stated Selectman Parker brought up good points, but the policies in front of the Board tonight are drafts and they do not involve the police enforcement, it would be

emergency responders. Selectman Osgood stated he agrees with everyone's ability to have their own situation, but it is an important to take care of everyone around us.

Vice Chair Hooper stated the ordinance from Durham focuses on the highly congested areas; she would like to see something in Henniker specific to Main Street, Western Avenue and the NEC area as social distancing cannot be maintained, including inside. She stated the Governor has issued a mask mandate for gatherings of over 100 people, and with heading into the fall it is known the risks increase inside a building without masks.

Selectman Flynn stated with some citizens on Zoom stating it was on the agenda, he believed this qualified as a first reading to him and moved to make it a first reading. There was no second as Vice Chair Hooper quoted Chair Blomback's response to Kathleen Labonte that tonight is not a first reading; it is a discussion in order establish an ordinance and move forward with a policy for a first reading.

There was discussion on what the difference between a discussion and first reading is. First readings will be published notifying of a first reading via print and electronically.

Vice Chair Hooper moved to continue forward with an emergency masks ordinance along with Selectman Osgood and the Town Administrator; to be presented as a first reading at the next meeting. Selectman Osgood seconded. Motion failed 2-3 (Blomback, Flynn, Parker).

Vice Chair Hooper stated her disappointment, as well as Mike French.

Item 9: Town of Henniker COVID-19 Travel and Quarantine Policy

Town Administrator Joseph Devine stated the Centers for Disease Control and Prevention (CDC) does not recommend travel unless necessary and to stay off cruise ships. If you leave New England quarantine for 14 days unless you can provide a negative test. Vice Chair Hooper supports moving forward. Town Administrator Devine clarified the current policy is only for hot spot areas; this updated policy is for any travel outside of New England.

The Board agreed by consensus to the updated COVID-19 Travel and Quarantine Policy

Selectman Flynn changed his mind, he asked for clarification on what "town discourages" implied. Vice Chair Hooper stated the Town cannot prevent employees from leaving New England on their personal time but can on Town time. Selectman Flynn asked if there was a penalty? Vice Chair Hooper stated employees who travel must quarantine. Town Administrator Devine clarified and stated the 80-hour quarantine can be avoided with a negative COVID-19 test which would allow the employee to return to work the next day.

Vice Chair Hooper moved to approve as written. Selectman Parked seconded. Motion carried 5-0.

Item 10: Discussion: Azalea Park Grant Update

Selectman Osgood met with New Hampshire Department of Environmental Services (DES) and received good information regarding what is still needed and what must be done in the next few weeks.

Item 11: Acceptance of Board of Selectmen Public Hearing Minutes – July 15, 2020

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

Item 12: Financial Report

In packet to review.

Item 13: Town Administrator Report

The Town's first GOFERR Reimbursement was received on July 28. Under the Cares Act the entire police and fire payroll can be submitted. The \$117,000 can be used to outfit the Community Center to be more accessible. The other option is individual expenditures. Town Administrator Devine recommends maxing out because eligibility for Cares Act Fund ends in October.

Selectman Parker supported the idea as long as it would be replaced. *The Board by consensus agreed to max out \$117,000 from police and fire payroll per the Cares Act.*

The purchase of the 2020 police cruiser is part of the CIP and budget.

Thank you to all first responders and highway personnel for all their hard work during tropical storm.

Political signage on public property: Per the Town RSA's there is no political signage on public property or on Town right of ways. The only written ordinance is for Proctor Square and there have been complaints about signage on the Ramsdell Road triangle. There is a concern on pulling the signs since case law dictates signs cannot be pulled on content basis alone. Vice Chair Hooper stated it has been town practice to remove them since signs, as they also show up in front of town hall, town parks, etc.

Selectman Osgood stated it is only for a few months and they should just be left alone, as long as they are not blocking or obstructing anything.

Selectman Flynn pointed out all the work the Beautification Committee put in with the landscaping at the triangle and the signs really take away from the esthetic.

Jason from the audience asked if there was way or place to designate political signs on public space. Town Administrator Devine stated the State owned right of ways do allow them. Vice Chair Hooper stated the 114/202 off ramp and on ramps are popular.

Tomorrow the test results for direct deposit come in and the next pay period should be active direct deposits.

Item 14: Selectmen Reports

Selectman Osgood had no report.

Vice Chair Hooper met with the food pantry and said they had to turn down pallets of food from the food bank because of lack of storage: fridge and freezer space. She would like to see what can be done to increase storage capacity at the food pantry. Chair Blomback offered the fridge and freeze space at Pats Peak. Vice Chair Hooper stated she will check with the food pantry, but she is unsure if they would want to travel to the ski area for pick up.

Selectman Flynn suggested reestablishing the Safety Committee.

Selectman Parker reported the Road Management Committee met a few weeks ago and are starting to look at next year's projects.

Chair Blomback stated he received three unsolicited kudos to highway department.

PUBLIC COMMENT #2

Bill Marko stated the Board made the right decision tonight and that they have their work cut out for them, since the whole issue came up because of the college kids returning to campus. He stated the problem lies with the college and they need to be held to some sort of plan that does not put restrictions on the citizens of the town. Residents have handled this and there is no emergency in town. The problem lies with returning college students and the problem needs to be solved by the college.

Item 15: Non-public RSA 91-A:3, II (a)

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

UPCOMING DATES:

August 12, 2020 – Town Hall Q&A with NEC, 6:30pm over Zoom

September 1, 2020 – Selectmen Meeting

September 7, 2020 – Labor Day – Town Hall closed

September 7, 2020 – *Town Clerk's Office open from 3:00pm – 5:00pm for the purpose of accepting absentee ballots for the September 8, 2020 State Primary*

September 8, 2020 – Town Clerk's Office closed during the State Primary



Via Zoom

Town of Henniker, NH
Board of Selectmen
August 12, 2020 6:30 pm
Henniker Town Hall
18 Depot Hill Rd.
Henniker, NH

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

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Joseph R. Devine Jr.

Guests: Zoom guests: President Michele Perkins and Vice President Wayne Lesperance

Description of matters discussed, and decisions made:

The Board of Selectmen held a second question and answer session with New England College President Michele Perkins and Vice President Wayne Lesperance to discuss and answer questions on the planned reopening and resumption of NEC classes and operations for the 2020-2021 school year. Town Administrator Joseph Devine moderated the session.

