

TOWN OF HENNIKER, NEW HAMPSHIRE SELECTMEN AGENDA

Place: Henniker Community Center 57 Main Street

Henniker, NH 03242

Tuesday, May 3, 2022 6:15 PM

6:15 p.m.

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- II. PLEDGE OF ALLEGIANCE
- III. ANNOUNCEMENTS
- IV. CONSENT AGENDA

Item 1: Consent Agenda for May 5, 2022

V. CORRESPONDENCE

Item 2: TA-BOS Communication

- VI. PUBLIC COMMENT #1 (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VII. NEW BUSINESS
 - Item 3: Highway bid awards: roadside mowing, chip seal Flanders Rd, paving, Liberty Hill Rd. culvert
 - Item 4: Document Shred at Highway Bill Sullivan, Henniker Chamber of Commerce
 - Item 5: Tim McComish donation time and materials to restore Veteran's Memorial before Memorial Day
 - Item 6: Stantec Consulting Landfill Post-Closure Water Monitoring Agreement
 - Item 7: Human Services General Assistance Guidelines 1st Reading
 - **Item 8:** Rental of Community Center Grange Policy Review
 - **Item 9:** Tax Map 1 Lot 59-C Notice of Ordinance Violation September 15, 2021 Status

VIII. OLD BUSINESS

Item 10: Overnight Parking Ordinance 3rd Reading

IX. PAST MEETING MINUTES

Item 11: Motion to amend the of Board of Selectmen Public Meeting Minutes April 5, 2022, 6:15pm to include comment from Ms. Labonte italicized in paragraph

Item 12: Motion to approve the Selectmen Public Meeting Minutes April 5, 2022, 6:15pm as amended Item 13: Acceptance of Board of Selectmen Non-public Meeting Minutes April 19, 2022, 6:00pm

Item 14: Acceptance of Board of Selectmen Public Meeting Minutes April 19, 2022, 6:15pm

Item 15: Acceptance of Board of Selectmen Non-Public Meeting Minutes April 19, 2022, 8:30pm

X. COMMUNICATIONS

Item 16: Town Administrator Report

Item 17: Selectmen Reports

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

XII. NON-PUBLIC – If Necessary Non-public Session 91-A:3 II a, c, d e, or e Item 18: Non-Public Session 91-A:3 II (b) the hiring of any person as a public employee

XIII. ADJOURNMENT

XIV. UPCOMING DATES

May 4, 2022, 7:00 p.m. – Conservation Commission May 11, 2022, 6:30 p.m. – Planning Board May 17, 2022, 6:15 p.m. – Board of Selectmen

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.



TOWN OF HENNIKER, NEW HAMPSHIRE **BOARD OF SELECTMEN** CONSENT AGENDA

Tuesday, May 3, 2022

Consent Agenda

Item 1:	Abatement (Denied) - Map 2 Lot 154-J
Item 2:	Abatement (Denied) - Map 1 Lot 629
Item 3:	Abatement (Denied) - Map 1 Lot 720
Item 4:	Abatement (Approved) & Refund – Map 2 Lots 232-I
Item 5	Abatement (Approved) & Refund - Map 2 Lot 377
Item 6:	Abatement (Approved) & Refund – Map 1 Lot 282
Item 7:	Intent to Excavate – Map 1 Lot 678
Item 8:	Intent to Excavate – Map 1 Lot 587-A
Item 9:	Intent to Excavate – Map 1 Lot 549-F3
Item 10:	Intent to Cut – Map 2 Lots 91 & 91A
Item 11:	Avitar Associates of NE Contract Clarification
Item 12:	Concert Committee Donations
Item 13:	Reimbursement from Bonds held account
Item 14:	Reimbursement from Road Maintenance ETF
Item 15:	Reimbursement from Police Equipment ETF
Item 16:	Reimbursement from Transfer Station ETF
Item 17:	Reimbursement from Highway Equipment ETF
Item 18:	Reimbursement from Revaluation Capital Reserve
Item 19:	Audit Engagement Letter
Item 20:	Recycling Grant Application
Item 21:	Application of renewal for Elderly Exemption – Map 1 Lot 104-A2
Item 22:	Application for Elderly Exemption – Map 2 Lot 259
Item 23:	Application for Elderly Exemption – Map 2 Lot 154-J
Item 24:	Application for Veteran's Credit – Map 1 Lot 88-A
Item 25:	Application for Veteran's Credit – Map 1 Lot 642-B
Item 26:	Application for Solar Energy Systems Exemption – Map 2 Lot 232-U
Item 27:	Application for Solar Energy Systems Exemption – Map 1 Lot 294

Telephone 603-428-3221

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

FAX

603-428-4366

Item 30:	Check Register April 27, 2022	2: Payroll - \$35,857.54 & Paya	ables - \$72,754.90
Board of Sele	ctmen Approval:		

Item 28: Application for Woodheating Energy Systems Exemption – Map 2 Lot 147 **Item 29:** Check Register April 20, 2022: Payroll - \$38,654.62 & Payables - \$84,806.62

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

Avitar Associates of New England, Inc.

A Municipal Services Company

February 4, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendation - Yolande R. Nicknair, Trustee

Dear Wendy & Board Members;

Attached is my recommendation for the above-referenced abatement request.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge

Assessor Supervisor

ER/sjc Enclosures The taxpayer has filed for abatement on this 0.91 acre property improved with a 2.00 story Gambrel assessed at \$297,800. As basis for the abatement, the taxpayer states, "I have lived in my home for 40 plus years with no upgrades." "The homes listed above have had upgrades." I am a senior citizen trying to stay in my home and believe the assessment of my home is too high as compared to the other homes listed." "I request my assessment be lowered by \$30,000." "This will be equitable." Additionally listing several comparables as follows: 187 Juniper Ridge (2,177 sq. ft. GLA, 2,681 sq. ft. eff.); 192 Juniper Ridge (1,796 sq. ft. GLA, 2,754 sq. ft. eff.); 236 Juniper Ridge (2,072 sq. ft. GLA, 2,601sq ft. eff.) and 245 Juniper Ridge (1,825 sq. ft. GLA, 2,335 sq. ft. eff.). The taxpayer opines a value of \$280,000. Besides the list of assessment comparables (not sales), no analysis or sufficient market evidence was provided to support their opinion. The taxpayer's house is listed as "average condition" for a 1976. The condition is relative to its age and average for 1976 would typically indicate it's mostly original, may need miscellaneous updates or repairs, etc. and appears to be accurately stated according to the taxpayer's information. Furthermore, while the comparables the taxpayer provided may be in superior condition, the subject property (174 Juniper Ridge) as you can see above is larger than all four comparables provided with 2,320 sq. ft. of gross living area (GLA) and about 3,165 sq. ft. of effective area (eff). So while condition is one adjustment to make for differences, the taxpayer would need to review similar properties that have sold recently and make adjustments for all the differences, acreage, size, age, quality, etc. and not just the condition to arrive at a market value opinion, then comparing the property's market value and the town-wide level of assessment. The taxpayer provided no market evidence that indicates the current assessment is disproportionate or inequitable. As such, I recommend this abatement be denied. As I contacted the taxpayer for further information regarding this abatement, explaining the process, my findings, etc. which I believe she understood, she had additionally asked about other avenues to potentially help her financially. I did explain the Elderly Exemption and she plans to apply for that for 2022 and had picked up the application when I was in the town office on Tuesday, January 18th.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY TAX YEAR APPEALED 2021

INSTRUCTIONS

- Complete the application by typing or printing legibly in ink. This application does not stay the collection of 1. taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.
- File this application with the municipality by the deadline (see below). Date of filing is the date this form is either 2. hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

DEADLINES: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One:

Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Step Three: Municipality has until July 1 following the notice of tax to grant or deny the abatement application. Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but

not both. An appeal must be filed:

- no earlier than: a) after receiving the municipality's decision on the abatement application; 1) or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- no later than September 1 following the notice of tax. 2)

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax;

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- SECTION E. Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally ١. established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- SECTION G. If the abatement application is based on disproportionate assessment, the taxpayer has the burden to 2. show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- SECTION H. The applicant(s) must sign the application even if a representative (e.g. Tax Representative, 3. Attorney, or other Advocate) completes Section I.
- Make a copy of this document for your own records. 4.

Received By TOWN OF HENNIKER Building Planning & Zoning

FOR MUNICIPALITY USE ONLY:	
Town File No.:	
Taxpayer Name:	

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A.	Party(ies) App	lying (Owner(s)/T	axpayer(s))	
Name(s):	Yolande	R Nicknair	•	
Mailing Addres	s: 174	Juniper Ri	dge	
Telephone Nos.	: (Home) <u>428-7</u>	840 (Cell)	(Work) (E1	mail)
accordance with to the United St an abatement w security number federal tax iden under RSA 91-2	n RSA 76:17-a. ates Internal Revith interest, the tror federal tax in tification inform A.	Any interest paid to venue Service, in ac axpayer shall providentification numbe ation as confidentia	en paid, interest on the abate of the applicant must be reported and the report of the municipality with the part of the municipalities shall treat and exempt from a public	ted by the municipality Prior to the payment of applicant's social the social security or information request
SECTION B.	Party's(ies') R	<u>epresentative if otl</u>	her than Person(s) Applyir	ng (Also Complete Section A)
Name(s):				
Mailing Addres	s:			
Telephone Nos.	: (Home)	(Cell)	(Work) (En	nail)
SECTION C.	Property(ies) f	or which Abateme	nt is Sought	
List the tax map sought, a brief of	and lot number, lescription of the	, the actual street ac parcel, and the ass	ldress and town of each propessment.	perty for which abatement is
Town Parcel ID	# Street A	ddress/Town	Description	Assessment
2- 154-J	174 Jum	iper Ridge 2 s	tory Colonial home	\$297,800
			·	

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

Town Parcel ID#	Street Address/Town	Description	<u>Assessment</u>
2-154-v 187	Juniper Ridge 3 Bdrm	2 bath home	271,800 / 184,200
2-154-G 192 J	Juniper Ridge 3 Bdrm	2 bath home	266,900/ 180,500
2-154-C 236	Juniper Ridge 4 Bdrm	2 bath home	280,420/ 186,400
2-154-E 245	Juniper Ridge4 Bdrm	2 bath home	261,600/ 174,300

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- If claiming disproportionality, state with specificity <u>all</u> the reasons supporting your application.

 Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (<u>all may not apply</u>):
 - 1. <u>physical data</u> incorrect description or measurement of property; <u>market data</u> – the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - 3. <u>level of assessment</u> the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance.

Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

2.

I have lived in my home for 40 plus years with no upgrades. The homes listed above have had upgrades. I am a senior citizen trying to stay in my home and believe the assessment of my home is too high as compared to the other homes listed.

I request my assessment be lowered by \$30,000. This will be equitable.

SECTION F. Taxpayer's(s') Opini	on of Market Value
State your opinion of the market value Town Parcel ID# 2-154-	of the property(ies) appealed as of April 1 of the year under appeal. Appeal Year Market Value \$\frac{\$280,000}{}{}
Town Parcel ID#	Appeal Year Market Value \$
•	oe updated and is due for several repairs.
	Assessment Comparisons It to show overassessment of your property(ies). If you are appealing an appealing appealing an appealing an appealing an appealing appealing an appealing appealing appealing appealing appealing appealing an appealing appeal
Town Parcel ID# Street Address N/A	Sale Price/Date of Sale Rents Assessment
	applicant(s) MUST sign the application. By signing below, the Party(ies) under the penalties of RSA ch. 641 the application has a good faith basis,

(Signature)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1.	all certifications in Section H are true;				
2.	the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and				
3.	a copy of this form was sent to the Party(ies) applying.				
Date:	(Representative's Signature)				
SECT	ION J. <u>Disposition of Application* (For Use by Selectmen/Assessor)</u>				
	76:16, II states: the municipality "shall review the application and shall grant or deny the application in g by July 1 after notice of tax date"				
Abater	nent Request: GRANTED Revised Assessment: \$ DENIED				
Remar	See Assessors Letter Attached				
Date:					
(Select	men/Assessor Signature) (Selectmen/Assessor Signature)				
(Select	men/Assessor Signature) (Selectmen/Assessor Signature)				
	(Salectnen/Assessor Schatuse)				

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A Municipal Services Company

March 3, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendations – Douglas B. Strott & Patricia C. Russell

Eric & Chelsea Helgerson

Erica Ledy

Dear Wendy & Board Members;

Attached are my recommendations for the above-referenced abatement requests.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge

Assessor Supervisor

ER/sjc Enclosures

Abatement Recommendation

PID#1-629 (Map 7, Lot 629)

71 Peasley Road

Helgerson

The taxpayers have filed for abatement on this 10.45 acre property improved with a 1.00 story Ranch style single family home assessed at \$259,700. As basis for the abatement, the taxpayer states, "Please see attachment" and provided a lengthy write up with assessment comparisons and several questions when comparing their property to 48 Peasley Road and 127 Peasley Road. The taxpayers opined a market value of \$189,000. While it appears most of the questions and concerns are on methodology, which is not appealable, I will do my best to answer them all. First, the "improvements" note the taxpayer is referring to is the total assessment of the improvements on the property, meaning the house, any buildings, sheds, etc. It is not stating that the taxpayer made certain improvements to the house to warrant an increase, as they indicate but simply the total assessment of the improvements. Second, the difference in the land values that the taxpayers are referring to is because both 48 Peasley Road and 127 Peasley Road have their excess acreage enrolled in current use (See RSA's under 79-A) and the Helgerson's, due to the amount of land disturbed for the driveway, house site and curtilage do not have 10 acres (or more) to qualify for current use. Third, the questions regarding the house "style" and "replacement cost" is essentially the same answer, the subjects 71 Peasley Road is a "Modular Ranch" the two properties, 48 Peasley and 127 Peasley are "Manufactured Homes" or more known as "Mobile Homes", which are completely different, sell at different rates and have a different market appeal, etc. We do not compare a stick built home (modular home) to a mobile home as that is an apples to oranges comparison. Fourth, the "FPL1" code in the column labeled "extra features" is for the fireplace and the reason for the amount difference is because the condition, quality and depreciation differences. Lastly, the "description" for both 48 Peasley Road and 127 Peasley Road are listed as "Manufactured Home" and the subjects 71 Peasley Road is listed as a "Single Family" is for the same reasons noted above, the two properties that the taxpayers are comparing to their property are Manufactured Homes/Mobile Homes and their ranch is a Modular, which is a substantial difference as seen by the sales. The taxpayer is clearly focused on the methodology which is not appealable, instead of providing market evidence that supports their opinion of value and how that compares to the towns general level of assessment. Furthermore, the current assessment of \$259,700 is based on the 2020 real estate market (last revaluation) and the taxpayers purchased this property on July 31, 2019 for \$244,333, which would indicate the property is fairly and equitable assessed. As such, I recommend this abatement be denied.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALIT

TAX YEAR APPEALED 2021

INSTRUCTIONS

Planning & Zoning

Received By

- 1. Complete the application by typing or printing legibly in ink. This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.
- 2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

<u>DEADLINES</u>: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One:

Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Step Three: Municipality has until July 1 following the notice of tax to grant or deny the abatement application.

Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but not both. An appeal must be filed:

- 1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) <u>no later than</u> September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax;

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- 1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- 2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- 3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
- 4. Make a copy of this document for your own records.

FOR MUNICIPALITY USE ONLY:	
Town File No.:	
Taxpayer Name:	

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A.	Party(ie	s) Applying	(Owner(s)/Tax	payer(s))	
Name(s):	Eric	& Chel	sea Helg	erson	
Mailing Addres	S:	71 Pea	sley Roa	d, Hennike	er, NH 03242
Telephone Nos.	: (Home))	(Cell) (603)236-2382	(Work)	(Email) echelgerson@gmail.com
accordance with to the United St an abatement w security number	n RSA 76 rates Interest tith interest or federatification	:17-a. Any in the state of the	interest paid to the Service, in accourage shall provide action number.	ne applicant must be redance with federa the municipality very Municipalities sha	ne abatement shall be paid in the reported by the municipality all law. Prior to the payment of with the applicant's social all treat the social security or public information request
SECTION B.	Party's(ies') Repres	sentative if other	r than Person(s)	Applying (Also Complete Section A)
Name(s):					
Mailing Addres	S: _				
Telephone Nos.	: (Home)		(Cell)	_(Work)	(Email)
SECTION C.	Property	v(ies) for wh	nich Abatement	is Sought	
			actual street addrel, and the assess		ch property for which abatement is
Town Parcel ID	# 5	Street Addres	ss/Town	Description	Assessment
937 71 Pe	asley F	Road/Her	nniker Rand	h Residentia	\$259,700

SECTION D. Other Property(ies)

not apply):

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

Town Parcel ID#	Street Address/Town	Description	Assessment	
SECTION E. Rea	sons for Abatement Applicat	<u>ion</u>		
 establishing an ass establishing pover 	sessment is disproportionate to	market value and the more This form can be utilized	wn." "Good cause" generally mean unicipality's level of assessment; or ed for either basis of requesting an ent.	
Statements s	0 , 1	oportionately assessed"	supporting your application. or "assessment exceeds market valuent material on the following (all m	

- physical data incorrect description or measurement of property; 1.
- 2. market data - the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - level of assessment the property's assessment is disproportionate by comparing the property's 3. market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to 2) some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)	
Please see attachment.	
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	· · · · · · · · · · · · · · · · · · ·

SECTION F. Taxpayer's(s') Opinion of Market Value

State your opinion of	the market value of the	property(ies) appealed as of April 1 of the year under appeal.
Town Parcel ID#	937	Appeal Year Market Value \$\\$189,000
Town Parcel ID#		Appeal Year Market Value \$
Explain the basis for	your value opinion(s). (Attach additional sheets if necessary.)
SECTION G. Sales	, Rental and/or Assessi	nent Comparisons
	perty, list the comparable	ow overassessment of your property(ies). If you are appealing an le rental properties and their rents.
Town Parcel ID# 100582 48	Street Address Peasley Rd \$	Sale Price/Date of Sale Rents Assessment \$130,000/11-30-12 \$0 \$199,000
100023 127	7 Peasley Rd	\$140,000/06-20-17 \$0 \$138,027
SECTION H. Certi	fication by Party(ies) A	Applying
		
applying certifies (cer		nt(s) MUST sign the application. By signing below, the Party(ies) the penalties of RSA ch. 641 the application has a good faith basis, our knowledge.
02/24/2	022	C121
Date:		(Signature)
		Eric Helgerson
		(Print Name)
		(Violinge Holailian
		(Signature)
		Chelsea Hetgersan
		(Print Name)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641: all certifications in Section H are true; 1. the Party(ies) applying has (have) authorized this representation and has (have) signed this application; 2. and a copy of this form was sent to the Party(ies) applying. 3. Date: (Print Name) (Representative's Signature) SECTION J. Disposition of Application* (For Use by Selectmen/Assessor) *RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date" Abatement Request: GRANTED _____ Revised Assessment: \$_____ DENIED Remarks: Date: (Selectmen/Assessor Signature) (Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)



A Municipal Services Company

March 3, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendations – Douglas B. Strott & Patricia C. Russell
Eric & Chelsea Helgerson
Erica Ledy

Dear Wendy & Board Members;

Attached are my recommendations for the above-referenced abatement requests.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Assessor Supervisor

ER/sjc Enclosures

Abatement Recommendation

PID#1-720 (Map 11, Lot 720)

418 Mount Hunger Road

Strott/Russell

The taxpayers have filed for abatement on this 16.25 acre property improved with a 1.00 story Ranch style home assessed at \$453,453. As basis for the abatement, the taxpayer states the property record card (PRC) and tax bill for 2021 indicates the lot is 22.5 acres; however, the correct acreage is 16.25, as indicated by the deed and survey provided. No opinion of value was provided, as the acreage appears to be the taxpayer's only concern, not the overall value of the property. I reviewed the 2021 property record card and both issued tax bills, all of which state the correct 16.25 acres. Therefore, I called and spoke to the taxpayer on March 3, 2022 for some clarification on the issue and he explained that it was incorrect for 2020 and did not realize it had been corrected for 2021, until after he had filed for the abatement. As the acreage was correct for 2021 and there appears to be no other concerns regarding the assessment, etc., I recommend this abatement be denied.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2021

INSTRUCTIONS

- 1. Complete the application by typing or printing legibly in ink. This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.
- 2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

<u>DEADLINES</u>: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One:

Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two:

Municipality has until July 1 following the notice of tax to grant or deny the abatement application.