President Perkins and Vice President Lesperance discussed and answered questions on the plan and workflow in welcoming back students to campus this Fall.

Town Administrator Joseph Devine took questions from the public prior to the meeting to make the meeting run smoothly.

The Fall 2020 NEC Campus Plan can be found at: https://www.nec.edu/wp-content/uploads/Fall-2020-Campus-Plans_Update_7-31-20.pdf

Adjournment

Department Reports July 2020

Assessing

Building

Finance

Fire

Highway – June and July Reports

Police

Town Clerk

Transfer Station - June and July Reports

Wastewater



TOWN OF HENNIKER, NEW HAMPSHIRE

MEMORANDUM

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

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

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

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

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

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

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

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

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

TO: Joe Devine, Town Administrator
DATE: August 3, 2020
RE: Monthly Report

Assessing Report for July 2020

- Supplemental Intent to Cut approved for lot 559.
- Intent to Cut approved for lots 755/759.
- Monthly maintenance of new deeds, address changes and online tax maps.
- Reports of Cut sent to Town Forester for review and assessment.
- Some NEC addresses reviewed with Fire Department for E911 purposes.
- E911 addresses submitted to NEAM (NH E911 Address Manager, Laconia) for 18 properties.
- Two Land Use Change Tax bills submitted for approval in the amount of \$14,040.00.
- Administrative abatement approved for registered RV at campground for \$267.00.
- Start-up meeting for 2020 Revaluation hosted with DRA & Corcoran Consulting.
- Revaluation field reviews ongoing.
- Water bills were reviewed, folded and mailed.
- Two-week vacation coverage in Town Clerk/Tax Collector's office.



Monthly Building Department Report
July 2020

TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin and Jean Eaton, Land Use Coordinators

July 2020 permits issued and revenue:

Permits	Quantity	Revenue
Zoning	17	\$2775.00
Demolition	2	100.00
Driveway	1	75.00
Assembly	0	
Raffle	1	
Sign	1	50.00
Tent	0	
Hawk/Peddler	0	
Total Revenue		\$3,000.00

Zoning Permit Revenue for June and July of 2019 and 2020:

June/July 2019 – \$3475.00

June/July 2020 – \$5375.00

Percentage increase 55%

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)		
Bandstand	3 – Summer Concert Series	\$ 0

Respectfully submitted,

Deb Aucoin

Jean Eaton

Finance Department

Report 8/25/20

Clerkworks

Software is not connecting to the State system. Wayne, the head of support from Clerkworks, John Kelly from DMV, Mirador and myself have been working together to determine the source of the blockage. The key to the town being able to move on from the check writing software Clerkworks is utilizing now to complete online registrations, to the credit card system for motor vehicle payments is their software to function properly. Once the Town Clerks office is comfortable with that operation, we can investigate the integration of the tax collectors office. Since Clerkworks does not integrate with the Vadar systems that will be certainly be a challenge.

Update: 5/10/20 – Neither the State IT, Mirador IT or Clerkworks have been able to determine the issue. They are still working on it.

Update: 06/10/20 – Still working

Update 07/10/20 – Still in progress

Update 08/25/20 – They decided to wait on new server and Clerkworks expects our IT support to get unit communicating to Concord.

Dept Head Webcams

Another casualty of the Corona Virus is webcams. Due to abundance of workers telecommuting, reasonably priced webcams are showing late May- early June delivery dates at all of the major vendors (Walmart, Amazon, New Egg, Target, Best Buy, etc). I will continue to monitor the situation to see if they can be acquired. In the meantime, any laptop with Teams downloaded can use that camera and microphone and a smart phone with the Teams app could also be used.

Update: 7/10/20 – Two webcams were purchased for desktops and two laptops for remote work

Update 08/25/20 – Order cancelled for laptops and Webcams. Ordered and received 7 webcams from Walmart.com

Direct Deposit/Time on paychecks

The current accounting software will not be able to accommodate printing more than vacation or sick time on the paychecks. Since we have vacation/sick time and also comp time, holiday time (transfer) and military time, the current system will not be effective. Regarding direct deposit, the most cost effective way to effect that change is to transfer the whole payroll system to a payroll service. This will solve your direct deposit issues and should also allow tracking of all paid time off hours. The process will assume responsibility of calculating and distributing payroll, IRS reporting, State reporting and tax deposits. We will still need to process the information into our financial systems and report on retirement activity. The next step would be to discuss variables with payroll service companies for

comparative costs for service. Based on the Town Administrators inquiries done earlier this year, I would anticipate this cost between \$7,000-\$10,000 annually. This cost was not included in the 2020 operating budget request.

Update 5/10/20: BOS chose Paychecks as the vendor. Data must be cleaned and reconciled before possible implementation date of 7/1/20. (after end of 2nd qtr)

Update: 06/10/20 – Met with Paychecks, producing information requested. Will then meet with implementation team.

Update: 07/10/20 – Working with implementation team, finding implementation is very time consuming given the various types of pay and the frequency of that payment. Town Meeting on 7/15 will likely change almost every pay rate due to the implementation of the Cola. Project is in process.

Update: 08/25/20 – Direct deposit started live on 8/19/20. Next on the project is to catch up on sick/vacation report and implement into new payroll system. Also need to setup general ledger export into budgeting system. Quoted \$250-\$500 as a one time charge to program their system for the entry. I need to summarize the data as it exists in their system to build that model.

Highway Computer

I will attempt to connect with Leo and install his new PC on my office days next week.

Update 7/10/20: Did not get this done. Will need to setup time with Leo, although its now his busy season.

Update 08/25/20: No change.

Exchange Server - @henniker.org

Changing the email from TDS to @henniker.org will require time from Mirador IT. Last estimate was \$1000-\$1500. I did not include that in the 2020 Budget Request. My last recollection was a policy was to be written to include email disposal dates so we did not have to retain these things forever.

7/10/20: No update

8/25/20: Had to recreate the @henniker.org email forwards on the domain server as the file had become corrupted. If you currently email anyone @henniker and it comes back to you, please let me know, I likely need to fix it.

Vision – Revaluation

Revaluation under way.

Update: 7/10/20 – working on new server implementation which is to be done before the revaluation completes. Working with Mirador on server conversion.

Update: 08/25/20 – Mirador has delivered the server and needs to transition setup. I have not been contacted by Vision for any tentative install dates. I am assuming it will remain on their cloud server until after the meetings are completed and the data becomes officially ours.