Step Three:

Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but

not both. An appeal must be filed:

- no earlier than: a) after receiving the municipality's decision on the abatement application;
 or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) <u>no later than</u> September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax;

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- 1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- 2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- 3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.

Make a copy of this document for your own records.

RECEIVED

TWN CLK/TAX COLLECTOR HENNIKER, NH

FOR MUNICIPALITY USE ONLY:
Town File No.:
Taxpayer Name:

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A.	Party(ies) Applyi	ng (Owner(s)/Tax	payer(s))		
Name(s):	Douglas E	3. Strott & F	Patricia C. F	Russell	
Mailing Addres	s: POB	ox 2363, H	lenniker, NI	H 03242	_
Telephone Nos.	: (Home)	779 (Cell) 508-783-65	77 (Work)	_(Email) dbstrott@pm.me	<u>e</u>
accordance with to the United St an abatement w security number	n RSA 76:17-a. An ates Internal Rever ith interest, the taxy or federal tax identification information	y interest paid to the nue Service, in accor- payer shall provide tification number.	e applicant must be rdance with federal the the municipality wit Municipalities shall	abatement shall be paid in reported by the municipality law. Prior to the payment of the applicant's social treat the social security or ablic information request	
SECTION B.	Party's(ies') Repr	resentative if other	than Person(s) Ap	plying (Also Complete Section	<u>n A)</u>
Name(s):					-
Mailing Address	s:				return.
Telephone Nos.	: (Home)	(Cell)	_(Work)	(Email)	2
SECTION C.	Property(ies) for	which Abatement	is Sought		
		e actual street addresses, and the assess		property for which abatement	is
Town Parcel ID	# Street Add	ress/Town	Description	Assessment	
1-720 4	118 Mount H	unger Road,	Henniker, res	sidential, \$14,168	
					_
					_
					_
					-

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

Town Parcel ID#	Street Address/Town	<u>Description</u>	Assessment	
none				

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity <u>all</u> the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (<u>all may not apply</u>):
 - physical data incorrect description or measurement of property;
 market data the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - 3. <u>level of assessment</u> the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance.

Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

2.

We purchased the home on lot #720 from Spencer Bennett in August 2020.

The warranty deed for the lot and survey map indicate the lot is 16.25 acres.

The tax assessment/bill for 2021 indicates the lot is 22.5 acres.

Copies of the warranty deed and survey map are attached.

SECTION F. Taxpayer's(s') Opinion of Market Value State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal. Appeal Year Market Value \$_____ Town Parcel ID# Appeal Year Market Value \$_____ Town Parcel ID# Explain the basis for your value opinion(s). (Attach additional sheets if necessary.) SECTION G. Sales, Rental and/or Assessment Comparisons List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.) Town Parcel ID# Sale Price/Date of Sale Street Address Rents Assessment SECTION H. Certification by Party(ies) Applying Pursuant to BTLA Tax 203.02(d), the applicant(s) MUST sign the application. By signing below, the Party(ies) applying certifies (certify) and swear(s) under the penalties of RSA ch. 641 the application has a good faith basis, and the facts stated are true to the best of my/our knowledge/

Date: 11/28/2021

(Signature)

(Signature)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1.	all certifications in Section H are true;						
2.	the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and						
3.	a copy of this form was sent to the Party(ies) applying.						
Date:	(Representative's Signature)						
SECTI	ON J. <u>Disposition of Application* (F</u>	For Use by Selectmen/Assessor)					
	76:16, II states: the municipality "shall reby July 1 after notice of tax date "	eview the application and shall grant or	deny the application in				
Abaten	nent Request: GRANTED	_ Revised Assessment: \$	DENIED				
Remarl		Letterattached					
Date:							
(Select	men/Assessor Signature)	(Selectmen/Assessor Signatur	re)				
(Select	men/Assessor Signature)	(Selectmen/Assessor Signatur	re)				
	(Selectmen	/Assessor Signature)	-				



A Municipal Services Company

March 3, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendations – Douglas B. Strott & Patricia C. Russell Eric & Chelsea Helgerson

Erica Ledy

Dear Wendy & Board Members;

Attached are my recommendations for the above-referenced abatement requests.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge

Assessor Supervisor

ER/sjc Enclosures

Abatement Recommendation

PID#2-232-I (Map 5D, Lot 232 Sub I)

136 Village Green

Ledy

The taxpayer has filed for abatement on this 0.85 acre property improved with a 1.00 story Ranch style home assessed at \$276,500. As basis for the abatement, the taxpayer provided an appraisal effective August 31, 2017 that was completed for a refinance and opined a value of \$237,000. Additionally, listing 8 homes and their percent of increase in taxes since 2017, indicating theirs as the highest increase, one of the sheds is a "tree fort" and that the fireplace is not functional. No opinion of value was provided by the taxpayer. As the current assessment is based on the 2020 real estate market and the refinance appraisal, which are generally conservative, was completed in 2017 and the real estate market has appreciated greatly since that time and held no weight in my decision. The assessment is as of April 1, 2021 and the 2017 appraisal would not be accounting for the change in the market since 2017. Regarding the list of percentage increase, not all properties go up or down at the same percentage. It depends on a variety of factors, for instance size, condition, quality, outbuildings, neighborhood, location, style, etc. and more importantly what the previous value was. For example, if my property went up 50% but my neighbor only went up 10%, it could be because the previous assessment was below market value or perhaps an error was corrected. However, if both result in the properties being properly assessed at market value, the percentage difference is irrelevant. This is not uncommon and is typical when doing a revaluation, as the percentage increase will vary property to property, depending on what was mentioned above and what the sales indicate for certain types of properties, location and so forth. Colonials may not increase (or decrease) at the same percentage as ranches, mobile homes, old homes, vacant land, larger homes versus smaller homes, etc. Regarding the taxpayers concerns on the fireplace and shed, as the fireplace is not functional; I added a negative 50% adjustment for their fireplace that is essentially decorative only and no longer functions as a fireplace without significant cost. Tree houses and playhouses are structures that are not typically assessed; therefore, I reduced the condition to 0 and noted "did not pick up tree house". These changes reduced the assessment from \$276,500 to \$275,000. As such, I recommend abatement on the value difference of \$1,500. It would appear no further abatement is warranted based on what was provided, as showing different percentage increases does not meet their burden. To show that their assessment is disproportionate, they must provide evidence of the property's market value and compare that to the town-wide level of assessment.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY OWN OF HENNIKER

TAX YEAR APPEALED _202

INSTRUCTIONS

FEB 2 8 7022

Received By

Building Planning & Zoning

- 1. Complete the application by typing or printing legibly in ink. This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.
- File this application with the municipality by the deadline (see below). Date of filing is the date this form is either 2. hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

DEADLINES: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One: Step Two: Step Three: Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax. Municipality has until July 1 following the notice of tax to grant or deny the abatement application. Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but not both. An appeal must be filed:

- 1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) no later than September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax;

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- SECTION E. Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally 1. established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- 2. SECTION G. If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- 3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative. Attorney, or other Advocate) completes Section I.
- 4. Make a copy of this document for your own records.

FOR MUNICIPALITY USE ONLY:
Town File No.:
Taxpayer Name:

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A. Party(ies) Applying (Owner(s)/Taxpayer(s))
Name(s): Erica LEDY
Mailing Address: 136 V. 11 sqc Green, Henriten NH 03242 603-731 603-428 Telephone Nos.: (Home) (Cell) 8508 (Work) 2435 (Email) eledyenec. edu
Telephone Nos.: (Home) (Cell) 8508 (Work) 2435 (Email) eleay evec. ess
Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.
SECTION B. Party's(ies') Representative if other than Person(s) Applying (Also Complete Section A)
Name(s):
Mailing Address:
Telephone Nos.: (Home) (Cell) (Work) (Email)
SECTION C. Property(ies) for which Abatement is Sought
List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.
Town Parcel ID# Street Address/Town Description Assessment
2//232/1/ 136 V.11242 Green Henriler RAACH \$ 276,500

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

arcel ID	Street Address/Town	Description	Assessment
j			
/			
/			
ON E.	Reasons for Abatement Applicat	<u>ion</u>	
olishing a	n assessment is disproportionate to overty and inability to pay the tax.	market value and the r This form can be utilize	nunicipality's level of assessment; or zed for either basis of requesting an
Stateme are insu	nts such as "taxes too high," "disprificient. Generally, specificity requ	oportionately assessed	" or "assessment exceeds market value"
3.	market data — the property's marke comparable sales or a professional level of assessment — the property'	et value on the April 1 a opinion of value; and/o s assessment is disprop	assessment date, supported by
If you h	ave an appraisal or other document	cation, please submit it	with this application.
some of	her relief such as relocating, refina	ncing or obtaining som	ent of taxes is appropriate as opposed to the alternative public assistance.
(Attach	additional sheets if needed.)		
ONCER	us related to A	ssessment 4	Hadred.
	ON E	ON E. Reasons for Abatement Applicat 6:16 provides that an abatement may be grantolishing an assessment is disproportionate to olishing poverty and inability to pay the tax. ent. The taxpayer has the burden to prove g If claiming disproportionality, state with sp. Statements such as "taxes too high," "disprare insufficient. Generally, specificity requinot apply): 1. physical data—incorrect description market data—the property's market comparable sales or a professional and the town-wide less of the property's market value and the town-wide less of the property or inability to pay, state some other relief such as relocating, refinated Ansara v. City of Nashua, 118 N.H. 879 (1) (Attach additional sheets if needed.)	ON E. Reasons for Abatement Application 5:16 provides that an abatement may be granted for "good cause sholishing an assessment is disproportionate to market value and the roblishing poverty and inability to pay the tax. This form can be utilizent. The taxpayer has the burden to prove good cause for an abater of If claiming disproportionality, state with specificity all the reason. Statements such as "taxes too high," "disproportionately assessed are insufficient. Generally, specificity requires the taxpayer to pronot apply): 1. physical data — incorrect description or measurement of post market data — the property's market value on the April 1 and comparable sales or a professional opinion of value; and/such as a professional op

SECTION F. Taxpayer's(s') Opinion of Market Value State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal. Appeal Year Market Value \$_____ Town Parcel ID# Appeal Year Market Value \$_____ Town Parcel ID# Explain the basis for your value opinion(s). (Attach additional sheets if necessary.) SECTION G. Sales, Rental and/or Assessment Comparisons List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.) Sale Price/Date of Sale Rents Assessment Town Parcel ID# Street Address SECTION H. Certification by Party(ies) Applying Pursuant to BTLA Tax 203.02(d), the applicant(s) MUST sign the application. By signing below, the Party(ies) applying certifies (certify) and swear(s) under the penalties of RSA ch. 641 the application has a good faith basis, and the facts stated are true to the best of my/our knowledge. Date: February 24, 2002 Erica L. LEDY (Print Name) (Signature)

(Print Name)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1.	all certifications in Section H are true;					
2.	the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and					
3.	a copy of this form was sent to the Party(ies) applying.					
Date:	(Representative's Signature) (Print Name)					
SECT	ION J. <u>Disposition of Application* (For Use by Selectmen/Assessor)</u>					
writing	76:16, II states: the municipality "shall review the application and shall grant or deny the application in by July 1 after notice of tax date" nent Request: GRANTED Revised Assessment: \$\frac{70}{200}\tag{0}\tag{DENIED}					
Abateı	nent Request: GRANTED Revised Assessment. #					
Remar	See Assessor's Letter Attached					
Date:						
(Selec	etmen/Assessor Signature) (Selectmen/Assessor Signature)					
(Selec	etmen/Assessor Signature) (Selectmen/Assessor Signature)					
	(Selectmen/Assessor Signature)					



5/3/2022

ABATEMENT

To the Collector of Taxes.

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

Erica Ledy

Residence: 136 Village Green (2-232-I)/(5D-232-I avitar)

We have abated the amount of: \$1500 of value abated.

Refund \$48.84 of Tax + 1.07 (thru 5/5)=\$49.91

Per Order:				
Board of Sel	ectmei	n		

1

Avitar Associates of New England, Inc.

A Municipal Services Company

Received by TOWN OF HENNIKER

MAR 2 8 2022

SELECTMEN'S OFFICE

March 24, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendations – Champlin, Gregory B. & Judith A. Bates, David

Dear Wendy & Board Members;

Attached are my recommendations for the above-referenced abatement requests.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge Assessor Supervisor

ER/sjc Enclosures 706 Western Avenue

Bates

The taxpayer has filed for abatement on this 0.46 acre property improved with a 2.5 story colonial style home assessed at \$158,000. As basis for the abatement, the taxpayer stated (see their attached letter) essentially that they had recently purchased the property on August 2, 2021 for \$95,000 and that the assessment as of April 1, 2021 exceeds that and does not reflect its value in the condition it was in due to the January 2021 fire, as proven by their fair market purchase of the property. Besides their own purchase of the property, no appraisal or other market evidence to support their \$95,000 value opinion was provided. Due to the taxpayers concerns, I scheduled an appointment to visit the property and complete an interior inspection. The far left of the home was where the fire started and that was a complete loss, needed to be cleaned up, gutted and then completely rebuilt. The main colonial (26x30 section) got mostly smoke and water damage. However, it needs a complete renovation due to H20 stains, cracks throughout, all very rough and worn finish, missing floors in areas, sills/joist rot, uninhabitable, etc. MLS stated, "seeking owner to do a restoration or rebuild" as far as I can tell from my visit and MLS listing/pictures, that this house needs a complete renovation, extensive repairs, updates, etc. On April 1, 2021 (the assessment date), not only did the house need a complete renovation, it needed to be cleaned up and sections gutted before you could start anything, which needs to be accounted for. Therefore, I increased the depreciation for the "cost to cure" to account for all the work that was needed on April 1, 2021. The changes from my site visit reduced the assessment from \$158,000 to \$102,800 and I recommend an abatement on the \$55,200 value difference (\$55,200 x 2021 Tax Rate \$32.56/1,000 = \$1,797, plus statutory interest, if paid). The taxpayer should be aware that the assessment will be increased for 2022, as ongoing renovations and improvements are being made, etc.

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2021

INSTRUCTIONS

FEB # 2 2027

Building Planning & Zoning

- 1. Complete the application by typing or printing legibly in ink. This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.
- 2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

<u>DEADLINES</u>: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One:

Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Step Three: Municipality has until July 1 following the notice of tax to grant or deny the abatement application. Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but

not both. An appeal must be filed:

- 1) <u>no earlier than:</u> a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) <u>no later than September 1 following the notice of tax.</u>

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax:

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- 1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- 2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- 3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
- 4. Make a copy of this document for your own records.