Audit

The audit preparation is at approximately 60%. With all of the financial analysis required, weekly financial reporting and project assignments it has been very difficult to carve out any time to work on the audit. For this reason, for the balance of June and July I am hoping to be able seclude myself to get this done, because without the audit, we can't set a tax rate in October.

Update: 07/10/20 Still finding it hard to get this completed, but I have made progress. I am working on private trust accounts reporting, reimbursing Town for expenses and then moving the balances over to the Trustees of the Trust Fund. Once I finish, the AG's office is looking for a written report on how this all works.

Update: 08/25/20. Transmitted 99% of audit work to auditor. Need to complete Tucker Free summary and the letters that the auditor sends to all of us for verification of relationship with town.

State Covid Reimbursement-Goferr

Henniker was allocated \$117,263 from the GOFERR grant funded by the federal government. This will allow us to seek reimbursement for most of the expenses that has impacted the Town of Henniker. Unlike the Fema declaration, this will cover base wages. So the employees who have not been working but receiving paychecks (library, crossing guards, parking enforcement) will be reimbursable. Payroll taxes on the first responder stipends, police wages on employees temporarily quarantined, rescue wages on employees temporarily quarantined, building upgrades and most expenses related to Covid 19. The database's and payroll reports will be gone through to determine each and every expense up to the total available of \$117,263

Update: 06/10/20 – Submitted first request for payment. Email was returned. Resubmitted and told to include on July 1 requisition. Determined that Library wages paid would not be reimbursable.

Update: 07/10/20 – Submitted request for payment on 7/1/20.

Update: 08/25/20 – Received \$25,088 of which \$2,864 was covid related for Tucker Free. The remaining \$92,175 will be requested before the upcoming 9/15/20 deadline utilizing police wages to ensure we request the entire amount left. Tucker Free also has \$1933 of additional covid requests in this final requisition.

Water Department Billing

Received read file from Cogswell Spring for the July billing. Looking to put that out towards the end of July as the Sewer bills and Tax Bills are still out there also.

Update: 08/25/20 Water bills done

Sewer Department Billing

September 30 will be the end of the second sewer billing of the year will bills due out sometime in October 2020.

Eversource and Fund Balance

Barts last report was on 6/23 and he reported an unsuccessful bid by Eversource to contest the 2014, 2015 and 2016 property valuations. He reported the original value abatements for 2014-2016 based on 1,208,910 - 3,116,728 - 3,171,430 will be due unless they appeal. The calculated cost of this decision with interest is \$305,441 thru 8/31/20.

Tax Rate

It is unfortunately that time of year again, time to start accumulating the information for the State of NH to set the tax rate. The components:

Town Meeting Minutes – In process.

Audit or MS-535 – The MS-535 is likely what will be done in time to set the tax rate.

Estimated Revenues – Town of Henniker – Need to catch up on the operating revenues and provide an estimated revenue report to DRA.

Estimated Revenues – State of NH – Need to verify with DRA on the treatment of Goferr funding, First Responder Stipends, Election grant and then confirm Rooms/Meals and Highway Block.

Overlay – Determination on the Eversource case could drive a discussion on the treatment of the impending liability listed above

Revaluation – Reports must be approved by DRA and migrated into Vadar for billing purposes.

Russ Roy 8/25/20

Henniker Fire Department

216 Maple Street

Henniker NH 03242

August 3, 2020

In July Henniker Fire Department responded to a total of 25 Calls. The calls ranged from fire Alarm activations, 4 Building fires, 8 motor vehicle accidents, 6 Medical Aid Assist EMS Crew, Several Tree down calls and a few lock outs.

Three of the building / Trailer fires were in town and very good stops by the department. All could have turned out worst. All Three in town had people either still in the building or people going back in to look for animals. One person's Trailer had a gas leak that was ignited and the person was burned severe enough they needed to be transported to Boston.

The Electrical Engineer and the Master Electrician doing the project at the Cogswell Elementary School, requested some legal advice to how to proceed, this process has taken some length inspections and was recommended to have a private inspector beyond the State Electrical inspector do an inspection.

The Mobile station is revamping its Gas lines and will be closed most of the month. We have arranged proper inspections through the State Electrical inspector along with DES. This process is also taken more time than I expected with some more inspections to come.

We continue to see an increase in call volume and a much larger call volume in building fires from last few years in town.

Sincerely,
Chief Morse

Sincerely,

Chief Morse

Highway Dept.
Monthly Report June 2020

To Town Administrator Joe Devine and Henniker Board of Selectmen

The Highway Department started the month working on Morse Road. We began with ditching the shoulders and removing several trees. We continued with 700 yards of gravel and added calcium after the grading was complete. Road grading and calcium application was almost an everyday event. Highway also trimmed backed trees on Water Street, Union, Pearl, and Stone hedge Drive. We took time and mapped out location of knotweed outbreaks to be treated. The crew took a day and rinsed bridges, and serviced storm drains with the help of Bellemore Drain Service. Two catch basins were added to the intersection of Water and Union Streets, as well as cross culverts replaced. A large boulder was removed from Pearl Street ahead of the upcoming paving. We ended the month with a heavy rain event on the 28th that created some minor damage to road shoulders and filled the dirt road culvert and turnouts with sand so we began servicing many of them. Once again, we started over and began grading all the dirt roads.

Leo Aucoin
Superintendent
Henniker Highway





Henniker Highway Department July 2020 Monthly Report

To: Town Administrator Joseph Devine and the Henniker Board of Selectmen

Throughout the month of July, Henniker Highway continued its grading efforts and dust control, and Field Service Inc. started roadside mowing on the southeast quarter of town. Preparation for paving was given high priority and by the end of the month the base layer of asphalt was laid on Water Street, Pearl Street, Union Street and Gould Street. Brush removal and tree trimming on Patterson Hill took up some of our time in preparation for road reconstruction. In general, my crew and I kept very busy keeping the roads in good condition.

Leo Aucoin
Superintendent
Henniker Highway

HENNIKER POLICE DEPARTMENT

Memo

To: Joseph Devine, Town Administrator

From: Chief Matthew French

Date: August 4, 2020

Here is a summary of the department's activity for the month of May.

There were 16 arrests which include DUI, drug possession, domestic violence related assault, driving with a suspended license and or registration, child abuse, a subject wanted on a warrant among others.