FOR MUNICIPALITY USE ONLY:
Town File No.:
Taxpayer Name:

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A. Party(les) Applying (Owner(s)/Taxpayer(s))
Name(s): David Bates
Mailing Address: 706 Western Ave Henniker, NH
Mailing Address: 706 Western Ave Henniker, NH Telephone Nos.: (Home) (Cell) 3700 (Work) (Email) Rep. Bates & Live.
Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.
SECTION B. Party's(ies') Representative if other than Person(s) Applying (Also Complete Section A)
Name(s):
Mailing Address:
Telephone Nos.: (Home) (Cell) (Work) (Email)
SECTION C. Property(ies) for which Abatement is Sought
List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.
Town Parcel ID# Street Address/Town Description Assessment
2-377 706 Western Ave Residence \$ 158,000

SECTION D. Other Property(ies)

(Attach additional sheets if needed.)

proper	ty(ies) h	perty(ies) in the municipality owned in the nave not been sought. The taxpayer's expectated property(ies) is (are) disproportion	itire real property es	ven if abatements for the other state must be considered in determining
Town	Parcel II	D# Street Address/Town	Description	Assessment
		NA		
SECT	ION E.	Reasons for Abatement Application		
1) esta 2) esta	blishing blishing	ovides that an abatement may be granted g an assessment is disproportionate to mag g poverty and inability to pay the tax. The ne taxpayer has the burden to prove good	arket value and the nois form can be utili	nunicipality's level of assessment; or zed for either basis of requesting an
1)	If claiming disproportionality, state with specificity <u>all</u> the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market are insufficient. Generally, specificity requires the taxpayer to present material on the following (<u>al not apply</u>):			
2.	 3. 	physical data – incorrect description of market data – the property's market vaccomparable sales or a professional opilevel of assessment – the property's as market value and the town-wide level	alue on the April 1 a nion of value; and/o sessment is disprop	assessment date, supported by
Note:	If you l	have an appraisal or other documentation	on, please submit it	with this application.
2)	some o	ming poverty or inability to pay, state in other relief such as relocating, refinancing v. City of Nashua, 118 N.H. 879 (1978)	ng or obtaining som	

SECTION F. Taxpa	yer's(s') Opinion of Ma	arket Value	
State your opinion of t	he market value of the pro	operty(ies) appealed as of April 1 of the year under appeal.	
Town Parcel ID#	2-377	Appeal Year Market Value \$95,000	
Town Parcel ID#		Appeal Year Market Value \$	
Explain the basis for y	our value opinion(s). (At	ttach additional sheets if necessary.)	
See	attached		
SECTION G. Sales,	Rental and/or Assessm	ent Comparisons	
List the properties you income producing pro (Attach additional sheet	perty, list the comparable	v overassessment of your property(ies). If you are appealing a rental properties and their rents.	an
Town Parcel ID#	Street Address	Sale Price/Date of Sale Rents Assessmen	nt
	€(
	2:		
SECTION H. Certi	fication by Party(ies) A	pplying	
applying certifies (cer	x 203.02(d), the applicant tify) and swear(s) under the true to the best of my/or		(ies) basis,
Date: 2-23	1-22	Ocard Bates (Signature) David Bates	
Date.		(Signature)	
		David Bates	
		(Print Name)	
		(Signature)	
		(Print Name)	

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1.	all certifications in Section H are true;			
2.	the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and			
3.	a copy of this form was sent to the Party(ies) applying.			
Date:	e: (Representative's Signature) (Print Name)			
SECT	CTION J. <u>Disposition of Application* (For Use by Selectmen/Assessor)</u>			
writing	SA 76:16, II states: the municipality "shall review the application and shall grant or deny the application by July 1 after notice of tax date"			
Abater	ntement Request: GRANTED Revised Assessment: \$_\(\frac{102}{800}\) DENIED _			
Remar	See Assessors Letter Attached			
Date:	te:			
(Selec	electmen/Assessor Signature) (Selectmen/Assessor Signature)			
(Selec	electmen/Assessor Signature) (Selectmen/Assessor Signature)			
	(Selectmen/Assessor Signature)			



ABATEMENT

5/3/2022

To the Collector of Taxes.

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

David Bates

Residence: 706 Western Avenue (2-377) / (5C-377 avitar)

We have abated the amount of: \$55,200 of value abated.

Refund \$1797.00 of Tax + 37.81 int (thru 5/5)=\$1834.81

Per Order:		
B 1 (0) (
Board of Selectme	en	



Avitar Associates of New England, Inc.

A Municipal Services Company

Received by TOWN OF HENNIKER

MAR 2 8 2022

SELECTMEN'S OFFICE

March 24, 2022

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Abatement Recommendations - Champlin, Gregory B. & Judith A. Bates, David

Dear Wendy & Board Members;

Attached are my recommendations for the above-referenced abatement requests.

As always, should you have questions or concerns, please do not hesitate to contact me.

Sincerely,

Evan Roberge

Assessor Supervisor

ER/sjc Enclosures

Abatement Recommendation

PID#1-282 (Map 6, Lot 282)

678 Dodge Hill Road

Champlin

The taxpayers have filed for abatement on this 5.9 acre property improved with a 1.50 story cape style home assessed at \$258,537. As basis for the abatement, the taxpayers state the physical data is not correct. The property record card lists three outbuildings, but there is only one. Further, indicating it has been incorrect since they purchased the property in 1999 and was not corrected during the 2007 assessment. No opinion of value, appraisal or any market evidence was provided to contest the total assessment. Due to the taxpayers concerns on the physical data, I scheduled a site visit on March 15, 2022. While the taxpayer only has one outbuilding structure, due to the shape and the fact there are two different classifications (pole barn and shed equipment), it has to be recorded on the property record card (PRC) separately. I corrected the measurements of the equipment shed, pole barn and removed a 64 sq. ft. shed that is no longer on the property. Additionally, while the sauna is still in the house, it is inoperable and currently being used as a closet; therefore, I adjusted the condition accordingly. The changes from my site visit reduced the assessment from \$258,537 to \$255,637 and I recommend an abatement on the \$2,900 value difference (\$2,900 x 2021 Tax Rate of \$32.56/1,000 = \$94 + statutory interest, if paid).

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2021

INSTRUCTIONS

1. Complete the application by typing or printing legibly in ink.

This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.

2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

<u>DEADLINES</u>: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One:

Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.

Step Two: Municipality has until July 1 following the notice of tax to grant or deny the abatement application.

Step Three:

Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but

not both. An appeal must be filed:

1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and

2) <u>no later than</u> September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One:

2 months after notice of tax;

Step Two:

6 months after notice of tax; and

Step Three:

8 months after notice of tax.

FORM COMPLETION GUIDELINES:

- 1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
- 2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment + ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
- 3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
- 4. Make a copy of this document for your own records.

TOWN OF HENNIKER

Planning & Zoning

FOR MUNICIPALITY USE ONLY:
Town File No.:
Taxpayer Name:

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A.	Party(ies)	Applying (Owner(s)/Tax	xpayer(s))		
Name(s):	רוסטוד	HA. a GREGOR	Y B. CHAMP	-11/	
Mailing Addre	ss: <u>6</u>	78 DONGE HIL	LRO. HENNI	KER NH	_
Telephone Nos	s.: (Home)_	(Cell) <u>308-9</u>	<u>OF</u> (Work)	(Email)	_
accordance wit to the United S an abatement v security number federal tax idea under RSA 91-	th RSA 76:1 states International interest, er or federal intification in -A.	7-a. Any interest paid to a likevenue Service, in accurate taxpayer shall provide tax identification number formation as confidential	the applicant must be a ordance with federal late the municipality with Municipalities shall and exempt from a pu	treat the social security or blic information request	
SECTION B.	Party's(ies	2') Representative if other	er than Person(s) Ap	olying (Also Complete Section	on A
Name(s):					_
Mailing Addre	ess:		" *		
Telephone Nos	s.: (Home) _	(Cell)	(Work)	(Email)	
SECTION C.	Property(es) for which Abatemen	at is Sought		
		mber, the actual street ado of the parcel, and the asse		property for which abatemen	t is
Town Parcel II	D# Str	eet Address/Town	<u>Description</u>	Assessment	
1-282	678Dax	EHILLRO, HENNIKER	RESIDENTIAL	\$ 266,700	_
					_
					_
					_

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

Town Parcel ID#	Street Address/Town	<u>Description</u>	<u>Assessment</u>	
1-283	E/S DODGE HILB, HO	DNIKEN, FARD WOOD	\$8,500	
		1		
				_

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity <u>all</u> the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (<u>all may not apply</u>):
- physical data incorrect description or measurement of property;
 market data the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - 3. <u>level of assessment</u> the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance.

Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

PHYSICAL DATA IS NOT CORRECT. PROPERTY IS NISTED AS HAVING
THREE (3) OUT BUILDINGS BUT THE PROPERTY HAS ONLY ONE (1) OUT BUILDING,
THIS HAS BEEN INCORDED SINCE WE PURCHASED THE PROPERTY IN 1999
AND WAS NOT CORRECTED DURING THE 2007 ASSESSMENT,

SECTION F. Taxpayer's(s') Opinion of Market Value

State your opinion of the market va	lue of the property(ies) appealed as of April 1 of the year under appeal.
Town Parcel ID#	Appeal Year Market Value \$
Town Parcel ID#	Appeal Year Market Value \$
-	inion(s). (Attach additional sheets if necessary.)
	upon to show overassessment of your property(ies). If you are appealing an ecomparable rental properties and their rents.
Town Parcel ID# Street Add	dress Sale Price/Date of Sale Rents Assessment
SECTION H. Certification by 1	Party(ies) Applying
	the applicant(s) MUST sign the application. By signing below, the Party(ies) ear(s) under the penalties of RSA ch. 641 the application has a good faith basis, best of my/our knowledge.
Date: $\frac{2/11/2022}{}$	(Signature)
	JUDITH A. CHAMPLIN
	(Print Name)
	(Signature)
	GREGORY B. CHAMPLIN
	(Print Name)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1.	all certifications in Section H are true;				
2.	the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and				
3.	a copy of this form was sent to the Party(ies) applying.				
Date:	(Representative's Signature) (Print Name)				
SECT	TON J. <u>Disposition of Application* (For Use by Selectmen/Assessor)</u>				
	76:16, II states: the municipality "shall review the application and shall grant or deny the application in g by July 1 after notice of tax date"	n			
Abaten	ment Request: GRANTED Revised Assessment: \$_\(\frac{155}{637.}\) DENIED				
Remarl	See Assessor's Letter Attached				
Date:					
(Selecti	tmen/Assessor Signature) (Selectmen/Assessor Signature)				
(Selecti	tmen/Assessor Signature) (Selectmen/Assessor Signature)				
	(Selectmen/Assessor Signature)				



5/3/2022

ABATEMENT

To the Collector of Taxes.

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

Judith & Gregory Champlin

Residence: 678 Dodge Hill Road (1-282)/(6-282 avitar)

We have abated the amount of: \$2900 of value abated.

Refund \$94.00 of Tax + 2.05 (thru 5/5)=\$96.05

Per Order:		
Board of Sele	ectmen	

INTENT TO EXCAVATE CHECKLIST

Date received 4/18/22	Office ID# 22 - 213 - 09 8
Owner's name Suzanne D. Dolbins Rev.	Lot # 1/0/8
Route to: Planning Board/Consultant approval / VUS / OK See	Date 4/18/23
Items 1 - 16 Complete	email
Missing items:	
1 Town/City	15 Original with \$\cdot\\$100
2 Tax map/lot	Original with no fee
3 Name of road using	Supplemental with \$100
4 Acreage of lot/acreage to be cut	Supplemental with no fee
5 Date of permit per RSA 155:E2 or	16 Owner(s) signatures and mailing
6 Date of report, per RSA 155-E:2I (d)	address
7 Permit number per RSA 485-A:17, if any	Date sent to town
8 Incidental construction/155-E Exception	
9 Total permitted area (acres)	
10 Excavation area (acres) as of April 1	
11 Reclaimed area (acres) as of April 1	
12 Remaining cubic yards of earth to excavate	
13 Type of ownership	
14 Description of earth to be removed	
(A) and	
Taxes current (Yes) No	
Security bond required Yes No	\$ Amount
Date paid Date returned	
Driveway permit needed Yes No	Initialed
Notes/	
Comments	

excel/itc checklist

FORM PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO EXCAVATE

RSA 72-B

to March 31,2023	or Tax Year April 1,2022		d by Municipality)	(Assigne
15. CHECK THE BO		OP#	TOWN	YR
ORIGINAL W	E	- 69	213	22-

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

1. Town/City of: HENDINER
2. Tax Map/Block/Lot #: 678
3. Name of Access Road: COLBY CROSSING RO
4. Total Acreage of Lot: 22.4
5. Date of Permit per RSA 155-E:2:
or (Municipal Excavation Permit) 6. Date of Report, if required, per RSA 155-E:2, I (d):
7. Permit Number per RSA 485-A:17, if any:
(Alteration of Terrain Permit, 8. Incidental Construction/155-E:2-a Exception: Check if YES
9. Total Permitted Area (acres):
10. Excavation Area (acres) as of April 1:
11. Reclaimed Area (acres) as of April 1:
12. Remaining Cubic Yards of Earth to Excavate: 200,000
3. Type of Ownership:
Owner of land
Previous owner retaining deeded earth excavation rights
Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE		ESTIMATED CUBIC YARDS (CY)
GRAVEL		1,000
SAND		
LOAM		
STONE PRODUCTS		
OTHER ()	
TOTAL		1,000

Received by TOWN OF HENNIKER

FOR DRA USE ONLY

APR 18 202

SELECTMEN'S OFFICE

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

15. CHECK THE BOX THAT DES	SCRIBES THIS INTENT
----------------------------	---------------------

ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)

ORIGINAL WITH NO FEE

(excavation of 1,000 cubic yards or less)

SUPPLEMENTAL WITH \$100 FEE

(exceeding original estimate of 1,000 cubic yards or less)

SUPPLEMENTAL WITH NO FEE

(fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

SUZANUE DOB3+5 TO-UST, CALGO DOBO PRINT CLEARLY OR TYPE NAME OF OWNER	MWS TRUSTER
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)	4/14/22 DATE SIGNED
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)	
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)	DATE SIGNED
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)	
PO BOX 802 MAILING ADDRESS	
HEWNINGS CITY OR TOWN STATE ZIP	03242 CODE

22 DATE INTENT SENT TO TOWN:

E-MAIL REPORT & CERTIFICATE?

If NO, Report and Certificate will be mailed to the address above.

CELL PHONE (Enter number without dashes)

YES 🔘 NO 🔯

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$

603 429 8015 HOME PHONE (Enter number without dashes)

E-MAIL ADDRESS

Security Posted (Bond, Certified Check, etc.) \$

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- 1. All owners of record have signed the Intent;
- 2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- 3. The form is complete; and
- 4. Any bond required under RSA 72-B:5 has been received.
- 5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

PA-38

INTENT TO EXCAVATE CHECKLIST

11/2 -10	11 212 112
Date received 4/28/22	Office ID# <u>22-213-10</u>
Owner's name Michie Corp	Lot # 1/587-A
Route to: Planning Board/Consultant approval	ma. Date 4/28/22
Items 1 - 16 Complete	
Missing items:	
1 Town/City	15 Original with \$100
2 Tax map/lot	Original with no fee
3 Name of road using	Supplemental with \$100
4 Acreage of lot/acreage to be cut	Supplemental with no fee
5 Date of permit per RSA 155:E2 or	16 Owner(s) signatures and mailing
6 Date of report, per RSA 155-E:2I (d)	address
7 Permit number per RSA 485-A:17, if any	Date sent to town
8 Incidental construction/155-E Exception	
9 Total permitted area (acres)	
10 Excavation area (acres) as of April 1	
11 Reclaimed area (acres) as of April 1	
12 Remaining cubic yards of earth to excavat	te
13 Type of ownership	
14 Description of earth to be removed	
Taxes current Yes No	
Security bond required Yes No	\$ Amount
Date paid Date returned	
Driveway permit needed Yes No	o Initialed
Notes/	
Comments	

excel/itc checklist

FORM 20

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

PA-38	RSA 7.		
(Assigned by Municipality)	For Tax Year April 1,202		
YR TOWN	OP#	15. CHECK THE BOX THAT DESCRIBES THIS II	NTENT
24.9112	- [/ [O] - [E]	ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire	a)
PLEASE TYPE or PRINT (If filling	in form on-line; use TAB key to move through fields)	ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)	
1. Town/City of:	niker	O SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic	c yards or less)
2. Tax Map/Block/Lot #:	1 L587.A	SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)	
3. Name of Access Road: P	ste 114	 We hereby assume responsibility for reporting within 30 days of completion or by the end of the 	
4. Total Acreage of Lot: 110	1.4 +/-acres	comes first. (If a Corporation, an Officer must s	sign.)
5. Date of Permit per RSA 155-E	(Municipal Excavation Permit)	PRINT CLEARLY OR TYPE NAME OF OWNER	100
or	(Municipal Excavation Permit)	THIN OF THE PARTY OF OWNER	4.21.22
6. Date of Report, if required, per	r RSA 155-E:2, I (d):	SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)	DATE SIGNED
7. Permit Number per RSA 485-/			
3. Incidental Construction/155-E:	(Alteration of Terrain Permit) 2-a Exception: Check if YES	PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)	
9. Total Permitted Area (acres):	110.6 1- acres	SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)	DATE SIGNED
10. Excavation Area (acres) as of	April 1:85 ⁺ /	PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)	
11. Reclaimed Area (acres) as of	April 1: 4.5 acrcs	PO BOX 876 MAILING ADDRESS	
12. Remaining Cubic Yards of Ea	rth to Excavate:	Hennike- N	H 03242
3. Type of Ownership:		CITY OR TOWN STA	ZIPCODE
Owner of land		ionana, michicemich	necorp. con
Previous owner retaining	deeded earth excavation rights	HOME PHONE (Enter number without dashes) CELL PHONE (E	Enter number without dashes)
Owner of earth or earth (Fed., State, Municipal, elands or right-of-ways)	excavation rights on public lands etc) or, removes earth from public	DATE INTENT SENT TO TOWN: 4-21	
•	O DE EVONVATED BUIDING TAV VEAD	E-MAIL REPORT & CERTIFICATE? If NO, Report and Certificate will be mailed to the address	YES 🕅 NO 🔵
	O BE EXCAVATED DURING TAX YEAR	TO DE COMO ETTO DV MINIGIPAL ACCES	CINIC OFFICIAL C
EARTH TYPE	ESTIMATED CUBIC YARDS (CY)	TO BE COMPLETED BY MUNICIPAL ASSES: Amount of Security Required \$	SING OFFICIALS
GRAVEL	35006	Security Posted (Bond, Certified Check, etc.) \$	
SAND	40 000	SIGNATURES OF MUNICIPAL ASSESSING O	FFICIALS & DATE
LOAM		The Municipal Assessing Officials hereby acknowledge of Intent to Excavate and certify that:	e receipt of the Notice
STONE PRODUCTS		 All owners of record have signed the Intent; If the land is in Current Use, the land use chang 	e tax shall be assessed
OTHER ()		on the non-qualifying land; 3. The form is complete; and	
TOTAL	75006	Any bond required under RSA 72-B:5 has been The Tax Collector shall be notified within 30 day pursuant to RSA 72-B:8	
	Received by		
	TOWN OF HENNIKER	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
FOR DRA USE ONLY	APR 2 8 2022	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
		SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

SELECTMEN'S OFFICE

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

PA-38

DATE

DATE

INTENT TO EXCAVATE CHECKLIST

Owner's name White Mtn. Rocast LLC Route to: Planning Board/Consultant approval See Items 1 - 16 Complete Missing items:	Office ID# <u>22-213-11-7</u> Lot # <u>1/549-73</u> Date <u>4/28/22</u>
1 Town/City 2 Tax map/lot 3 Name of road using 4 Acreage of lot/acreage to be cut 5 Date of permit per RSA 155:E2 or 6 Date of report, per RSA 155-E:2! (d) 7 Permit number per RSA 485-A:17, if any 8 Incidental construction/155-E Exception 9 Total permitted area (acres) 10 Excavation area (acres) as of April 1 11 Reclaimed area (acres) as of April 1 12 Remaining cubic yards of earth to excavate 13 Type of ownership 14 Description of earth to be removed	15 Original with \$100 Original with no fee Supplemental with \$100 Supplemental with no fee 16 Owner(s) signatures and mailing address Date sent to town
Taxes current Security bond required Date paid Driveway permit needed No Notes/ Comments	\$ AmountInitialed

excel/itc checklist

FORM PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO EXCAVATE

RSA 72-B

x Year April 1, 2022 to March 31, 262 3	For Ta			lity)	unicipa	d by M	signe	(Ass	
15. CHECK THE BOX		OP#		•	IWOT				Y
O. CRECK THE BOX	J - E	1 1] _	2	1	1		1	า
ORIGINAL WIT	1 - -	[]	-	1.2		0	- 1	0	ー

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fiel
1. Town/City of: Henniker
2. Tax Map/Block/Lot #: MIL1549 F3
3. Name of Access Road: Old Concord R
4. Total Acreage of Lot:
5. Date of Permit per RSA 155-E:2:
OF (Municipal Excavation Permit) 6. Date of Report, if required, per RSA 155-E:2, I (d):
7. Permit Number per RSA 485-A:17, if any:
(Alteration of Terrain Permit) 8. Incidental Construction/155-E:2-a Exception: Check if YES
9. Total Permitted Area (acres):
10. Excavation Area (acres) as of April 1:
11. Reclaimed Area (acres) as of April 1:
12. Remaining Cubic Yards of Earth to Excavate:
13. Type of Ownership:
Owner of land
Previous owner retaining deeded earth excavation rights
Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE		ESTIMATED CUBIC YARDS (CY)
GRAVEL		8CO
SAND		200
LOAM		
STONE PRODUCTS		
OTHER ()	
TOTAL		1000

Received by TOWN OF HENNIKER

FOR DRA USE ONLY

APR 2 8 2022

SELECTMEN'S OFFICE

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING **OFFICIALS**

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

	ORIGINAL WITH \$100 FEE
U	(check payable to State of New Hampshire)

ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)

SUPPLEMENTAL WITH \$100 FEE

(exceeding original estimate of 1,000 cubic yards or less)

SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

White Mtn Precast	- LLC
PRINT CLEARLY OR TYPE NAME OF OWNER	
	4.21.22
SIGNATURE (IT INK) OF OWNER(S) OR OFFICER(S)	DATE SIGNED
PRINT GNATORY NAME (AND TITLE IF APPLICABLE)	
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)	DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

Po Box 876 MAILING ADDRESS		
Hennike- CITY OR TOWN		C.3242 ZIPCODE
Schanna, michieen	nichi	c corp.co

MAIL ADDRESS 603 428

HOME PHONE (Enter number without dashes) | CELL PHONE (Enter number without dashes) 4-21-22 DATE INTENT SENT TO TOWN:

E-MAIL REPORT & CERTIFICATE? YES (X) NO (If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$

Security Posted (Bond, Certified Check, etc.) \$

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- 1. All owners of record have signed the Intent;
- 2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- 3. The form is complete; and
- 4. Any bond required under RSA 72-B:5 has been received.
- 5. The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

PA-38

Rev 06/2016

INTENT TO CUT CHECKLIST

	1 1				
Date received	4/20/22	-			22-213-01-T
Owner's name	Elizaboth	Swoon	ey	Lot #	map 2 Lots 9/4 9/A
Route to: Hig	ghway Superintende	ent	0	Conservation Commissi	ion
Items 1 - 10 Comple	ete		Ma	p information complete	no Map
Missing items:			M	issing items:	·
1 To	wn/City			1 Area(s) to b	e cut
	x map/lot			2 Road to be	
	iginal/supplementa	I		3 Landing(s)	
	me of road using				ess onto town road
	reage of lot/acreage	e to be cut			
6 Туј	pe of ownership				
7 SIG	NATURES OF OWN	ER(S) OF RECO	ORD		
AD	DRESS OF OWNER(S)	2		
TE	LEPHONE NUMBER	OF OWNER(S)			
8 De	scription of wood o	or timber to be	e cut		
	rsonal use amount			w	
	GGER/FORESTER SI				
	GGER/FORESTER PF				
LO	GGER/FORESTER PH	HONE NUMBE	R/ADDRES	55	
Taxes current Security bond required Date paid	ired (big)	Yes Yes Date returne	No No	\$ Amount	
Driveway permit no	eeded	Yes	No	Initialed	
Dood hand samiles	.1	Yes	No	\$ Amount	
Road bond require Date paid	ū	Date returne		Ş Amount_	· · · · · · · · · · · · · · · · · · ·
Date paid		_ Date returne	eu		
Permission to Haul	Form	Yes	No	Date received	
Wetlands permit re	quired	Yes	No	Date received	
Notes/					
Comments					
					·

excel/itc checklist

TOWN OF HENNIKER NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION **FORM** NOTICE OF INTENT TO CUT WOOD OR TIMBER PA-7 APR 2 0 2022 (Assigned by Municipality) YR TOWN OP# For Tax Year April 1, to March 31, Building Planning & Zoning 8. Description of Wood or Timber To Be Cut PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields) **Species Estimated Amount To Be Cut** White Pine 1. Town/City of: MBF 2, Tax Map/Block/Lot or USFS Sale Name & Unit No. Hemlock MBF 900 Red Pine MBF Spruce & Fir 3. Intent Type: Original/ Supplemental MBF Hard Maple MBF 4. Name of Access Road: White Birch MBF 5a. Acreage of Lot: Yellow Birch MBF 5b. Anticipated Start Date: Oak MBF 6. Type of ownership (check only one) Ash a. Owner of Land and Stumpage (Sole Owner) MBF Soft Maple b. Owner of Land and Stumpage (Joint Tenants) MBF Beech/Pallet/Tie & Mat Logs/ c. Owner of Land and Stumpage (Tenants in Common) MBF d. Previous owner retaining deeded timber rights MBF Other (Specify) e. Owner/Purchaser of stumpage & timber rights on public Tons Pulpwood lands (Fed., State, municipal, etc.) or Utility Easements Spruce & Fir REPORT OF CUT / CERTIFICATE TO BE SENT TO: Hardwood & Aspen OR LOGGER / FORESTER OWNER () Pine BY MAIL () OR E-MAIL Hemlock 7. I/We hereby accept responsibility for reporting all timber cut within 60 Biomass Chips days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may Miscellaneous be assessed. (If a corporation, an officer must sign.) High Grade Spruce/Fir Tons Attach a signature page for additional owners. Cordwood & Fuelwood Cords 9. Species and Amount of Wood or Timber For Personal Use or DATE SIGNED ink) OF OWNER(S) OR CORPORATE OFFICER(S) SIGNATURE Exempt.See exemptions on back of form. 1001 Amount: Species PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S) 10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S) SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT דבת MAILING ADDRESS HEISUN PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT 0324 STATE ZIPCODE CITY OR TOWN MAILING ADDRESS 0324 E-MAIL ADDRESS Henn ZIPÇODE CITY OR TOWN STATE 428 303-438 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes) E-MAIL ADDRESS PHONE NUMBER FOR MUNICIPAL ASSESSING OFFICIALS ONLY 4. Any timber tax bond required has been received. The Selectmen/Municipal Assessing Officials hereby certify that: Date: 1. All owners of record have signed the Intent; 5. The tax collector will be notified within 30 days of receipt 2. The land is not under the Current Use Unproductive category; pursuant to RSA 79:10. 3. The form is complete and accurate; and 6. This form to be forwarded to DRA within 30 days. SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL

DATE

DATE

Received By

Rev 04/2019



Avitar Associates of New England, Inc.

A Municipal Services Company

Received by TOWN OF HENNIKER

APR 1 4 2022

April 11, 2022

SELECTMEN'S OFFICE

Town of Henniker Wendy Baker Board of Selectmen 18 Depot Hill Road Henniker, NH 03242

Re: Update Contract Amendment/Clarification

Dear Wendy & Board Members;

We were just reviewing the executed update contract and noticed that it lists Avitar as performing the valuation of the utility properties in Town. When I first met with Joe and we were discussing exactly what the Town would need, he was very clear that Sansoucy does your utility valuation including the valuation of your cell towers and when we prepared the contract we neglected to identify these facts. To that end and to clarify the record, attached you will find an amendment that should be signed and returned to Avitar ASAP. I will then sign and execute the amendment. I will return the original to you with a copy to DRA. This will ensure we are all on the same page.

Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Loren J. Martin, CNHA, Sr. Assessor Director, Assessing Operations

LJM/sjc Enclosure

Addendum to Henniker 2022 Update Agreement now known as Full Statistical Revaluation

This addendum to the Henniker 2022 Update Agreement Section 5. Conduct Valuation of Public Utility Property as follows:

5. CONDUCT VALUATION OF PUBLIC UTILITY PROPERTY – To be done by another, including Cell Towers

5.1 Utility distribution property will be valued pursuant to the law established as a result of HB700. Utility transmission property will be valued by Avitar considering the three approaches to value like any other property in town, where applicable. We will first consider the cost approach (RCNLD), then the income approach, if applicable and if data exists. Then the market sales approach, based on small self contained utilities, will be used when arms length sales exist that are not governed by state or federal agencies or any combination we feel appropriate unless directed otherwise by the town in writing, unless otherwise governed by law.

Agreement Execution

In the presence of:	Municipality of: <u>Henniker, N.H.</u>
	By:
Witness	
	Board of Selectmen
	Date:
In the presence of:	Company: Avitar Associates of N.E., Inc.
	By:
Witness	Loren J. Martin, Director of Assessing Operations or Gary J. Roberge, CEO
	Date:
	By:
	Michelle Twombly, CFO or Gary J. Roberge, CEO
	Date:



Town of Henniker **Board of Selectmen**

Consent Agenda

Motion To accept \$1500.00 on behalf of the Henniker Concert Committee donated by the attached list of generous contributors.

Date:	5/3/2022
	Kris Blomback Chair
	Peter Flynn, Vice Chair
	Tia Hooper, Selectwoman
	Scott Osgood, Selectman
	William Marko, Selectman

Henniker Family Dentistry	3569	600
Gerald Walsh	992	100
Fantasy Hair Salon	cash	100
Karol Dermon	7346	100
John Bopp	395	100
Susan Adams	391	100
Grazing Goats (Colby Hill)	2600	300
Henniker Fitness		100
Total		\$1,500.00

NC NH 1168

TOWN OF HENNIKER, NEW HAMPSHIRE

04/27/2022

Ronald Taylor, Treasurer

Henniker, NH

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

Dear Mr Taylor:

Please allow this letter to serve as a request to withdraw \$29,480.27 from the Bonds held account to reimburse the general fund for reimbursements made to taxpayers for road bonds held and payments to Tax Collector for Intents to Cut.

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

Bonds held, reimbursed or paid to tax collector:

2012 Town of Henniker/Refund Lucas Trking	2,285.40
2012 Paul George refund	2,449.00
2013 Charles Rose/Town of Henniker	1,075.00
2013 Town of Henniker/Lot 608	1,448.71
2013 Town of Henniker/DH Hardwick	2,780.75
2013 Town of Henniker/P McCormick	2,542.50
2015 Town of Henniker /timber 1-388	991.00
2015 Town of Henniker/timber 1-727	1,126.00
2015 Town of Henniker Diamond Drive (pavement)	9,000.00
2018 Town of Henniker timber 1-579	1,082.00
2021 Town of Henniker 1-599	3,452.31
Total	28,232.67
Housekeeping Items from prior to 2010	
2022 Return timber bond to Buck Hill Farm	736.50
2022 Intent to cut Miller	108.00
2022 Intent to cut Tucker	83.45
2022 Intent to cut St Laurent	60.00
2022 Intent to cut Eastern Logging	0.27
2022 Dump Hauler (Denning owed to TOH for dump fees)	129.69
2022 Dump Hauler (Trash PU owed to TOH for dump fees)	129.69
Total	1,247.60
Gross Total	29,480.27



TOWN OF HENNIKER, NEW HAMPSHIRE

May 3, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

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

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Henniker NH 03242
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(Dial 911 for an Emergency)
Fx (603) 428-7628

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$409,390 from the Road Maintenance ETF which represents the balance of the monies spent in 2021.

Please find attached copies of the invoices showing sufficient disbursement. Henniker Crushed Stone, Busby Construction and KA Stevens.

Also, please find attached a copy of the MS-9 with the appropriate fund indicated Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

TRUSTEES OF THE TRUST FUND: CAPITAL RESERVE – FORM MS-9

REPORT OF THE TRUST FUNDS OF THE TOWN OF HENNIKER, NH ON DECEMBER 31, 2021 CAPITAL RESERVE MS-9

									INCOME			
DATE OF CREATION	NAME OF TRUST FUND	BALANCE BEGINNING YEAR	Corrections 2020	corrected beginning belance	ADDITIONS/NEW RUNDS CREATED	WITHDRAWALS	BALANCE END YEAR	BEGINNING YEAR	DURING YEAR AMOUNT	EXPENDED DURING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME
1/1/1900	L/1/1900 EDUCATIONALLY HANDICAPPED FUND 580	184,644,44		184,644,44			184,644,44	23.559.00	192.38		28,751,38	213.395.82
1/1/2007	1/1/2007 DBRARY CARD CATALOG 581			0,00			00.00	0,08	0.00		0,08	0.08
17771588	1/1/1968 AMBULANCE FUND 582	270,400.00		270,400.00	70,000.00	(275,000,00)	65,400.00	6,474.19	151.12		6,625.31	72,025.31
1/1/1999	1/1/1999 POLICE STATION FUND SB3	105,000.00		105,000,00	50,000.00		155,000,00	437.08	92,69		529.77	155,529,77
1/1/1900	1/1/1900 SCHOOL BLDG MAINT EXP 594	130,217.65	20,000.00	150,217.65			150,217.65	21,714.51	137.09		21,851.60	172,069,25
1/1/2000	1/1/2000 UBRARY BLDG FUND 586	3,377.41		3,377.41			3,377.41	1,850.97	4.71		1,855.68	5, 233.09
1/1/1999	1/1/1999 FIRE-RESCUE BLDG FUND 537	1,300.97	41,400.00	42,700.97		(41,400.00)	1,300.97	4,963.70	5.66		4,969.36	6,270.33
1/1/2001	1/1/2001 FIRE TRUCK FUND 583	00:00		0.00			0.00	422.70	0.39		423.09	423.09
1/1/1900	1/1/1900 COMMUNITY CENTER FUND 589	3,245.02		3,245,02			3,245,02	260,69	3.42		564.11	3,809,13
1/1/1900	1/1/1900 SKATE PARK FUIND 590	325,70	_	325.70			325.70	68,70	0.36		90'69	394.76
17172003	L/1/2003 RE-EVALUATION FUND 591	60,000,00		60,000,00	20,000,00	(20,929,00)	29,071.00	564.13	54.65		618.78	29,689.78
1/1/2007	1/1/2007 LAND PURCHASE 592	0.00		000			0,00	113.29	0.12		113.41	113.41
1/1/2007	1/1/2007 HIGHWAY EQUIPMENT 593	27,283.00		27,283.00	150,000.00		177,283.00	2,031.78	25.21		2,056.99	179,339,99
1/1/2008	1/1/2008 BRIDGE REPAIR FUND 594	50,002.00		50,002.00	10,000.00		60,002,00	652.23	45.19		697.48	60,699.48
1/1/2008	1/1/2008 ATHLETIC FIELD FUND 595	2,250.06		2,250.06			2,250.06	275.72	2,27		277.99	2,528.05
1/1/1900	1/1/1300 FIRE & LADDER TRUCK 596	7.00		1.00			1.00	0.01	0.00		0.01	1.01
1/1/2009	1/1/2009 OLD HOME DAY 597	3,459.00		3,459.00			3,459.00	35.19	3.18		38,37	3,497,37
1/1/1900	L/1/1900 TECHNOLOGY EQUIPMENT 598	49,633,69		49,633,69			49,633,69	1,013,97	45.67		1,059,64	50.693.33
1/1/2016	1/1/2016 TUCKER FREE UBRARY 470	0,00		0,00			00.00	3,77	0.00		3,77	3,77
1/1/2016	71/2016 FIRE EQUIPMENT 471	384,248.00		384,248.00	100.000.00		484,248,00	2,556.66	346.55	_	2,903,21	487,151.21
7.005/1/1	1/1/2017 TRANSFER STATION 991.	45,000.00		45,000.00			45,000,00	149.23	39.50		138.73	45,188.73
1,71,2019	1/1/2019 ROAD MAINTENANCE 1.18	1,352,990.00		1,352,990,00	600,000.00	(1,122,829.00)	830,167.00	4,003.66	1,187.39		5,191.05	835,358.05
1/1/2019	1/1/2019 TOWN OWNED BUILDINGS 119	5,001.00		5,001.00	20,000.00		25,001.00	00.00	4.25		4.25	25,005,25
1/1/2019	1/1/2013 TOWN OWNED VEHICLES 120	100		100			1.00	0.01	0.00		0.01	1.01
1/1/2019	1/1/2019 HIGHWAY BUILDING MAINTENANCE 121	700		1,00			1.00	00'0	0.00		00.00	1,00
1/1/2020	1/1/2020 TOWN TECHNOLOGY FUND 385	25,000.00		25,000,00	125,000.00	(21,410.00)	128,590.00	00'0	00.0		00:00	128,590,00
1/1/2020	L/1/2020 PARKS EQUIPMENT ETF 386	15,000,00		15,000,00	2,500,00	(9,934,00)	7,566.00	0.01	0.00		000	7,566,01
17172020	171/2020 POLICE EQUIPMENT ETF 387	2,500.00		2,500.00	5,000,00	00:00	7,500,00	0.01	0.00		0,01	7,500.01
0205/1/1	VIZOZO WASTEWATER MAINTENANCE CRF	000		0.00	1.00	0.00	700	0.00	00.00		0.00	1.00
									-			
	Totals	2.720.880.94	61.400.00	2 787 780 94	1.152.501.00	(1 501 405 00)	7 A13 204 GA	76 461 56	00 150	8	11 000	0000000
		The second secon	Control from	2,100,210,000	000000000000000000000000000000000000000	(4,024,420,00)		CCTC+ 0/	09.1+C+	0,00	78,735.L5	2,492,079.09

Henniker Sand & Gravel Co., Inc.

dba HENNIKER CRUSHED STONE PO BOX 2040 HENNIKER, NH 03242-2040 (603) 428-7756

Statement

DATE

10/31/2021

BILL TO	
TOWN OF HENNIKER 18 DEPOT HILL ROAD HENNIKER, NH 03242	

				Account #	AMOUNT DUE
				HENNTW	\$17,790.20
DATE		DESCRIPTION		AMOUNT	BALANCE
09/30/2021 10/04/2021 10/04/2021 10/04/2021 10/05/2021 10/05/2021 10/06/2021 10/06/2021 10/06/2021 10/06/2021 10/07/2021 10/12/2021 10/12/2021 10/13/2021 10/13/2021 10/13/2021 10/14/2021 10/14/2021 10/18/2021 10/18/2021 10/18/2021 10/20/2021 10/27/2021 10/27/2021	Balance forward INV #361536. INV #361568. INV #361581. INV #361609. INV #361671. INV #361670. INV #361702. INV #361770. INV #362009. INV #362039. INV #362039. INV #362136. INV #362136. INV #362361. INV #362392. INV #362518. PMT #96592. INV #362920. INV #362921.	Date <u>11/8/21</u> Acct. # 4903 - 0	arian may a managam na sanagam na	209.04 189.72 98.52 180.84 138.84 195.36 162.72 134.64 114.48 190.56 198.60 192.60 160.92 113.52 136.20 192.00 194.28 189.12 189.48 173.88 98.30 -4,505.40 274.92 277.68 199.08	4,505.40 4,714.44 4,904.16 5,002.68 5,183.52 5,322.36 5,517.72 5,680.44 5,815.08 5,929.56 6,120.12 6,318.72 6,511.32 6,672.24 6,785.76 6,921.96 7,113.96 7,308.24 7,497.36 7,686.84 7,860.72 7,959.02 3,453.62 3,728.54 4,006.22 4,205.30
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
17,790.20	0.00	0.00	0.00	0.00	\$17,790.20

DELINQUENT ACCOUNTS WILL BE CHARGED 2% PER MONTH AND ALL NECESSARY COLLECTION COSTS INCLUDING ATTORNEY FEES.