We had 891 Calls for Service (851 CFS for July 2019) which include:

- 8 MV Crashes
- 249 MV stops
- 16 Directed Patrols
- 6 OHRV complaints
- 9 OHRV Stops
- 5 Domestic Disturbance
- 1 Domestic Violence Assault
- 1 Simple Assault
- 2 Child Abuse/Endangering
- 2 Welfare checks
- 1 Suicidal Person
- 7 Psychological Problem- (Several are likely drug induced)
- 5 Welfare Checks
- 15 Animal Complaints
- 9 Alarm Calls
- 2 Burglaries
- 14 Assist Other agencies
- 12 Assist Citizen
- 28 Suspicious person/vehicles
- 144 Building checks
- 101 Vacant/Vacation House Checks
- 8 Walk and Talk

If you have any questions or would like more information, please contact me.

MEMORANDUM

To: Joseph Devine, Town Administrator
 From: Kimberly I. Johnson – Town Clerk/Tax Collector
 Date: August 4, 2020
 Subject: Town Clerk/Tax Collector Report as of 07/31/2020

PROPERTY TAXES

Total Committed 2020	\$7,138,673.99
Uncollected	\$473,911.99

TAX LIENS

	<u>2019 LIENS</u>	<u>2018 LIENS</u>	<u>2017/PRIOR LIENS</u>
Liened Amount	\$252,332.58	\$356,261.59	
Uncollected	\$209,908.51	\$140,575.38	\$221,179.02

WATER & SEWER -**2020**

Water Billed	\$706,261.33
Sewer Billed	\$324,891.92
Uncollected	\$272,130.56

TOWN CLERK REVENUE

Motor Vehicle	<u>2020</u>	<u>2019</u>
MV	\$621,441.00	\$620,773.92
non-MV	\$7,771.58	\$8,371.28

Transfer Station/Recycling Center
&
Parks and Properties Dept.

June 2020 Monthly Report

We picked up one of our red mowers that has been out for service for the last month and a half. We were glad restrictions have been slightly lifted to ship the parts from overseas.

The Concert Committee was pleased with the department marking off 6 ft areas for the summer concerts to commence safely. This task has now been given to us to do weekly after mowing.

There are no new projects in the properties department

Reopening the Swap shop has been a huge success; there are many volunteers willing to help their community.

The transfer station had a total of 151.45 tons of trash this past month

21.75	5/5/2020
21.21	5/6/2020
21.25	5/12/2020
22.13	5/18/2020
21.83	5/19/2020
21.71	5/26/2020
21.57	5/29/2020

Construction 40.72 Ton

6/1/2020	5.94	\$475.20
6/5/2020	8.67	\$693.60
6/16/2020	8.76	\$700.80
6/16/2020	6.21	\$496.80
6/25/2020	11.14	\$891.20

Respectfully submitted,

Kristen Bergeron
Transfer Station Superintendent

Transfer Station/Recycling Center
&
Parks and Properties Dept.

July 2020 Monthly Report

The department picked up its new mower on July 29, 2020, from Knoxland Equipment in Warner, NH. Also, our Trac-Vac system is still on order, but is delayed due to COVID-19.



Trash ton:

19.79	6/2/2020
20.92	6/5/2020
20.95	6/9/2020
23.27	6/15/2020
24.30	6/24/2020
23.69	6/26/2020

Construction:

6/1/2020	5.94
6/5/2020	8.67
6/16/2020	8.76
6/16/2020	6.21
6/25/2020	11.14

Respectfully submitted,
Kristen Bergeron
Transfer Station Superintendent

Wastewater Department Report July, 2020

- 07/01/20 – Ken and Doug investigating a Dig Safe on Pike St.
Ken out for 2 hours, Dr. appt.
Ken working on DMR/MOR.
- 07/02/20 – Called Dig Safe to get a ticket that was not sent to me, ticket #6963. I have had to do this often, I will talk to a supervisor after the Holiday.
Rich & Ken marked 2 Dig Safes, 1 on Pike St. and a one on Maple St./Western Ave.
Ordered Caustic for 7/7/20.
Ken Cleaned Bathroom, swept and wash floors, sanitized.
- 07/06/20 – Brought a pallet of caustic to Grit Rm.
Rich tightened some membrane leaks in AT#1.
Checked a manhole on Hillside Dr. that Leo told us about that needs to be raised, we will have it done when they raise manholes for paving.
N.E.Backflow here to test our 6 backflow preventers.
- 07/07/20- Received notice that NHDES will be here this week to sample our influent and effluent for PFAS and 1,4 Dioxane concentrations, I agreed to allow them to sample and test for SARS-CoV-2 (Covid-19) for UNH research.
Completed and submitted monthly Discharge Monitoring Report to EPA and NHDES.
Sent June Management report to Town Administrator.
- 07/08 – 10 Ken Scheduled Vacation Time.
- 07/13/20 – Ken & Doug marked 1 Dig Safe on Hillside Dr.
Contacted Mark Merrill, NHDOT about a Dig Safe on Rte 114 from Western Ave. to Ramsdell Rd. Met w/Mark, he explained the Dig Safe.
Replaced 1 manhole cover at the end of Flanders Rd. old one was cracked.
Received 7 Dig Safes today.
- 07/14/20 – Ken dye tested a drain line by Ramsdell Rd. with Leo.
Received 2 Dig Safes.
Rich & Ken marked 2 Dig Safes on Hall Ave. & Weare Rd.
Ken Marked 4 Dig Safes on Union, Water, Rush & Gould St
- 07/15/20 – Ken set up sump pump to pump water from Clarifier #2 from when it was flooded on Monday when the trough was not tuned up when the press was started.
Received a call from Caleb Dobbins informing us that a manhole cover in front of 127 Hall Ave. was making noise when cars ran over it. I told him we would check it.
Doug and Ken removed the culprit MH cover on Hall Ave. and cleaned the edge and base.
It still makes some noise but it is much better.
Rich & Doug cleaned the UV lamps and sleeves.
Ken went to Town Meeting part 2.
- 07/16/20 – Set up to clean the channel on the back side of Aeration tank #1. Grass and weeds growing top of the sludge.
All of us cleaned the above.
Met with an engineer at the Community School to discuss the propane tank installation.
- 07/17/20 – Doug out today, scheduled vacation day.
Ken & Rich received 8 new manhole frames and covers
Rich & Ken marked 2 Dig Safes on Depot Hill Rd. and Western Ave.
Septage receiving (Rotamat) not working properly, every time it is powered up the incoming valve closes. I will call electrician for service.