Busby Construction Co., Inc.

71 Route 111 Atkinson, NH 03811 P: (603) 898-4800 F: (603) 898-4808



Invoice

Invoice No.:

621-623-6

Date:

11/15/2021

Billed To: Town of Henniker

Attn: Leo Aucoin 18 Depot Hill Road Henniker, NH 03242

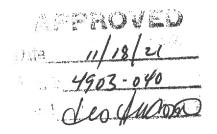
Project Desc.: Roadway Improvements

Various Roads

Henniker, NH 03242

BCC Project #: 621623

Date	Description	Quantity	Unit		Price	Amount
	Complete roadway improvements per Proposal dated April 1, 2021 and signed May 17, 2021					
	Old Hillsboro Road					
	Reclaim, grade, and compact (with water)	9,562.00	s.y.	@	\$ 1.45 / s.y.	\$13,864.90
	Blend stone into reclaimed material	9,562.00	s.y.	@	\$ 0.30 / s.y.	\$ 2,868.60
	Flaggers (2)	112.00	hrs.	@	\$ 34.00 / hr.	\$ 3,808.00
	Pave 2½" binder	1,337.86	ton	@	\$ 63.25 / ton	\$84,619.65
	Pave hand work	14.00	ton	@	\$150.00 / ton	\$ 2,100.00
	Cape Cod berm	140.00	l.f.	@	\$ 12.50 / I.f.	\$ 1,750.00
	Shim & overlay	229.78	ton	@	\$ 69.75 / ton	\$16,027.16
	Trimmer		l.s.			\$ 1,000.00
	Triaxle dump trucks (3)	22.00	hrs.	@	\$ 90.00 / hr.	\$ 1,980.00



\$128,018.31 Non-Taxable: Taxable: \$0.00 Sales Tax: \$0.00 \$0.00 Retainage: \$128,018.31 **Amount Due:**

Busby Construction Co., Inc.

71 Route 111 Atkinson, NH 03811 P: (603) 898-4800 F: (603) 898-4808



Invoice

Invoice No.:

621-623-3

Date:

8/27/2021

Billed To: Town of Henniker

Attn: Leo Aucoin 18 Depot Hill Road Henniker, NH 03242

Project Desc.: Roadway Improvements

Various Roads

Henniker, NH 03242

BCC Project #: 621623

Date	Description	Quantity	Unit		Price	Amount
	Complete roadway improvements per Proposal dated April 1, 2021 and signed May 17, 2021					
	Old Concord Road and Main Street					
	Milling and sweeping	2.00	days	@	\$1,500.00 / day	\$ 3,000.00
	Flaggers (3)	54.00	hrs.	@	\$ 38.00 / hr.	\$ 2,052.00
	Pave 1" shim and 1" overlay	2,280.00	ton	@	\$ 69.75 / ton	\$159,030.00
	Hand pave	2.00	ton	@	\$ 150.00 / ton	\$ 300.00
	Shoulder widening crew		1.s.			\$ 5,880.00

168,709 50 Quoted

5880 Extra shouldces

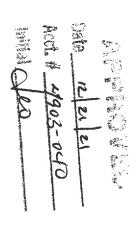
174,589 50

010 CONCORD RE

Non-Taxable: \$170,262.00 \$0.00

Taxable: \$0.00 Sales Tax: \$0.00 Retainage:

Amount Due: \$170,262.00



\$ 287,220.86

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the	This Certificate is not n	\$50.572.75		NET CHANGES by Change Order	NET
Date:				ANGES by Charge Order	111
	S0.00 ENGINEER:		\$0.00	TOTALS	
Date	S0.00 By:	S	\$35,452.75	Total approved this Month	Total
figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)	\$0.00 figures on this Applica	S	15,120.00	in previous months by Owner	in pre
nount certified differs from the	٢	DEDUCTIONS	ADDITIONS	CHANGE OKDER SUMMARY	
AMOUNT CERTIFIED \$	111	141,007.48	64	 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) 	9. BAL/ (L
Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents and the Contract of the Work is in accordance with the Contract.	I ·	624,455.74 237.220.86	w so	PAYMENT (Line 6 from prior Certificate) CURRENT PAYMENT DUE	<u>.</u>
In accordance with the Contract Documents, based on on-site observations and the data comparising this application, the Contractor and Architect certify to the	1 1	861,676,60	e in	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 lotal) LESS PREVIOUS CERTIFICATES FOR	6, TOTA
CERTIFICATE FOR PAYMENT		95,741 84	s _A	Total in Column I of G703)	To
npshire County of Sullivan to before me this day of the county of the co	State of New Hampshire Subscribed and sworn to before me this Notary Public: My Commission expires:		95,741.84	(Column D + E on G703) 10 % of Stored Material (Column F on G703) Total Retainage (Lines 5a + 5b or	_{ස්} බ් බ්
Date: 1/25/2	S S S S S S S S S S S S S S S S S S S	957,418.44	ં હળ હ	TOTAL COMPLETED & STORED TO DATE (Column G on G703) RETAINAGE:	4. TOTA (Co. 5. RETA
K.A. Stevens & Son, Inc	1 1	50.572.75	તું ક્લું ક	Net change by Change Orders CONTRACT SUM TO DATE (Line 1 ± 2)	2. Net d
The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.			ection with the Contr	Application is triade for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached. 1. ORIGINAL CONTRACT SUM	Applicati Continua
			MAVO GOD	CONTRACTOR: CONTRACTOR: APPLICATION FOR DAYMENT	CONTR
COSTRACT DATE:	COSIR			P.O. Box 329 Newport, NH (3773)	
×				FROM CONTRACTOR:	FROM
09/01/20	PERIOD TO:		PROJECT No.:		
CATION NO: 3 Distribution to:	Western Ave Roadway Improvements APPLICATION NO Hernister, Art	Henniser NH	rkueci:	Herroller, VII	
	univer forms serous APPLIC	Micstern Sac Ro	TROUBLE !:		1



TOWN OF HENNIKER, NEW HAMPSHIRE

May 3, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

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

Dear Trustees:

Please allow this letter to serve as a request to withdraw \$2,872 from the Police Equipment ETF.

Please find attached a copy of the invoice from Mirador IT for \$2,872 and a copy of the minutes showing the Board approval of the reimbursement, and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

www.henniker.org



MiradorIT 41 Locke Rd. MiradorIT Suite Concord, NH 03301 (603) 792-9797 www.miradorit.com

Bill To

Henniker Police Dept. 340 Western Ave.

Henniker, NH 03242

APPROVED

Date 6-29-21

Acct. #_ 4219-

Initial

CAPITAL FOSERUL
EXCESIVE VUST
APPROVED BY
BOS.
6/22/21 MEETING

Date 05/18/2021

Invoice Number: 9458
Payment Terms: NET10

Payment Due: 05/28/2021

Date	Item Description		Type	Billable Hours	Quantity	Rate/Cost	Billable Amount
04/08/2021	(custom configuration) - Windows 10 Pro / Intel Core i5-83: CPU / 8GB RAM / 256GB M.2 NVMe SSD Drive / 14-in. FHD	T20210323.0017 - Hardware: Dell Latitude 5420 Rugged Laptop configuration) - Windows 10 Pro / Intel Core i5-8350U Quad-Core iGB RAM / 256GB M.2 NVMe SSD Drive / 14-in. FHD 1920 x 1080 creen (Outdoor-rated) / Serial Port / 3-Yr. ProSupport NBD On-Site in Core in the core			1.00	2,872.00	2,872.00
	nvoice is for the hardware - labor will be billed separately after the		able Amo	unt			\$2,872.00
equipment is delivered.		Total Tax	res				\$0.00

Grand Total

\$2,872.00

DRAFT

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

Chair of the Zoning Board Authority, Doreen Connor, presented the Noise Ordinance that was drafted with the Police Chief. Doreen Connor stated the purpose was to amend and address track noise that is polluting and making homes of the residents on Temple Road unlivable.

The noise ordinance only addresses vehicle use on private property, not public ways. The ordinance will also be amended to exclude noise from lawn mowers and other landscaping or snow removal equipment. Businesses are exempt from the noise ordinances on the books. The new Noise Ordinance will impose a fine on the property owner, not the rider causing the noise.

Selectman Osgood stated that people have the right to not have noise poison their home and have a right to privacy and a comfortable place in their homes, and if not the Town owes them something.

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

Item 11: Police Department MDT Purchase

Police Chief French stated he would like to purchase a new laptop for the newest cruiser from the expendable trust. The current laptop would be installed in the Chief's cruiser.

Vice Chair Hooper moved to authorize the purchase a MDT for the Police Department. Selectman Parker seconded. Motion carried 5-0.

Chief French stated he is redoing the grant from Fish&Game for ATV details and requested updated permission from the Board to pursue the grant.

Vice Chair Hooper moved to authorize Police Chief French to sign the Fish and Game grant application and the Board of Selectmen approves of the grant. Selectman Flynn seconded. Motion carried 5-0.

Chief French stated he provided the Financial Director with a check last week from evidence that had been auctioned off. Joe Devine stated the Homeland Security Grant was approved for the Communication Tower on Craney Hill.

Item 12: Transfer Station - MSW Solid Waste RFP

Joe Devine explained the difference between single stream and how the Transfer Station currently operates. With single stream the town will lose the revenue generated from cans, plastic, card board. Joe Devine recommended Norton for the contract.

Selectman Parker moved to award the bid to Norton for a 5-year contract and to authorize the Town Administrator to sign all the paperwork. Vice Chair Hooper seconded. Motion carried 5-0.

TRUSTEES OF THE TRUST FUND: CAPITAL RESERVE – FORM MS-9

REPORT OF THE TRUST FUNDS OF THE TOWN OF HENNIKER, NH ON DECEMBER 31, 2021 CAPITAL RESERVE MS-9

									INCOME			
DATE OF CREATION	NAME OF TRUST FUND	BALANCE BEGINNING YEAR	Corrections 2020	corrected beginning balance	ADDITIONS/NEW RUNDS CREATED	WITHDRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	DURING YEAR AMOUNT	EXPENDED DURING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME
1/1/1900	1/1/1900 EDUCATIONALLY HANDICAPPED FUND 580	134.644.44		184,644,44			184 644 44	28 559 00	107 48		20 725	00000
1/1/2007	U1/2007 UBRARY CARD CATALOG 581			0.0			000	000	_		20,121,30	70.080.017
1/1/1983	1/1/1983 AMBULANCE FUND 582	270.400.00		270 400 ng	00 000 02	(22% 000.00)	0.000 65 A00 00	0,08			0.03	30'0
1/1/1 000	17171 009 POUCE STATION FLIND 583	105,000,00		105 000 00	60,000,00	(ACMONO CT)	00,000	6T-4/4-6	27.701		T5,629,8	72,025.31
17171000	A MODISOLUDIO DI DE MAINE EVE SON	130 24 7 GF	000000	103,000.00	20,000.00		355,000,00	437.08	92.69		529.77	155,529,77
1/1/2000	7/2000 LIBRARY BLDG FLIND 586	3 377 41	ZA, 300ti W	3 277 41			150,217.65	21,714,51	137,09		21,851.60	172,069,25
1/1/1/300	7.7.3.00 EDE DECO 10 DE DE IND 607	4 700 00	44.000	9,977.4L			3,377.4	1,850.97	4,71		1,855.68	\$ 233.09
1/1/2004	A ZODA BIOCHOLING BUILD FOR	1,500.97	41,400.00	42,700.97		(41,400.00)	1,300.97	4,963.70			4,969.36	6,270.33
1777000	A A MOOD CONAMINATE CENTED STANDS	0.00		u u			000	422.70		_	423.09	423,09
1/1/1900	CONTRIBUTION CENTER FOIND 389	3,245,02		3,245,02			3,245.02	260,69			564,11	3,809,13
00517171	LATATISMO SNATE PARK FUNDS 590	325 70		325.70			325.70	68.70	0.36		90'69	394.76
1717,003	L/L/L/LAS RE-EVALUATION FUND 591	60,000,00		60,000.00	20,000,00	(20,929,00)	29,071,00	564.13	54.65		618.78	29,689,78
/002/1/1	L/L/2007 LAND PURCHASE 592	000		000			00.0	113.29	0.12		113.41	113.41
1/1/2007	ULZ007 HIGHWAY EQUIPMENT 593	27,283.00		27,283,00	150,000.00		177,283,00	2,031.78	25.21		2,056.99	179,339,99
1/1/2008	71/2008 BRIDGE REPAIR FUND 594	50,002.00		50,002.00	10,000.00		60,002.00	652.29			697.48	60, 599, 48
171/2008	7/2008 ATHLETIC FIELD FUND 595	2,250.06	,	2,250.06			2,250.06	275.72	2,27		277.99	2.528.05
10061/1/1	1/1/1300 FIRE & LADDER TRUCK 596	1.00		100			1.00	0.01	0.00		0.01	1.01
1,71,2009	CLU HOME DAY 597	3,459.00		3,459.00			3,459.00	35.19	3.18		38.37	3,497.37
1/1/1900	ZZZZBOU TECHNOLOGY EQUIPMENT 598	49,633.69		49,633,69			49,633.69	1,013,97	45.67		1,059.64	50,693,33
17.7.7016	ZUZUIG LUCKER FREE LIBRARY 470	800		000			00.00	3.77	0.00		3.77	3,77
717.2016	JACOB HIRE EQUIPMENT 471	384,248 00		384,248.00	100.000.00		484,248.00	2,556.66	346.55		2,903.21	487, 151, 21
777.777	U.C.U. / TRANSFER STATION 991	45,000.00		45,000.00			45,000,00	149.23	39.50		188.73	45,188,73
1/1/2019	CL/2019 ROAD MAINTENANCE 118	1,352,990,00		1,352,990.00	600,000.00	(1,122,829,00)	830,167.00	4,003.66	1,187.39		5,191.05	835,358,05
1/1/2019	71/2019 TOWN OWNED BUILDINGS 119	5,001.00		5,001.00	20,000.00		25,001.00	00:0	4,25		4.25	25,005,25
1/1/2019	7/22019 TOWN OWNED VEHICLES 120	1.00		1.00			1.00	0.01	0.00		0.01	1.01
1,71,2019	74/2019 HIGHWAY BUILDING MAINTENANCE 123	1.00		001			1.00	00:0	0.00		00'0	1.00
1/1/2020	/1/2020 TOWN TECHNOLOGY FUND 385	25,000,00		25,000,00	125,000,00	(21,410,00)	126,590.00	0,00	0.00		000	108 590 00
1/1/2020	71/2020 PARKS EQUIPMENT ETF 386	15,000,00		15,000,00	2,500,00	(9,934,00)	7,566.00	T0'0	0.00		0.01	7.565.01
17772020	71/2020 POLICE EQUIPMENT ETF 387	2,500.00		2,500.00	5,000,00	00'0	7,500,00	0.01	0.00		0.01	7.500.01
1/1/2020	V1/2020 WASTEWATER MAINTENANCE ORF	000		0000	1.00	0,00	007	00:0	0.00		0,00	1,00
				-								
	Totals	2,720,880.94	61,400.00	2,782,280,94	1.152.501.00	(1.521.496.00)	2 413 285 94	76.451.25	00 1900	8	1000	

AC NH 1168

TOWN OF HENNIKER, NEW HAMPSHIRE

May 3, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

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 Dear Trustees:

Please allow this letter to serve as a request to withdraw \$42,542 from the Transfer Station ETF for the purchase of a Skid Steer approved at the 2022 Town Meeting.

Please find attached a copy of the invoice from MB Tractor for \$42,542 and a copy of the minutes from Town Meeting showing the vote, and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

www.henniker.org

17) To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be added to the Transfer Station Capital Reserve Fund established at the 2017 Town Meeting under the provisions of RSA 35:1.

Majority Vote Required

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Peter Flynn to move the article. -This article was voted in the affirmative by a show of voter cards.

MOTION made by Bruce Trivellini and seconded by Tia Hooper to restrict reconsideration of Articles 9-17, in accordance with RSA 40:14, paragraphs 1 and 5. -Motion passed by a show of voter cards.

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) for the purchase of a Skidsteer for the Transfer Station with said funds Fifty Thousand Dollars (\$50,000) to come from the Transfer Station Capital Reserve Fund established at the 2017 Town Meeting under the provisions of RSA 35:1.

Majority Vote Required

18)

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

19) To see if the Town will vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to be added to the Ambulance Capital Reserve Fund established in 1988 under the provisions of RSA 35:1 for the purchase of an ambulance for the Rescue Squad, of which the amount of \$10,000 (Ten Thousand dollars) will be transferred into the fund if received from the Town of Bradford. If the money is not received from Bradford only \$70,000 (Seventy thousand dollars) will be deposited into the fund.

Majority Vote Required

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

20) To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added to the Fire-Rescue Building Maintenance Fund, an Expendable Trust Fund under provisions of RSA 31:19-A.

Majority Vote Required

Selectmen Recommend

MOTION made by Scott Osgood and seconded by Tia Hooper to move the article. -This article was voted in the affirmative by a show of voter cards.

21) To see if the Town will vote to revoke the Police Department Building Maintenance Expendable Trust Fund first created at the 2001 Town Annual Meeting, and, upon revocation, the trustees of trust funds holding the account for said trust shall pay all the moneys in said fund to the Town treasurer to be deposited in the general fund pursuant to RSA 31:19-a, II

Majority Vote Required

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Bruce Trivellini to move the article.

-This article was voted in the affirmative by a show of voter cards.



WWW.MBTRACTOR.com

MB TRACTOR & EQUIPMENT

10 Bittern Lane P.O.Box 289
Tilton, NH 03276
TEL: (603) 286-4101
FAX: (603) 286-2039
WWW.MBTRACTOR.COM

THE BEST TRACTORS & EQUIPMENT ON EARTH!

SHIP TO

SOLD TO
TOWN 12 TOWN OF HENNIKER
18 DEPOT HILL ROAD
HENNIKER, NH 03242

#: 55yo Tax #: TQ09970 BMB S\$V65 2/15/22 Date 38 Open Tax Qty Description --Amount D Price Group: 01 EQUIPMENT QUOTE KÜBOTA SSV65 SKID STEER AP-HD68LLC 68" BUCKET PFL4548 FORKS 41243.00 N 1299.00 42542.00 ** TOTAL EQUIPMENT OUOTE KUBOTA SSV65HFRC
65HP WHEELED SKID STEER
VERTICAL LIFT ARMS
HAND AND FOOT CONTROLS
CAB WITH HEAT AND AC
RIDE CONTROL RIDE CONTROL
HYDRAULIC OUICK ATTACH
7055 LBS. OPERATING WEIGHT
RATED OPERATING CAPACITY 1950 LBS. AT 50% OP TIPPING LOAD
HIGH FLOW AUX. HYDRAULICS 28GPM

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless specifically noted. Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card. There are no returns of special order parts. There are no returns of special order parts. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.

** SUBTOTAL

42542,00

QUOTATION

Charge Sale

Phone: (603)848-1703

PAY THIS AMOUNT

\$42542.00

TRUSTEES OF THE TRUST FUND: CAPITAL RESERVE - FORM MS-9

REPORT OF THE TRUST FUNDS OF THE TOWN OF HENNIKER, NH ON DECEMBER 31, 2021 CAPITAL RESERVE MS-9

									INFOOME			
DATE OF CREATION	NAME OF TRUST FUND	BALANCE BEGINNING YEAR	Corrections 2020	corrected beginning belance	ADDITIONS/NEW FUNDS CREATED	WITHDRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	DURING YEAR AMOUNT	EXPENDED DURING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL &
1/1/1900	177/1900 EDUCATIONALLY HANDICAPPED FIIND \$80	184 544 44		404 544 44								HACCAME
1/1/2007	2/1/2007 LIBRARY CARD CATALOG SSI			the first of the first			184,644,44	28,559,00	192.38		28,751,38	213.395.32
1/1/1988	ALTORA IN BUILD AND FELLING SOCIAL	00 000 OEC		300			000	0.08	0.00		0,03	90.08
1/1/1000	17 / 7 000 DOUGE STATION SHAWS SON	270,400,00		270,400.00	70,000,00	(275,000.00)	65,400,00	6,474.19	151.12		5,625.31	72,025,31
100000	CONTROL OF THE PROPERTY OF THE	00'000'00T		105,000.00	50,000.00		155,000,00	437.08	92.69		529.77	155,529,77
1/1/1900	CALLEGO SCHOOL BLUG IVANI EXPOSE	1:40,217.65	20,000,00	150,217.65			150,217.65	21,714.51	137.09		21,851.60	172 069.25
177,000	A A COOL CIDED OF COLUMN TO THE PARTY OF THE	3,377.41		3,377,41			3,377.41	1,850.97	4.71		1,855.68	5,233,09
1 (1 / 2001	A ZOOM EINETREACHE BLICK FOUND 387	1,500.97	41,400.00	42,700.97		(41,400.00)	1,300.97	4,963.70	5.66		4,969,36	6,270.33
1 77 7 000	A 2000 CONTRACTOR FORD 283	0.00		00.0			000	422.70	0.39		423.09	423.09
1771000	A CLOOK STATE DADY FINEN FOR	3,245,02		3,245,02			3,245.02	560,69	3.42		564.11	3,809,13
0001/11/1		325.70		325.70			325,70	68,70	0.36		90'69	39.1 76
1.01.7003	CONTRACTOR OF THE PROPERTY OF	60,000.00		60,000,00	20,000.00	(20,929,00)	28.071.00	564.13	54.65		618.78	29,689,78
1000/17	LOUIS LANG FURGHASE 592	80		00 O			0000	113.29	0.12		113.41	113.41
1/17/2007	L/LZOV FIGHWAY EQUIPMENT 593	27,283.00		27,283.00	150,000.00		177,383.00	2,031.78	25.21		2.056.99	170 229 90
174,2008	A A ACCORD AND THE TENT	50,002.00		50,002.00	10,000.00		60,002.00	652.23	45.19		697.48	60,699,48
177708	1/2/2008 ATHLETIC FIELD FUND 595	2,250.06		2,250.06			2,250.06	275.72	2.27		277.99	2.528.05
17.17.1300	A A CASA STATE OF LANDER I KUCK 595	1.8		100			100	10:0	0.00		0.01	1.01
17.17.003	A 24 A GOOD TENTIAND CASH BOY	3,459.00		3,459.00			3,459,00	35.19	3.18		38.37	3.497.37
310000000000000000000000000000000000000	A LEGGE TO LOUGH COUNTY AND SECOND SE	49,633.69		49,633,69			49,633,69	1,013,97	45.67		1,059.64	50,693,33
9107/7/7	FOUND TO THE LIBRARY 4/0	0,00		00.00			000	8.77	0.00		3.77	3.77
1/1/2010	1/2 LACATE FINE EQUIPMENT 4/1	384,248.00		384,248.00	100.000.00		484,248,00	2,556.66	346.55		2,908,21	487 151 21.
1777017	174 COLY TRANSFER STATION 991	45,000.00		45,000.00			45,000,00	149.23	39.50		188.73	45 188 73
1772019	17 ZOIS ROAD MANINE NAME 118	1,352,990.00		1,352,990.00	600,000.00	(1,122,829,00)	830,167.00	4,003.66	1,187,39		5.191.05	835 358 05
17.17.2013	A COLS COMM OWNED BUILDINGS ILIS	5,001.00		5,001.00	20,000.00		25,001.00	0.00	4.25		4.25	25,005,25
ET02/1/1	2 CONTRACTOR OWNED VEHICLES 120	100		1.00			1.00	0.01	0.00		0.01	101
5707/T/T	A/ 1/2012 HIGHWAY BUILDING MAIN ENANCE 121	8.		T:00			100	00.0	0.00		000	100
1/1/2020	1/1/2020 TOWN TECHNOLOGY FUND 385	25,000,00		25,000,00	125,000.00	(21,410,00)	128.590.00	טטט	000		00.0	000 000
1/1/2020	L/1/2020 PARKS EQUIPMENT ETF 336	15,000,00		15,000,00	2,500,00	(9,934,00)	7.566.00	100	000		0.00	128,530.00
1772020	L/1/2020 POLICE EQUIPMENT ETF 387	2,500,00	_	2,500.00	5,000,00	0.00	7.500.00	100	0000		0.01	7,280,07
0202/1/1	1/1/2020 WASTEWATER MAINTENANCE ORF	000		0.00	1.00	000	8	10:0	0000		TO:O	7,500.01
			-		3	3	207	00.00	0000		0,00	1.00
												<u> </u>
	Totals	2,720,880,94	61.400.00	2.7%2.280.94	1.152 501.00	/1 500 dog 00)	0.000	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0				
				E	40 AVA (1) (1) (1) (1)	(14.05-1-20-11)	44.5,400,04	(P 42)	24, 80	5	30 200 48	2 400 000 000



TOWN OF HENNIKER, NEW HAMPSHIRE

May 3, 2022

Trustees of Trust Funds

Attn: Lori Marko

Henniker, NH

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 Dear Trustees:

Please allow this letter to serve as a request to withdraw \$15,600 from the Revaluation Capital Reserve for the Revaluation approved at the 2022 Town Meeting.

Please find attached a copies of the invoices from Jan-March 2022 and a copy of the minutes from Town Meeting showing the vote, and a copy of the MS-9 with the appropriate fund indicated

Sincerely,

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman

www.henniker.org

to come from the Bridge Repair Capital Reserve Fund established at the 2008 Town Meeting under the provisions of RSA 35:1.

Majority Vote Required

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

To see if the Town will vote to raise and appropriate the sum of Two Thousand Five 12) Hundred Dollars (\$2,500) to be added to the Town Technology Expendable Trust Fund, established at the 2020 Town Meeting under the provisions of RSA 31:19-a for the purpose of Hardware/Software upgrades to Town systems. Majority Vote Required

Selectmen Recommend

MOTION made by Peter Flynn and seconded by Tia Hooper to move the article. -This article was voted in the affirmative by a show of voter cards.

To see if the Town will vote to raise and appropriate the sum of Thirty-Seven Thousand 13) Dollars (\$37,000) to be added to the Revaluation Capital Reserve Fund established under the provisions of RSA 35:1 for the purpose of Property Revaluations. Majority Vote Required Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

14) To see if the Town will vote to raise and appropriate the sum of Sixty-Two Thousand Four Hundred Dollars (\$62,400) to conduct a Property Revaluation with said funds Sixty-Two Thousand Four Hundred Dollars (\$62,400) to come from the Property Revaluation Capital Reserve established for that purpose.

Majority Vote Required

Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars 15) (\$10,000) to be added to the Town Owned Building Expendable Trust Fund established at the 2019 Town Meeting under the provisions of RSA 31:19-a for the purpose of Town Owned Building Maintenance Projects.

Majority Vote Required

Selectmen Recommend

MOTION made by Peter Flynn and seconded by Tia Hooper to move the article. -This article was voted in the affirmative by a show of voter cards.

To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand 16) Dollars (\$100,000) to be added to the Fire Equipment Capital Reserve Fund established at the 2016 Town Meeting under the provisions of RSA 35:1 for the purpose of the replacement of Henniker Fire Department trucks and equipment. Majority Vote Required Selectmen Recommend

MOTION made by Tia Hooper and seconded by Leon Parker to move the article. -This article was voted in the affirmative by a show of voter cards.

TRUSTEES OF THE TRUST FUND: CAPITAL RESERVE – FORM MS-9

REPORT OF THE TRUST FUNDS OF THE TOWN OF HENNIKER, NH ON DECEMBER 31, 2021 CAPITAL RESERVE MS-9

									INCOME			
DATE OF CREATION	NAME OF TRUST FUND	BALANCE BEGINNING YEAR	Corrections 2020	corrected beginning balance	ADDITIONS/NEW FUNDS CREATED	WITHDRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	DURING YEAR AMOUNT	EXPENDED CURING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME
1/1/1900	1/1/1900 EDUCATIONALLY HANDICAPPED FUND 580	184.644.44		184,644,44			184,614 44	28 559 00	107.48		00 000	0.00
1/1/2003	L/1/2007 UBRARY CARD CATALOG 531			0,00			000	0.08	0000		46,701,35	213,090,82
1/1/1983	L/1/1983 AMBULANCE FUND 582	270.400.00		270 400 m	00 000 07	7000000	00 000 12	0000	0000		80'0	90.0
1/1/1999	POLICE STATION FUND 583	105,000,00	-	105 000 00	50,000,00	(anymn'czz)	95,400,00	6,474.19	151.12		6,625.31	72,025.31
1/1/1900	/1/1900 SCHOOL BLDG MAINT FXP 584	130 217 65	00 000 00	150 217 65	00.000,00		1.55,000,00	437.08	92.69	•	529.77	155,529,77
1/1/2000	1/1/2000 LIBRARY BLDG FUND 586	3,377.41	20,000,00	3 277 44			150,217.65	21,714,51	137,09		21,851.60	172,069,25
1/1/1999	71/1999 FIRE-RESCUE BLDG FUND 587	1 300 97	41 400 00	200000		144 400 000	3,377.4	1,850.97	4.71		1,855,68	5,233.09
1/1/2001	L/1/2001 FIRE TRUCK FUND 583	T,500.30	47, 400.00	42,100.3;		(41,400.00)	1,300.97	4,963.70	5,66		4,969.36	6,270.33
1/1/1900	C/L/1900 COMMUNITY CENTER FLIND 589	3 205 02		0000			mm :	422.70	0.39		423.09	423.09
1/1/19/00	1777 900 SLATE DARK FLIAM SON	0,235,02 0,235,02 0,235,02		3,245,02			3,245.02	560.69	3.42		564,11	3,809.13
1717003	177 ZOOR RE-PVALIATION FIND SAL	923,70		323,70			325.70	68,70	0.36		90'69	394.76
171/2007	12 Change and blocked so	90,000		80,000.00	20,000,00	(50,929,00)	23.071.00	564.13	54.65		618.73	29,689,78
2000/17/1	A LOSS CARREST OF CARREST CONTRACT CONT	0000		000			0000	113.29	0.12		113.41	113.41
10000	L/ 4 ZOOV TRICOTIVAL EQUIPMENT DUS	27,283.00		27,283.00	150,000.00		177,283.00	2,031.78	25.21		2,056.99	179,339,99
1/1/2000	A 2000 ATLED FOR DEPART FOUND 584	50,002.00		50,002.00	10,000.00		60,002,00	652.28	45,19		697.48	60,699,48
177.4000	A A SOCIETO RELLA FILIDA SES	2,250.06		2,250.06			2,250.06	275.72	2,27		277.99	2,528.05
177,1300	A CONDICATION OF THE PART TO SEE	01.T		100			1.00	0.01	00'0		0.01	1,01
17474000	I/J MODO TEPLINO COSTON INDIVIDUAL SAN	3,459,00		3,459.00			3,459.00	35.19	3.18		38.37	3,497,37
1717016	A CONTROL OF CONTROL O	49,633,69		49,633,69			49,633.69	1,013,97	45.67		1,059.64	50,693,33
107777	POUNTY THE LIBRARY 4/0	200		00.00			00.00	3,77	00:00		3,77	3,77
107777	A CLOCK THE EQUIPMENT 47.	384, 248.00		384,248.00	100,000.00		434.248.00	2,556.66	346.55		2,903,21	487,151,21
7777	THE COLUMN OF TH	45,000,00		45,000,00			45,000,00	149.23	39.50		138.73	45,188,73
17772019	17 J. ZOLS ROAD IMPINITEDANCE LIS	1,352,990.00	•	1,352,990.00	600,000.00	(1,122,823.00)	830,167.00	4,003.66	1,187,39		5,191.05	895,358.05
1 /4 /2010	A Aboto Total Oversity of the Control of the Contro	O'Too's		2,001.00	20,000.00		25,001.00	00.0	4.25		4.25	25,005,25
1 A (2010)	LOS COLLEGES LOVING DEPOSIT DE LA COLLEGE LOS COLLEGES LO	00 :		100			100	0.01	0.00		10.01	1.01
STOZ /T /T	PROTECTION OF THE PROPERTY OF	1.00		T 00			100	0.00	0.00		0.00	1 00
0.702/17	LAZALO OWN LECHNOLOGY FUND 385	25,000,00		25,000,00	125,000,000	(21,410.00)	128,590,00	00.00	00'0		טטט	178 591 00
1/1/2020	L/1/2020 PARKS EQUIPMENT ETF 386	15,000,00		15,000,00	2,500,00	(9,934,00)	7,566.00	TOO	0.00		200	7 565 01
17.17.5050	L/1/2020 POLICE EQUIPMENT ETF 387	2,500.00		2,500.00	5,000,00	00'0	7,500,00	0.01	00'0		0.01	7 500 04
17.17.2020	L/L/C020 WASTEWATER MAINTENANCE ORF	000		000	1.00	00:00	7.00	00.00	00.00		000	1.00
	Totals	2,720,880 94	61 400 00	1720 000 001	1 150 601 00	10 104 405 000	000					
		and the second	O.L.) TOO. OC.	4, 192,20U,34	00.TOC,2CL,1	(1,521,496.00)	2,413,285,94	76.451.35	2,341,80	000	78 703 15	3 402 070 00



Avitar Associates of New England, Inc.

Municipal Services Company

TO:		

ASSESSING INVOICE

Town of Henniker Board Of Selectmen 2 Depot Hill Road Henniker, NH 03242

DATE

2/28/2022

DATE		ITEM	DESCRI	PTION	HRS/QTY	AMOU	NT	BALANCE
01/30/2022 02/04/2022	CA 0	E	alance forward ER - 79-E RECOMMENDA' MAILS	TION LETTER AND	2.25	C	00.0	14,794.00 14,794.00
02/09/2022	CA 0	E	ER - MISC EMAILS AND C AXPAYER AND TOWN	ONVERSATIONS WITH	2.5	l c	0.00	14,794.00
02/15/2022 02/15/2022	UC 1/12 CA 1/12	2 N	MONTHLY BILLING FOR I MONTHLY BILLING OF CO GREEMENT		1 1	5,200 2,088		19,994.00 22,082.00
02/15/2022	CA 0	E	ER - CONTRACT ASSESSI OFFICE AND ENTERED PE	-	5.5	C	0.00	22,082.00
02/22/2022	CA 0	E	D MISC QUESTIONS IN H ER - NE SCHOOL/ EXEMP AXPAYERS AND MISC EI	TIONS/ CALLS TO	4.5	0	0.00	22,082.00
02/25/2022			MT #97327.	WAR ALSO		-14,794	.00	7,288.00
			REUNI 5200 ASSESSIV Z	SE.				
CURRENT	. 1	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 I PAST D		AM	OUNT DUE
7,288.00		0.00	0.00	0.00	0.00			\$7,288.00

Please remit to P.O. Box 981 Epsom, NH 03234 Contact Michelle Twombly @798-4419 with any billing questions.