- Received another Dig Safe.
Ken & Rich inspected the siphon chamber, there is some debris but not enough light to see properly. We will clean it next week.
Cleaned bathroom, swept and washed floor. Rich swept the rest of the floors.
- 07/20/20 – Submit wastewater time cards.
Received 2 Dig Safes.
Rich & Ken marked 2 Dig Safes at Mobil station and Depot Hill Rd.
Ken marked Dig Safe on Fairview Ave.
- 07/21/20 – Received a Dig Safe for Hall Ave.
Ordered Trojan UV parts and cleaning supplies.
Ken & Doug marked a Dig Safe on Hall Ave.
- 07/22/20 – Received and put away cleaning supplies.
Ordered spare VFD for Scum pumps and replacement heater for UV control panel
Received a Dig Safe for Bridge St.
Doug & Rich cleaned Grit Room.
Ken ordered replacement pump heads for polymer pump.
- 07/23/20 – Called Trojan UV due to the order acknowledgement prices being \$4,000.00 more than quoted for parts.
Ken & Doug marked a Dig Safe for Bridge St.
Trojan rep. called back with apologies, a new order acknowledgement will be sent.
- 07/24/20 – Doug mowing and trimming.
Rich & Ken cleaned the siphon chamber, removed 3-5gal. buckets of rags and debris.
Doug left 1.5 hrs. early.
Ken cleaned bathroom, swept and washed floor. Rich swept office and hallway.
- 07/27/20- Doug called in sick, headache
Ken & Rich marked a Dig Safe on Newton Rd.
Checked benefit tracking system for vacation, sick & comp time for wastewater employees.
- 07/28/20- Moved older U.V. parts to Blower Bldg. and stocked newest parts in the Grit Rm.
Doug mowing and trimming.
Called ESP, trouble with alarm panel at West Henniker P.S., someone will come check on it.
Mike from ESP came and replaced the key pad for the alarm panel at West Henniker P.S.
Rich & Ken working on replacing the packing for RAS #2 pump
- 07/29/20-Ken & Rich finished repacking RAS #2 Pump.
Investigate depression in pavement at the Intersection of Hillside Dr. and Rush Rd. Our metal Detector is sensing some metal but does not seem big enough for a sewer manhole, let Leo know what I found.
- 07/30/20-Ken, Rich & Doug loaded 8 manhole frames and covers into our truck by hand and delivered them to Gould St., Water St. and Rush Rd. Ken fell on his backside loading the last 2.
Ken & Doug brought 1 frame and cover to Hillside Dr.
- 07/31/20-Rich out, vacation day, Ken completed daily labs.
Doug and Ken checked roof top air handlers at treatment plant.
Ken cleaned bathroom, swept and washed floor.

1 Rolloff container of sludge was sent to Merrimack, NH Composting facility for processing in July.

Henniker Wastewater

From: Ptak, Teresa <Teresa.Ptak@des.nh.gov>
Sent: Monday, July 06, 2020 4:56 PM
To: Ptak, Teresa
Subject: NPDES SAMPLING EVENT Poly-and Perfluoroalkyl Substances (PFAS) & 1,4 Dioxane

Representatives from NHDES will be at your facility between **Wednesday July 8, 2020 to Friday July 10, 2020** during business hours (7am-3pm) to collect an influent and effluent sample at your NPDES permitted facility. NHDES is conducting this screening effort at NPDES facilities to get a snap-shot of PFAS (influent/effluent) and 1,4 Dioxane (effluent) concentrations. Sampling and analysis is to be conducted at *no cost* appropriated to the permittee.

Access to the facility is required per your NPDES permit Part II.C.2.d. where "The permittee shall allow the Regional Administrator or an authorized representative...to: Sample or monitor at reasonable times, for the purposes of assuring permit compliance or as otherwise authorized by the CWA, any substances or parameters at any location."

NHDES staff, namely Steve Roy (Stephen.Roy@des.nh.gov or 603-738-8991), will contact the facility to confirm there are no access/discharge restrictions or scheduling issues.

Please note you may also receive correspondence from UNH regarding another sampling/screening opportunity which is voluntary.

Thank you for your cooperation.



University of
New Hampshire

College of Engineering and
Physical Sciences

Department of Civil and Environmental
Engineering

236 Gregg Hall
35 Colovos Road
Durham, NH 03824
V: (603) 862-3275

June 12, 2020

A University of New Hampshire research team, under principal investigator Dr. Paula Mouser, is embarking on a research project funded by UNH entitled "Development and Deployment of a Rapid Surveillance Tool for SARS-CoV-2 in Environmental Samples". We are requesting **voluntary** participation from Wastewater Treatment Plants (WWTP) to investigate the presence of SARS-CoV-2 (the Coronavirus that causes COVID-19 illness) genetic material in the influent of WWTPs. The testing tool is not designed to determine if live, infectious virus is present.

The goal of this and potential future research is to develop a diagnostic tool at UNH capable of detecting COVID-19 entering wastewater treatment systems across NH. Similar studies are being undertaken in municipalities across the US including Boston, San Francisco, and Texas as well as internationally. The test will attempt to detect and quantify the amount of COVID-19 genetic material found in wastewater samples using an advanced droplet digital polymerase chain reaction (ddPCR) analysis targeting the "N gene", a biomarker responsible for the unique shell of COVID-19. We will also verify the N gene belongs to COVID-19 genetic material using sequencing technology at UNH's Hubbard Center for Genome Studies. Ultimately, we hope this tool could prove useful for surveillance of COVID-19 trends over time in WWTPs and in other environmental samples (e.g., recreational waters, beaches).

As with other studies conducted by our group, the collected data will be reported anonymously to protect, to the extent possible, the identity of WWTPs. Results from this preliminary study will help inform future research efforts. We also intend to share the gathered information with WWTP partners as it becomes available. Every effort will be made by UNH researchers to appropriately communicate the goals of the research, its limitations, and findings.

NHDES will be assisting UNH with sample collection over the next few weeks in conjunction with their planned PFAS sampling. If your facility **would like** to participate in the UNH COVID-19 research project, please **affirmatively indicate your desire to participate by responding to this email** with confirmation, or by **signing this document and submitting to NHDES during sampling**. If you need further information, please contact us (see contact info below) or Brandon Kernen at NHDES at Brandon.Kernen@des.nh.gov.