Avitar Associates of New England, Inc.

Municipal Services Company

TO:		

ASSESSING INVOICE

Town of Henniker Board Of Selectmen 2 Depot Hill Road Henniker, NH 03242

DATE

1/30/2022

	BALANCE	NT	AMOU.	HRS/QTY	PTION	DESCRIP	ITEM		DATE
	0.00 0.00	0.00	0	13	ON SKETCHES 1/4 &	lance forward C - CONVERSION WORK	/ERSION COST C	21	12/31/2021 01/05/2022
0	0.00	0.00	o	1	TABLES/CODES,	M - UPDATE SOME BASE	ZERSION COST L	_	01/05/2022
	0.00 0.00	0.00 0.00		14 12	1/4-1/6 LOREN,STARTED	LLKS WITH EVAN RE THE C - CONVERSION WORK R - REVIEW WORK IWTH EVIEW OF NC CARDS, CH	VERSION COST S		01/06/2022 01/14/2022
00	0.00	0.00	C	2	WITH EVAN AND E HENNIKER ANGES NEEDED,	16) M - TO OFFICE TO MEET HELLEY TO GO OVER TH ONVERSIONS, TABLE CH EATURES ETC PERMITS, S	VERSION COST L SI	22 CON	01/14/2022
	5,200.00 7,288.00		5,200 2,088	1	NG ETC JPDATE CONTRACT	ORK SHOULD BE FLOW! MONTHLY BILLING FOR U MONTHLY BILLING OF CO	/12 N		01/15/2022 01/15/2022
00	7,288.00	0.00	'	8	AND CONVERSION	GREEMENT R - MISC UPDATE WORK	Ī	22 UC	01/17/2022
00	7,288.00	0.00		5	QUESTIONS 1/17 - 1/19 ER - CONTRACT ASSESSING DAY - GOT PERMITS/ SUBS/ LOT LINES , ETC. TO OFFICE AND ENTERED DEEDS , MISC REVIEW QUIERIES		j p		01/18/2022
	7,288.00 14,794.00	0.00 06.00	•	8.5 2,502	DJUSTMENTS	ETC SC - UPDATE CODES & AI MANUAL CONVERSION C	VERSION COST		01/19/2022 01/30/2022
JE	MOUNT DUE	A	_	OVER 90 PAST I	61-90 DAYS PAST DUE	31-60 DAYS PAST DUE	1-30 DAYS PAST DUE	RENT	CURREN
	\$14,794.00)	0.00	0.00	0.00	0.00	94.00	14,794.0

Please remit to P.O. Box 981 Epsom, NH 03234 Contact Michelle Twombly @798-4419 with any billing questions.

2/20/22



Avitar Associates of New England, Inc.

Municipal Services Company

TO:		

ASSESSING INVOICE

Town of Henniker Board Of Selectmen 2 Depot Hill Road Henniker, NH 03242

DATE

3/27/2022

DATE		ITEM	DESCRIP	TION	HRS/QTY	<i>AMOUN</i>	T	BALANCE
DAIL	<u> </u>							7,288.00
02/27/2022		Ba	alance forward R - 3 ABATEMENTS / CAL	L TO STROTT	4.5	0.0	0	7,288.00
03/03/2022	CA 0	lm	P/LETTER - PRINTED NC			0.0	,	7,288.00
03/04/2022	UC	l B	R - MISC UPDATE WORK	3/1-3/4 - START UP	12	0.0	١٣	7,286.00
03/04/2022		M	EETING, REVIEWING INFO	ORMATION	1	Į		
	1	Pi	ROVIDED, ENTERING SUB ACKLAND , VACANTS	S/LLA/CHANGES 210,				
	CA 0	B	ER - MISC EMAILS		1	0.0		7,288.00
03/04/2022	CA 0	l F	ER - EMAILS AND CALLS T	O TP	0.5			7,288.00 0.00
03/09/2022	CAU	D	MT #97425		,	-7,288.0 5,200.0		5,200.00
03/15/2022	UC 1/1	2 N	MONTHLY BILLING FOR U	PDATE CONTRACT	1	2,088.0		7,288.00
03/15/2022	CA 1/1	2 N	MONTHLY BILLING OF CO	NTRACT ASSESSING	·	2,000.0	~	,,
		A	GREEMENT ER - CONTRACT ASSESSIN	ICDAY -	8	0.0	00	7,288.00
03/15/2022	CA 0	1	BATEMENTS INSPECTION	JS (2) . STARTED		1	- 1	
	1	т	ETTERS RE: THE SAME		1		<u>, l</u>	7,288.00
03/18/2022	CA 0	1 1	FR - VISITED 70 PROPERTI	ES FOR NEW	24	0.0	ויי	7,288.00
03/16/2022	CACO	ار	ONSTRUCTION COMPLET	TED - 3/16-3/18	1	0.0	30	7.288.00
03/24/2022	CA 0	1	ER - EMAILS AND ABATEM	MENT WORK	4.5			7,288.00
03/24/2022	UC		ER - QUERYING PRIOR TO HEIGHTS, BATH FIXTURES	REVIEW FOR STI	1			
		1	HEIGHTS, BATH FIXTURES WITH 1500 WERE IN AS HA	VING 1 FIXTURE		1		
	0.0	()	ER - VISITED 66 PROPERT	IES FOR NEW	24	0.0	00	7,288.00
03/25/2022	CA 0	Ö	CONTRUCTION COMPLET	ED - 3/22, 3/23, 3/25	1	Į.		
	1						- 1	
		į				1		
						1	- 1	
	1						- 1	
						1	}	
		1-30 DAYS PAST	31-60 DAYS PAST	61-90 DAYS PAST	OVER 90		AN	10UNT DU I
CURREN	Г	DUE	DUE	DUE	PAST	DUE		
	+					.		65 200 00
	1		0.00	0.00	0.0	0		\$7,288.00
7,288.00		0.00	1 0.00	1 0.00		1		

Please remit to P.O. Box 981 Epsom, NH 03234 Contact Michelle Twombly @798-4419 with any billing questions.



Town of Henniker **Board of Selectmen**

Consent Agenda

Motion To approve the Chairman of the Board to sign the audit engagement letter.

Date:	5/3/2022
	Kris Blomback Chair
	Peter Flynn, Vice Chair
	Tia Hooper, Selectwoman
	Scott Osgood, Selectman
	William Marko, Selectman

ROBERGE AND COMPANY, P.C.

Certified Public Accountants

Member - American Institute of CPA's (AICPA)

Member - AICPA Government Audit Quality Center (GAQC)

Member - AICPA Private Company Practice Section (PCPS)

Member - New Hampshire Society of CPA's

P.O. Box 129 Franklin, New Hampshire 03235 Tel (603) 524-6734 jroberge@rcopc.com

AUDIT ENGAGEMENT LETTER

(Update - After Implementation of SAS No. 134 and Related SASs)

December 31, 2021

To: Board of Selectmen - Governance Body
Town Administrator and Finance Director - Management

Town of Henniker 18 Depot Hill Road Henniker, NH 03242

We are pleased to confirm our understanding of the services we are to provide Town of Henniker for the years ended December 31, 2021, to December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Henniker as of and for the years ended December 31, 2021, to December 31, 2023. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Henniker's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Henniker's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1. Management's Discussion and Analysis
- 2. Budgetary Comparison Schedule
- 3. Schedule of Changes in Total Other Post-Employment Benefits Liability (OPEB)
- 4. Schedule of Proportionate Share and Contributions of the NHRS Net Pension Liability
- 5. Schedule of Proportionate Share and Contributions of the NHRS Net OPEB Liability

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Henniker's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and Individual Fund Statements and Supporting Schedules (as applicable).

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Henniker's compliance with provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements, of the Town of Henniker in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

- Non-attest services provided include the following:
 - 1. Assistance in preparing financial statements.

Engagement, Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

James Roberge, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We will schedule our audit fieldwork procedures on a mutually agreed upon date.

FEES

Our fees will be at the rate of \$14,500 for the year ended December 31, 2021, and at a fixed rate of \$16,000 for the remaining years through December 31, 2023, subject to the terms and conditions of this letter. Our fee and engagement are also contingent on the consistency and retention of existing executive and financial personnel as changes in such are assessed by us as high-risk audit engagements. Our invoices for these fees will be rendered as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town of Henniker's financial statements. Our report will be addressed to the Select Board of the Town of Henniker. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Henniker and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours.

James C. Roberge, CPA

ROBERGE AND COMPANY, P.C.

Franklin, New Hampshire

RESPONSE: This letter correctly sets forth the understanding of TOWN OF HENNIKER.

MANA	GEMENT SIGNATURES:		
By:		By:	Krenel Ky
Title:	Town Administrator	Title:	Finance Director
Date:		Date:	427/2022
GOVER	RNANCE SIGNATURE:		
By:			
Title:	Chair of the Select Board		
Date:			



RECYCLING EQUIPMENT GRANT APPLICATION

2101 Dover Road, Epsom, NH 03234 Tel.: 1-888-784-4442 • Fax: 1-603-736-4402

1.) Name of Town, Towns, or Solid W	aste District: Town of Henniker	
2.) Name & Title of Contact Person: 1	Marc Boisvert, Transfer Station Manager	
3.) Community's Mailing Address: 18	Depot Hill Rd	
4.) Telephone Number of Contact Pers	son: <u>603-428-7604</u>	
5.) County: Merrimack	6.) Population: <u>6,185</u>	
7.) What piece or pieces of equipment	are you planning to purchase? Kubota SSV65HFRC	Skid Steer
8.) Is the equipment <u>NEW №</u> or USED	9.) What is the purchase price? <u>\$42,542</u>	
10.) Do you have at least 1/2 the purch	ase price available to spend at this time? Yes 🗷 No	
Please include a copy of the dealer's and price, and any optional equipme	proposal or seller's specification sheet, including ent included or added.	full description
	ave a <i>Pay-by-the-Bag</i> or <i>unit based pricing</i> program Are you considering one? Yes □ No ※	?
12.) On the back of this form please de how the requested equipment will imp	scribe your current recycling program and explain b rove it.	oriefly why and
District. By signing below the applicant responsible for the selection, installating through New Hampshire the Beautiful,	meone authorized to spend and accept money for the signifies acceptance of the following: The application and operation of all equipment purchased with further. New Hampshire the Beautiful, Inc., assumes not stalled or operated as a result of this grant.	int is solely unds obtained
Signature of Authorized Person(s):	Kris Blomback, Board of Selectman Chair	Date
	Peter Flynn, Board of Selectman Vice-Chair	Date
	Scott Osgood, Board of Selectman	Date
	Tia Hooper, Board of Selectman	Date
	Bill Marko, Board of Selectman	Date

NEW HAMPSHIRE THE BEAUTIFUL, INC.

Town of Henniker Transfer Station Recycling Program

The 2022 town meeting voted article 18 to raise and appropriate funds to replace a 2000 New Holland skid steer with the purchase a new skid steer. The skid steer is an essential piece of equipment used for moving bails of plastic, cardboard, and mixed paper; and to bring oil for recycle to our furnace during the winter months. It is also used to remove snow from recycling and other transfers station buildings.

The town transfer station is open Tuesday and Thursday 12:00 p.m. to 5:00 p.m. and Saturday and Sunday 9:00 a.m. to 5:00 p.m. The transfer station offers a swap shop for resident's swap used items. The Town of Henniker does not have mandatory recycling however voluntary recycling includes but is not limited to aluminum, tin cans, mixed paper, corrugated cardboard, #1 PETE plastic, #2 HDPE plastic, glass bottles and jars, used clothing (EcoSmith Clothing Collection) containers, scrap metal. The town is also a member of Northeast Resource Recovery Association.

2021 RECYCLING RESULTS

ITEMS	WEIGHT	REVENUE	COST AVOIDED
	tons/gallons/lbs	RECEIVED	BY RECYCLING
Aluminum Cans	7.9 tons	\$649.00	\$632.00
Auto Batteries	2.88 tons	\$552.00	\$230.00
Cardboard/occ	57.93 tons	\$7,678.00	\$4,634.00
Electronic Scrap	12 tons	-\$4,155.00	\$960.00
Fibers/Mixed Papers	15.42	\$1,199.00	\$1,234.00
Glass	160 tons	\$0.00	\$12,800.00
Leaves (estimate)	7 tons	\$0.00	\$560.00
Metal	107.20 tons	\$17,278.00	\$8,576.00
Non-Ferrous Metals	1.30 tons	\$780.00	\$104.00
Plastics #1	4.62 tons	\$1,682.00	\$370.00
Plastics #2	8.4 tons	\$3,696.00	\$672.00
Propane Tanks (estimate)	1 ton	\$0.00	\$80.00
Refrigerators, AC, Freezers	10 tons	\$0.00	\$800.00
Scrap #2 wire	.27 lbs	\$668.00	\$0.00
Scrap Transformers	3.49 lbs	\$105.00	\$0.00
Scrap #1 copper	2.10 lbs	\$546.00	\$0.00
Scrap #1 copper wire	.10 lbs	\$579.00	\$0.00
Scrap #2 insulated	.19 lbs	\$582.00	\$0.00
Swap Shop (estimate)	5 tons	\$0.00	\$400.00
Used Clothing	13.60 tons	\$1,430.00	\$1,088
Used Cooking Oil	165 gallons	\$45.00	\$50.00
Used Oil (estimate)	700 gallons	\$0.00	\$213.00
TOTAL		\$33,308.00	\$33,403

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www.MBTRACTOR.com

MB TRACTOR & EQUIPMENT

10 Bittern Lane P.O.Box 289 Tilton, NH 03276 TEL: (603) 286-4101 FAX: (603) 286-2039 WWW.MBTRACTOR.COM

> THE BEST TRACTORS & EQUIPMENT ON EARTH!

> > SHIP TO

SOLD TO TOWN OF HENNIKER 18 DEPOT HILL ROAD HENNIKER, NH 03242 TOWN12

QUOTATION

Sold By: BMB PO #: SSV65 Ship By: Tax #:	Date 2/15/22 QUOTE 16:07:38 PRT:	TQ09970 5 Open
Tax D Qty Description	* Price	Amount
Group: 01 EQUIPMENT QUOTE N KÜBOTA SSV65 SKID STEER N AP-HD68LLC 68" BUCKET N PFL4548 FORKS	** TOTAL EQUIPMENT QUOTE	41243.00 1299.00 42542.00
KUBOTA SSV65HFRC 65HP WHEELED SKID STEER VERTICAL LIFT ARMS HAND AND FOOT CONTROLS CAB WITH HEAT AND AC RIDE CONTROL HYDRAULIC QUICK ATTACH 7055 LBS. OPERATING WEIGHT RATED OPERATING CAPACITY 1950 LBS. HIGH FLOW AUX. HYDRAULICS 28GPM	AT 50% OP TIPPING LOAD	

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless speciffically noted. Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card.
There are no returns of special order parts.
TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.

** SUBTOTAL 42542.00 PAY THIS

Phone: (603)848-1703

Charge Sale

AMOUNT

BID SCHEDULE

PROPOSAL FOR:

check here if you have exceptions. ____

DATE & TIME:

Skid Steer

The undersigned, as Bidder, hereby declares that before preparing this bid they carefully read the specifications and hereby agrees that if the proposal is accepted, they will contract with the Town in accordance with the specifications, terms, and conditions as spelled out in this sealed bid invitation.
Skids Steer with all parts specified: \$ 42542 Price in Words: Furty Face thousand five foundard forty two dollars. Make & Model: Kuboka SSV65
Net Purchase Price:
Warranty: Please detail the warranty which covers the equipment submitted in this bid.
Authorized signature & title of Bieder
Print or type name & title of Bidder Brown
Company Name (Corporation/general partnership organized & existing under the laws of the State of) Mb Transv
Address 10 13 Hfrm lane, Tillen NH City, State, Zip
Date Quotation Made: 3/30/22 Email Address brimbanb fructor, com
Phone #: (603)630 - 0799 Fax #:

This form must be signed. All signatures must be original and not photocopies.

Minor exceptions to the above specifications must be duly noted on your letterhead as a separate sheet. Please



Town of Henniker

18 Depot Hill Road Henniker, NH 03242 603.428.3221 Fax 603-428-4366



Number:t	ransfer2022
----------	-------------

- 7	T
_	100

MB Tractor & Equipment

Budget Expense Line:

Ship To:

Henniker Transfer Station

P.O. DATE	REQUISITIONER	SHIP VIA	F.O.B. POINT	TERMS
4/13/2022	Marc Boisvert	Best Way		Asap

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Kuboto SSV65 HFRC (per attached quote TQ09970)		42542.00

SHIPPING & HANDLING
Other
TOTAL 42542.00

SUBTOTAL

42542.00

			1	TOTAL 42542.00
1.	If this purchase is over \$5000, What is the	ne estimated useful life ?	ma to	
2.	If this is a repair over \$5,000, will it exter repaired? Please estimate ho		Department Authorization	M 4/14/20
3.	If this purchase is over \$3000, but less t	han \$15,000		, ,
	Bidder A:	Amt	Juene	4/13/22
	Bidder B:	Amt	Budgetary Approval + Finance	/ Dat/e
	Bidder C:	Amt	Dean Vondin	4/13/22
4.	If this purchase is over \$3000, but less thave 3 bidders, Why? State Contract?	han \$15,000 and you do not Sole Source ? (please	Administrative Approval	Date

NEW HAMPSHIRE THE BEAUTIFUL, INC.

CRITERIA AND INSTRUCTIONS FOR RECYCLING GRANT APPLICATIONS

To ensure proper evaluation of applications, all information requested <u>must</u> be submitted. The Board of Directors may request additional information if needed for evaluation. The person listed on the application form as the Contact Person will be the person contacted for further information.

1) General Guidelines:

- Municipalities and solid waste districts are eligible.
- Only capital equipment for recycling will be considered.
- Applicant must have a minimum of 50% of purchase price available. Grants from others may not be considered as part of the minimum. Grants up to 20% may be awarded subject to funds available and Board evaluation.
- Per Articles of Incorporation, New Hampshire the Beautiful, Inc. cannot consider applications from private enterprise.
- Grant requests must be for current and anticipated projects.
- Grants that will interfere with existing, approved recycling programs will not be considered.
- Ineligible expenses include buildings, land, construction, fencing, landscaping, studies, planning, administration, travel, vehicles, etc.
- Equipment purchased must be used exclusively for recycling purposes and sole ownership maintained by applicant for 5 years. If ownership of the equipment changes in less than 5 years, the grantee agrees to return grant funds to New Hampshire the Beautiful, Inc.
- Grant awards are contingent upon availability of funds. New Hampshire the Beautiful, Inc. is a private non-profit corporation. All funds are donated and expended so as to promote the orderly expansion of recycling in the State of New Hampshire.
- Applicant <u>MUST</u> have returned the current year's "Municipal Recycling Information Sheet" to the New Hampshire Department of Environmental Services.
- Typically the NHtB only approves one grant per fiscal year (Nov. 1 through Oct. 31) per municipality.