Thank you for the time in considering our research and feel free to contact me at Paula.Mouser@unh.edu at 802-922-4509, or Fabrizio Colosimo (the postdoc leading this project) at fabrizio.colosimo@unh.edu with questions.

Sincerely,

Dr. Paula Mouser, Principal Investigator

UNH Research Team: Dr. Fabrizio Colosimo, Dr. Stephen Jones, and Dr. Jim Malley

Facility: Hanniker WWTP

Printed Name: Kenneth Levesque

Signature:

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

Facility Henniker Wastewater Treatment

Chief Operator Richard Slager

Month July Year ###

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In (MGD) (1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		mg/L	b. NTU	Total Suspended Solids (mg/L)		Coliform (#/100 ml)
		INF.	EFF.(2)	MAX.	EFF.	A.M.	P.M.		INF.	EFF.	INF.	EFF.			INF.	EFF.	
		TOTAL	MIN.	TOTAL	TOTAL												
1 W		0.086	0.030	0.160	0.087						7.4	7.0		2.6		7.0	1.0
2 TH	.25 R	0.089	0.030	0.140	0.086						7.4	7.0		2.0			
3 F		0.093	0.030	0.150	0.081							6.9					
4 S		0.088	0.020	0.150	0.090							6.9					
5 S		0.078	0.020	0.140	0.071							6.9					
6 M		0.079	0.020	0.180	0.076						7.4	7.0		1.6			2.0
7 T		0.086	0.010	0.220	0.106						7.4	7.0		1.4	111.0	4.0	1.0
8 W		0.082	0.010	0.120	0.073						7.4	7.0		1.2			1.0
9 TH		0.082	0.010	0.200	0.077						7.4	7.0		1.2	139.0	4.0	
# F		0.078	0.010	0.210	0.102						7.2	7.0		0.9			
# S	.25 R	0.093	0.010	0.120	0.082							7.1					
# S		0.095	0.050	0.150	0.102							7.0					
# M	.20 R	0.088	0.010	0.140	0.089						7.4	7.0		0.8			1.0
# T		0.079	0.010	0.310	0.110						7.3	7.0		1.2		5.0	1.0
# W		0.097	0.040	0.150	0.091						7.6	7.0		2.4		5.0	1.0
# TH		0.085	0.010	0.140	0.077						7.6	7.1		2.4			
# F		0.094	0.030	0.140	0.088						7.6	7.1		1.9			
# S		0.090	0.010	0.140	0.085							7.0					
# S		0.100	0.050	0.150	0.095							7.0					
# M		0.101	0.040	0.150	0.093						7.5	7.1		1.8			1.0
# T		0.087	0.010	0.190	0.081						7.6	7.1		2.1		4.0	1.0
# W	.45 R	0.075	0.010	0.180	0.094						7.5	7.0		1.8		6.0	1.0
# TH		0.081	0.030	0.200	0.089						7.3	7.0		1.9			
# F		0.081	0.020	0.250	0.115						7.4	7.0		1.7			
# S		0.083	0.020	0.120	0.076							6.9					
# S		0.078	0.010	0.130	0.073							6.9					
# M		0.077	0.020	0.110	0.070						7.2	7.1		1.6			1.0
# T		0.079	0.020	0.120	0.074						7.4	7.1		1.1		4.0	1.0
# W		0.076	0.010	0.110	0.073						7.5	7.1		1.1		2.0	1.0
# TH		0.077	0.020	0.110	0.072						7.4	7.2		0.8			
# F		0.078	0.010	0.130	0.071						7.3	7.1		0.8			
			Max	0.310	0.115						min	6.9					
Totals		2.635	---	---	2.649	---	---	---	---	---	max	7.2	---	---	---	---	---
Averages		0.085	---	---	0.085						---	---	###	1.6	125.0	4.6	1.0

(1) Show Units (MGD or GPD)

(2) Record only Min. and Max. of Either Inf. or Eff. and indicate which. Inf. is preferred.

(3) Before Chlorination

% Removal: 96%

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
	INF.	EFF(3)	Total	INF.	EFF(3)	INF.	EFF(3)
1 W		4.6					5.1
2 TH							
3 F							
4 S							
5 S							
6 M							
7 T	147.0	4.7		105.4	4.2	79.6	3.5
8 W							
9 TH	190.0	3.8		129.9	2.4	95.1	2.6
# F							
# S							
# S							
# M							
# T		3.7			3.4		4.6
# W		4.2			3.2		3.8
# TH							
# F							
# S							
# S							
# M							
# T		3.3			2.2		2.7
# W		2.9			2.3		4.7
# TH							
# F							
# S							
# S							
# M							
# T		2.6			1.6		2.5
# W		2.6			1.6		1.2
# TH							
# F							
Totals	---	---	---	235.4	24.2	174.7	30.7
Avg.	168.5	3.6		117.7	2.7	87.3	3.4

% Removal: 98%

Signature: _____

Additional Information:

Record special analyses, septage received at plant, or other operational data in the extra columns or below.

Report personnel changes, chlorine or power outages, equipment breakdowns, etc. below.

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



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

To: Board of Selectmen
 From: Joseph Devine, Town Administrator
 Date: August 28, 2020
 Ref: **Town Administrator’s Report**

I am pleased to report on the following items:

- **NEC Update** – On Thursday 8/27/2020 I had a meeting with officials from New England College. As of this date, they have conducted approximately 750 COVID-19 tests at the Henniker campus with 6 positives; this is less than 1% of the population. They have the final 9 students moving in on Saturday 8/29/2020. They are conducting their own contact tracing with their athletic trainers who have been trained in this. They are planning on testing the entire population including students, faculty, and staff. The testing will take place on Wednesday 9/2 and Thursday 9/3. This is important testing because it will show if they have had any community transmission.
- **Tucker Free Library** – The Board of Trustees met on August 18, 2020. They decided to move forward to the next level of Pandemic Service. They created a decision matrix that will guide future decisions related to services at the library.

The library will open the building to the community beginning on September 15th. The hours of operation will be Tuesday-Saturday 10am-3pm. The library will reopen from 5pm-7pm on Thursday evenings to offer service to commuter patrons. Guests will be required to wear a mask and limit visits to under 30 minutes. Occupancy limits are going to be monitored by staff and strictly adhered to. They are also creating self-checkout stations. Curbside and home deliver will continue to be offered for guests who are uncomfortable coming into the library.

- **NHMA Legislative Policy Process Update:** NHMA's 2020 Legislative Policy Conference will be held on Friday, October 2, beginning at 9:00 a.m. Each member municipality has one vote at the policy conference. Each governing body is asked to.

Delegates at the conference will vote on the policy recommendations and the floor policy proposal, along with NHMA's Legislative Principles. NHMA is urging the governing body of

55 each municipality to discuss the full slate of policy recommendations, along with the floor proposal, and take a position on each proposal to give guidance to your voting delegate. The policies are attached to this report.

- **Craney Hill Radio Tower** – We had a meeting with State of NH Homeland Security about the possibility of grant money. Julia Chase, our representative, stated there is money, but she was not sure how much. As we move forward and have the number, we will have a better understanding of what the Town's match would be. We know that we will be contributing the site work, but there may be more of a monetary commitment. When we have that information, I will let the Board know.
- **Cares Act Grant Money** – The town will be submitting its final Cares Act reimbursement in the upcoming week. There are some projects I would like to discuss with the Board for use of some of these funds.
 1. As discussed, I would like to continue to work to outfit the Community Center as a permanent meeting location.
 2. We need to update the electric baseboard heaters in the downstairs of the Community Center
 3. I would like to look at the possibility of updating and creating more office space, better handicap accessibility and a conference room at the Town Hall in the current meeting space.

These are just some initial ideas that I am looking to the Board to see if there is interest in them.

- **Payroll Processing Company** – We have completed 2 payrolls now with the payroll service. We hope to have all the accruals updated and ready to be placed on the checks in September.

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

Ongoing Projects

- Shaker Road renaming – Working with Road Agent
- Goal Setting with Select Board

Upcoming Dates

Town Hall Closed – September 7, 2020 – Labor Day

NH State Primary – September 8, 2020 7:00am – 7:00pm @ Henniker Community School

Select Board Meeting – September 15, 2020 6:15pm @ Henniker Community Center

Respectfully submitted,



Joseph R. Devine, Jr.
Town Administrator

Legislative Principles

In addition to the established legislative policy positions adopted by the New Hampshire Municipal Association membership, the following principles have also been adopted to guide staff in setting priorities during any legislative biennium:

1. Identify and oppose mandates that violate Part 1, Article 28-a of the New Hampshire Constitution.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain and enhance existing local authority.
4. Support legislation that provides greater authority to govern more effectively, efficiently, and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or NHMA's Legislative Policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on state boards, commissions, and study committees that affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional and state cooperation and delivery of municipal and state services.
10. Advocate for local options for economic development and vitality in partnership, including public-private partnerships, with regional and state economic development goals to encourage the overall economic health and social well-being of New Hampshire.
11. Encourage clarity and the elimination of ambiguity in statutory language, especially in areas of decision-making authority.

**New Hampshire Municipal Association
2021 - 2022 Legislative Policy Process**

Floor Policy Proposal

Submitted by (name): *Hudson Board of Selectmen*

Date: August 20, 2020

City or Town: *Hudson*

Title of Person Submitting Policy:

Selectmen

Floor Policy Proposal approved by vote of the governing body on *July 10, 2018*

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.



2021-2022 NHMA Legislative Policy Process Questions & Answers

1. What is the purpose of establishing NHMA legislative policy? The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire’s cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA’s advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

2. How are legislative policy recommendations prepared? In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. General Administration and Governance;
2. Finance and Revenue; and
3. Infrastructure, Development, and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

3. Who votes on adoption, amendment, or rejection of these recommendations, and when?

The 2021-2022 NHMA Legislative Policy Conference will be held on Friday, October 2, 2020, at 9:00 a.m. This will likely be a “virtual” conference; we will send final details later this summer. ***Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.*** Each member municipality, regardless of size, has ***one vote*** on all policy matters.

In the absence of any other designation by the board of selectmen, aldermen, or council, NHMA will recognize one official as a municipality’s voting delegate in the following order of priority:

Mayor/Chair of Board of Selectmen/Council Chair

OR

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

OR

Selectman/Alderman/Councilor

OR

City or Town Manager/Town Administrator/Administrative Assistant

4. Will other policy proposals be voted on at the conference? Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference.

5. How does our voting delegate determine a position on these recommendations? We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires. ***You do not need to notify NHMA of your positions on the policy recommendations; just provide that information to your voting delegate.***

6. How are the policy recommendations presented and voted on at the Legislative Policy Conference? The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The chair and vice chair of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. After the slate from each policy committee has been voted, the voting delegates will return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc.

7. Are policies adopted by a simple majority vote? No. NHMA's by-laws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy.

8. Why is the Legislative Policy Conference separate from the November annual meeting? The Legislative Policy Conference must be held before the annual conference and the annual membership meeting to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference? The final 2021-2022 NHMA Legislative Policies will be printed as a supplement in the November/December 2020 issue of *Town & City* magazine. We will also post them on NHMA's web site at www.nhmunicipal.org.

10. What happens if an issue that is not covered by any of these policies comes before the legislature? The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA legislative policies. The policy conference also endorses a set of Legislative Principles, which augment the specific legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.



**New Hampshire Municipal Association
2021-2022 Legislative Policy Process**

**Final Policy Recommendations for Legislative Policy Conference
October 2, 2020**

General Administration and Governance

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.

NHMA opposes legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs for responding to voluminous, excessive, or vexatious record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.

Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;

- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities' discretion in making hiring decisions;
- Restrictions on municipalities' ability to privatize or use contracted services.

Substance Misuse Prevention & Response

NHMA supports programs to address substance use disorder and response to substance use issues, to include treatment and recovery support programs.

NHMA supports:

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.

Finance and Revenue

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:

- property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
- all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the

effects of inflation, such as an increase in the maximum optional fee for transportation improvements;

- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;
- Programming that supports reduced cost, cost sharing, or equipment sharing that upgrades or replaces aging or unsafe transportation network(s) for towns.

NHMA opposes:

- Suspension of the statutory catch-up provision of the meals and rooms tax distribution;
- Diversion of state highway funds for non-state transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- Inclusion of participation by a municipal official designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens with lower to moderate incomes.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

Infrastructure, Development, and Land Use

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and

- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and manage efficiently and safely water and its resources, treatment, and movement, with a focus on management and infrastructure. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and making improvements to the state's critical water infrastructure, including, but not limited to, public drinking water, wastewater, and stormwater systems, and dams;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and groundwater issues;
- Regulation of emerging contaminants at feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, or stormwater regulations for municipalities unless any costs of compliance are funded by the state or federal government.

Solid Waste Management

NHMA recognizes the need for cost-efficient solid waste disposal mechanisms that allow municipalities to protect, control, and manage efficiently and safely solid waste. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state efforts to handle solid waste disposal through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;

- Comprehensive state programs to deal with existing and emerging contaminants at no additional cost to municipalities.

NHMA opposes:

- Increased tipping fees to pay for solid waste programs unless they are fully reimbursed by the state.

Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called “One-Touch-Make-Ready” in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities’ ability to prevent or regulate deployment of technologies that would impede vehicular or pedestrian passage on roadways or sidewalks;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access to convenient, efficient, reliable, and safe multi-modal transportation in New Hampshire as cost effectively as possible.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited to roads, culverts, and bridges;
- Continued state and federal investment in public transit projects designed to reduce traffic on New Hampshire's roads.

NHMA opposes:

- Any action or inaction by the New Hampshire Department of Transportation that results in the downshifting of road, bridge, culvert, or drainage maintenance responsibilities from the state to municipalities.

Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.

August 26, 2020

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Gentlemen,

The Board of Trustees met on 8/18/2020. It was decided to move to the next level of Pandemic Service at Tucker Free Library. A decision matrix was also approved that will guide future decisions related to service at the library. They asked me to notify you of the changes.

We will open the building to the community beginning on September 15, 2020. Our hours of operation will be Tuesday-Saturday from 10AM to 3PM. The library will reopen from 5PM-7PM on Thursday evening to offer service to our commuting patrons.

Patrons will be required to wear masks and limit visits to 30 minutes. Occupancy limits will be monitored by staff and strictly adhered to. Until the 72-hour quarantine moratorium is removed, the book drops will remain closed and patrons are required to check in their own returned materials. Self-checkout station will also be created.

Curbside pickup and home delivery will continue to be offered for those patrons who are uncomfortable coming into the library.

I have included additional information below. If you have any questions or wish discuss reach out. I am also willing to speak to your boards if you feel necessary.

Lynn M. Piotrowicz, M.A., M.L.S.
Director

PUBLIC STATEMENT ANNOUNCING LIBRARY SERVICES – The next step

Beginning September 15, 2020 the Tucker Free Library will expand pandemic level services permitting patrons wearing masks to enter the library for up to 30 minutes to select their materials and use computers. The library will be open Tuesday-Saturday from 10AM to 3PM. The library will reopen from 5PM-7PM on Thursday evening to offer service to our commuting patrons.

In the Look & Book! Service paradigm patrons have the choice to browse the stacks for materials. For those who are reluctant to enter the building, we will continue to operate self-check-in and curbside pick-up during all hours of operation. Home delivery is also available. Contact us at 428-3471 or tuckerfree@comcast.net if you have questions or would like to arrange home delivery service.

We are looking forward to the day when all our patrons can walk through our doors to attend a program, select library materials or use our computers!

Changes patrons will notice

1. Entry to the library will be limited to 30 minutes per visit.
2. The library will be open for patrons to come in and browse the collection. Occupancy and/or time limits are required and imposed. We ask that you not congregate in the library and that protracted conversations with friends and neighbors take place outside the library building.
3. Restrooms will be sprayed with a sanitizing agent regularly; this cleaning protocol may mandate that the restroom is temporarily unavailable throughout the day. Public corridors, computer workstations, circulation areas, and door handles will also be sprayed periodically during the day. This cleaning protocol may cause temporary service interruptions.
4. Chairs and tables have been removed to create a physical reminder to social distance.
5. Library staff will be behind Plexiglas screens wearing masks. If they come out to assist you give them a minute to don additional PPEs.
6. All games, STEAM activities and toys have been moved to storage in the library.
7. All DVDs have been returned to their cases to reduce the handling of materials.
8. There are no computers in the J-Room. There will be one computer for parents with children to use in the E-Room. The Main Floor computers for adults. Parents with small children with them are required to use the computer in the E-Room. A limited number of computers have been spaced out to allow for social distancing and meet reduced occupancy requirements.
 - a. Please don a mask and use hand sanitizer before and after you use the computers. If you do not have a mask one will be provided.
 - b. Keyboards will be wrapped in plastic cover to help us keep you safe. Removal of the plastic cover will cause us to rescind this service.
9. There will be a self-check-in station on both levels. Until the 72-hour quarantine moratorium is lifted, patrons will be asked to check-in their own materials.
10. Bring your library card! We will have a self-check-out station that works best if you can scan your library card. If you can't find your library card, we will have a staff-assisted station where a new library card will be printed for you.

USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Effective August 18, 2020.

It is the expectation that visitors to the Tucker Free Library will abide by the following rules. Pursuant to state and federal guidelines we must ensure that our patrons maintain social distance and wear masks correctly. We are required to adhere to limitations to occupancy numbers within each area of the library. **To accommodate all members of the community, the Board of Trustees has instituted a 30-minute time limit for all visits in the library.**

1. Patrons and staff who are in the library during hours of operation are required to wear face masks and use hand sanitizer upon entering. Masks will be provided if needed. Patrons are asked to dispose of any face masks, tissues or other personal protective equipment used while in the library in the designated disposal receptacles upon departure from the building. All masks, tissues, and other PPE will be immediately removed and irretrievably disposed of by staff members wearing gloves, face masks and shields. Trustees reserve the right to enforce compliance with current CDC guidelines.
2. The library is open for "Look & Book" only. This service will allow patrons to browse the stacks and select materials. We ask that patrons quickly and efficiently take care of their library business. The trustees reserve the right to enforce time and/or occupancy limits.
3. Social distancing is the expectation so no congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
4. No unattended bags will be permitted in any area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry sidewalk, portico, and ramp.
5. Food and drink are not permitted in any area of the library including hallways, doorways, collection areas, or stairwells.
6. Only one person will be permitted in the restroom at a time unless supervision or parental assistance is required. Restrooms will be sprayed with a sanitizing agent regularly; this regime may mandate that the restroom is temporarily unavailable throughout the day.
7. Public computers are for adult use only. Equipment will be sanitized after each use. If the keyboard cover is removed, then the user forfeits his/her future use. The trustees reserve the right to enforce time and/or occupancy limits.