2) Application Procedure:

- Submit completed application.
- Application must be received at least 14 days prior to board of directors' meeting (call for dates).
- Addendum must accompany application giving description of present operation, proposed operation, methods of collection, effect on public, economics (recyclable sales, cost avoidance, etc), ordinance (mandatory or voluntary recycling, pay-by-bag or other user fee based system).
- Specific equipment grant requests must include name of supplier; specification sheets; descriptions; proposals and price quotations.

3) Details:

- Project must be fully executed within six months of grant notification. One extension of three months may be allowed. Requests for extensions must be received prior to the end of the initial six-month period.
- Grant funds to be issued only upon satisfactory documentation and inspection.
- For further information please contact New Hampshire the Beautiful, Inc.

4) Follow-Up:

• Report is requested one year after the award to measure the impact on the recycling process.

From: Diane Kendall

Sent: Tuesday, April 19, 2022 3:50 PM **To:** Kris Blomback - Pats Peak Ski Area

Cc: Peter Flynn; Scott Osgood (

Subject: Payable and Payroll Registers

Good afternoon,

Reminder the board meeting will begin at 6:00pm tonight.

I dropped the payable and payroll registers in the SharePoint folder for your review and as requested at the last board meeting. This information should NOT be published for online consumption as it exposes the town, vendors, and employees to loss from targeted cybercriminals.



Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Sent:	Peter Flynn < Tuesday, April 19, 2022 3:54 PM		
То: Сс:	Diane Kendall	Scott Osgood (Tia Haanar: Bill
CC:	Kris Blomback - Pats Peak Ski Area; S Marko	cott Osgood (Tia Hooper; Bill
Subject:	Re: Payable and Payroll Registers		
Thank you! I h	ope there will still be a hard copy available	e for signing at tonight's meeti	ng.
Peter.			
On Tue, Apr 19,	2022 at 3:50 PM Diane Kendall <	wrote:	
Good afternoo	n,		
Domindor tha	board mosting will begin at 6,000m tonial	n +	
Reminder the	board meeting will begin at 6:00pm tonigl	ιι.	
	payable and payroll registers in the Sharel		-
_	information should NOT be published for oss from targeted cybercriminals.	online consumption as it expo	ses the town, vendors, and
	_		
Let me know if	you have any questions,		
Let me know n	you have any questions,		
Diane Kendall			
Town Administ	rator		
Town of Henni	ker		
603-428-3221	x105		

From: Diane Kendall Sent: Tuesday, April

Tuesday, April 19, 2022 3:55 PM

To: Peter Flynn

Subject: RE: Payable and Payroll Registers

Yes indeed, just wanted to also drop the digital version to everyone as requested..

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Peter Flynn < Sent: Tuesday, April 19, 2022 3:54 PM To: Diane Kendall < Cc: Kris Blomback - Pats Peak Ski Area < Scott Osgood (Subject: Re: Payable and Payroll Registers Sent: Tuesday, April 19, 2022 3:54 PM Scott Osgood (Bill Marko < Subject: Re: Payable and Payroll Registers
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From: D Scott Osgood <

Sent:Tuesday, April 19, 2022 4:59 PMTo:Diane Kendall; David S OsgoodSubject:Fwd: Concord Master Plan

Diane,

As noted, here are the initial design ideas for Concords new planning.

https://www.concordnext.info/

Scott O

Scott Osgood, P.E. | **City Planner** | c.

DS Osgood Planning & Management | 188 Foster Hill Rd, Henniker, NH 03242

From: Diane Kendall

Sent: Wednesday, April 20, 2022 9:23 AM

To: Peter Flynn

Subject: RE: Payable and Payroll Registers

Your welcome.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Peter Flynn <

Sent: Wednesday, April 20, 2022 6:44 AM

To: Diane Kendall <

Subject: Re: Payable and Payroll Registers

Diane, I want to thank you for your work in helping me to prepare for last night's meeting. Good job and keep up the good work. Thanks, Peter

Sent from my iPhone

On Apr 19, 2022, at 3:55 PM, Diane Kendall < wrote:

Yes indeed, just wanted to also drop the digital version to everyone as requested..

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Peter Flynn <

Sent: Tuesday, April 19, 2022 3:54 PM

To: Diane Kendall <

Cc: Kris Blomback - Pats Peak Ski Area < Scott Osgood Tia Hooper Bill Marko < Subject: Re: Payable and Payroll Registers
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Let me know if you have any questions,
Diane Kendall
Town Administrator
Town of Henniker
603-428-3221 x105
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From: Diane Kendall

Sent: Wednesday, April 20, 2022 11:31 AM

To:

Subject: RE: Letter

Hi Bill,

Since this is an elected position, you should address your letter to the Town Clerk and copy the Planning Board, Selectboard and Town Administrator.

Have a wonderful day,

Diane Kendall **Town Administrator** Town of Henniker 603-428-3221 x105

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From: Sent: Wednesday, April 20, 2022 11:11 AM

To: Diane Kendall < Subject: Letter

Hi Diane,

I'll be composing my PB resignation letter later today. I am unsure of who the recipient is and who should be cc'd. Please advise.

Thanks in advance, Bill

From: Diane Kendall

Sent: Thursday, April 21, 2022 1:18 PM

To: Bill Marko

Subject: RE: Transfer Station Candidate Interviews

Thank you for the reply.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Bill Marko <

Sent: Thursday, April 21, 2022 1:02 PM

To: Diane Kendall <

Subject: Re: Transfer Station Candidate Interviews

I'll be working either in Henniker or Bradford and should be able to make myself available at the convenience of the other board members.

Bill

Get Outlook for Android

From: Diane Kendall <

Sent: Thursday, April 21, 2022, 11:58 AM

To: Kris Blomback - Pats Peak Ski Area <

Cc: Marc Boisvert <

Subject: Transfer Station Candidate Interviews

Good Kris,

The board agreed to hold a transfer station candidate interview on May 3rd at 5:30. Unfortunately, the candidate is not available Tuesday May 3 at 5:30pm. Please advise on when the board can convene to meet with this candidate. We do have a sense of urgency to fill this position and our candidates and the public are eager to hear from us on next steps.

Best,

Diane Kendall
Town Administrator

From: Diane Kendall

Sent: Thursday, April 21, 2022 4:15 PM **To:** Kris Blomback - Pats Peak Ski Area

Cc: Peter Flynn; Scott Osgood (

Subject: FW: Exempt from RSA 91-A

Disclosure

Good afternoon,

We are trying to schedule the which will occur via zoom. The best date for our attorney, Kris and myself is June 2nd. I do not have the time available. Unless I hear of an objection to June 2nd, I'll move ahead and schedule it with our attorney.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Nathan C. Midolo <

Sent: Thursday, April 21, 2022 12:38 PM

To: Diane Kendall <

Subject: RE: appellate mediation scheduling for Supreme Court case 2022-0043

Ok, great.

Yes, at least the Selectboard Chair (or another Board member) should attend. All are welcome, but at least one should attend.

Thanks,

Nate

NATHAN C. MIDOLO

UPTON & HATFIELD, LLP

10 Centre Street P.O. Box 1090

Concord, NH 03302-1090

T: F:

www.untonhattield.com

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From: Diane Kendall <

Sent: Thursday, April 21, 2022 12:32 PM

To: Nathan C. Midolo <

Subject: RE:

Hi Nate,

Any of the dates you proposed work for me. Would you typically have the Selectboard Chair or another member present as well?

Thanks,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Nathan C. Midolo <

Sent: Thursday, April 21, 2022 11:40 AM

To: Diane Kendall < Subject: FW:

Importance: High

Hi Diane,

Reaching out

like they would like to schedule a on June 1, 2, 3, 13, or 14. I am not available 6/1 or 6/3.

Would 6/2, 6/13, or 6/14 work for you?

Thanks,

Nate

NATHAN C. MIDOLO

UPTON & HATFIELD, LLP

10 Centre Street P.O. Box 1090

Concord, NH 03302-1090

F:

www.uptonhatfield.com

From: Diane Kendall

Sent: <u>Thursday, April 21, 2022</u> 8:21 AM

To:

Subject: RE: Letter

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From:

Sent: Wednesday, April 20, 2022 10:05 PM

To: Diane Kendall < Subject: RE: Letter

Hi Diane,

I have everybody's email EXCEPT for Kim's. I searched the website but did not find it. Would you please forward it to me?

Thanks, Bill

From: Diane Kendall <

Sent: Wednesday, April 20, 2022 11:31 AM

To:

Subject: RE: Letter

Hi Bill,

Since this is an elected position, you should address your letter to the Town Clerk and copy the Planning Board, Selectboard and Town Administrator.

Have a wonderful day,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Sent: Wednesday, April 20, 2022 11:11 AM

To: Diane Kendall <

Subject: Letter

Hi Diane,

I'll be composing my PB resignation letter later today. I am unsure of who the recipient is and who should be cc'd. Please advise.

Thanks in advance, Bill

From: Diane Kendall

Sent: <u>Thursday, April 21, 2022</u> 9:12 AM

To:

Subject: RE: Letter of Resignation

Received, thank you.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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April 20, 2022

To: Kim Johnson, Henniker Town Clerk From: Bill Marko, Henniker Planning Board

Re: Resignation from the Henniker Planning Board

Kim,

I am submitting my resignation from the Henniker Planning Board, for the remainder of my term, effective immediately.

The reason for my resignation is to facilitate the Henniker Board of Selectmen's duty to appoint an ex officio to the Planning Board without violating NH RSA 673:7. Although the BOS could appoint a non-Board member to the Planning Board, there seems to be no candidates for this. My resignation as the elected Planning Board member enables the BOS to appoint a sitting Selectboard member as the ex officio. During the BOS meeting on 19-APR-2022, the BOS voted to appoint me as the ex officio and Tia Hooper as my alternate for the remainder of my Planning Board term, effective upon my resignation.

Please let me know if something more formal than this email is needed or if I need to present anything in person.

Respectfully,

From: Diane Kendall

Sent: Thursday, April 21, 2022 11:59 AM **To:** Kris Blomback - Pats Peak Ski Area

Cc: Marc Boisvert

Subject: Transfer Station Candidate Interviews

Good Kris,

The board agreed to hold a transfer station candidate interview on May 3rd at 5:30. Unfortunately, the candidate is not available Tuesday May 3 at 5:30pm. Please advise on when the board can convene to meet with this candidate. We do have a sense of urgency to fill this position and our candidates and the public are eager to hear from us on next steps.

Best,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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Bcc: Peter Flynn, Scott Osgood, Tia Hooper, Bill Marko

From: Diane Kendall

Sent: Friday, April 22, 2022 5:22 PM **To:** Kris Blomback - Pats Peak Ski Area

Subject: Update from TA - EMAIL contains information not subject to disclosure under 91-A:5

Confidential/Law Enforcement/Personnel

Good afternoon Selectboard,



There have been several other zoning, building, and health complaints. Our code enforcement and health officials Bob Garside and Gregg Aucoin have responded to every issue or complaint that has come in and they are working with everyone to resolve.

A few more things that relate to personnel. Wendy is on vacation through Tuesday, and I am covering the window.

We received a resignation from Keaton Gagne on Monday the 19th. He has accepted a job offer from Concord Fire. He will continue to work full time through May 1st. He begins his new position on May 2. The fire-rescue department will be posting an immediate opening for his open position as this leaves a large gap in coverage for shifts starting the first week of May. It would be nice recognize and thank Keaton at your next meeting.

I really need your help in arranging for an interview for the Transfer Station Assistant manager. Please let me know which of these times work for you.

*	Wednesday	4/27	All day before 4pm
*	Thursday	4/28	Anytime after 1 pm
*	Friday	4/29	All day before 3pm

* Monday 5/02 All day

* Wednesday 5/04 All day before 3pm

* Thursday 5/05 All day with the exception of 10:45-12:00

* Friday 5/06 All day before 3pm

* Monday 5/09 All day

One more thing before we start the weekend. The last Selectboard meeting was successful and an important step in working towards a culture of cooperation and negotiation and I'm confident it will lead to better outcomes. I have had the opportunity to meet with all of you one-on-one and every discussion has been good. Thank you and I appreciate the opportunity to serve and work with you.

Bcc: Peter Flynn ,Scott Osgood, Tia Hooper, Bill Marko

Have a wonderful weekend,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From: Diane Kendall

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* Monday 5/02 All day

* Wednesday 5/04 All day before 3pm

* Thursday 5/05 All day with the exception of 10:45-12:00

* Friday 5/06 All day before 3pm

* Monday 5/09 All day

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From: Peter Flynn <

Sent: Friday, April 22, 2022 5:59 PM

To: Diane Kendall

Subject: Re: Update from TA - EMAIL contains information not subject to disclosure under 91-A:5

Confidential/Law Enforcement/Personnel

Wednesday and Friday is best for me in daytime but any evening is also good.

Sent from my iPhone

On Apr 22, 2022, at 5:22 PM, Diane Kendall < wrote:

Good afternoon Selectboard,



There have been several other zoning, building, and health complaints. Our code enforcement and health officials Bob Garside and Gregg Aucoin have responded to every issue or complaint that has come in and they are working with everyone to resolve. We have had one complaint about dirt bike activity resuming at the gravel pit

resuming at the gravel pit.

A few more things that relate to personnel. Wendy is on vacation through Tuesday, and I am covering the window.

We received a resignation from Keaton Gagne on Monday the 19th. He has accepted a job offer from Concord Fire. He will continue to work full time through May 1st. He begins his new position on May 2. The fire-rescue department will be posting an immediate opening for his open position as this leaves a large gap in coverage for shifts starting the first week of May. It would be nice recognize and thank Keaton at your next meeting.

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* Wednesday 4/27 All day before 4pm* Thursday 4/28 Anytime after 1 pm

*	Friday	4/29	All day before 3pm
*	Monday	5/02	All day
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*	Monday	5/09	All day

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Bcc: Peter Flynn ,Scott Osgood, Tia Hooper, Bill Marko

Have a wonderful weekend,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From: Diane Kendall

Sent: Friday, April 22, 2022 11:08 AM

To: Bill Marko

Subject: RE: - Exempt from RSA 91-A

Disclosure

Thank you for letting me know and you are not alone in wanting to understand the process.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Bill Marko <

Sent: Thursday, April 21, 2022 6:32 PM

To: Diane Kendall <

Subject: Re: - Exempt from RSA 91-A Disclosure

Hi Diane,

I would be interested in participating and June 2nd is ok for me. I would, however, need to understand the process.

Regards, Bill

Get Outlook for Android

From: Diane Kendall <

Sent: Thursday, April 21, 2022, 4:15 PM

To: Kris Blomback - Pats Peak Ski Area <

Cc: Peter Flynn < Scott Osgood

Tia Hooper <

Subject: FW: - Exempt from RSA 91-A Disclosure

Bill Marko <

Good afternoon,

We are trying to schedule the which will occur via zoom. The best date for our attorney, Kris and myself is June 2nd. I do not have the time available. Unless I hear of an objection to June 2nd, I'll move ahead and schedule it with our attorney.

Diane Kendall

Town Administrator Town of Henniker 603-428-3221 x105

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From: Nathan C. Midolo <

Sent: Thursday, April 21, 2022 12:38 PM

To: Diane Kendall <

Subject: RE:

Ok, great.

Yes, at least the Selectboard Chair (or another Board member) should attend. All are welcome, but at least one should attend.

Thanks,

Nate

NATHAN C. MIDOLO

UPTON & HATFIELD, LLP

10 Centre Street P.O. Box 1090

Concord. NH 03302-1090

T:

www.uptonhattield.com

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From: Diane Kendall <

Sent: Thursday, April 21, 2022 12:32 PM

To: Nathan C. Midolo <

Subject: RE:

Hi Nate,

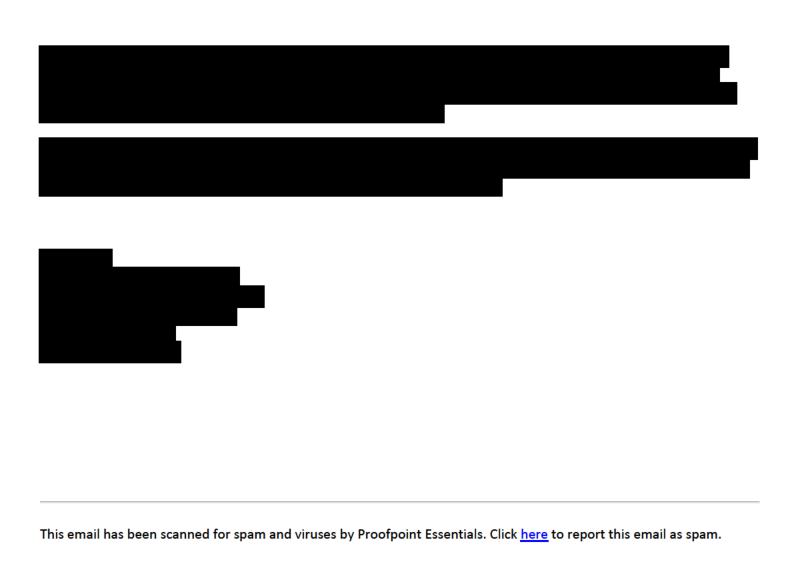
Any of the dates you proposed work for me. Would you typically have the Selectboard Chair or another member present as well?

Thanks,

Diane Kendall Town Administrator Town of Henniker

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From: Nathan C. Midolo < Sent: Thursday, April 21, 2022 11:40 AM To: Diane Kendall < Subject: FW:
Hi Diane,
Thanks,
Nate
NATHAN C. MIDOLO
UPTON & HATFIELD, LLP 10 Centre Street P.O. Box 1090
Concord, NH 03302-1090 T: F: www.uptonhattield.com
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From: Patty M. Cole < Sent: Thursday, April 21, 2022 11:30 AM To:



This email has been scanned for spam and viruses by Proofpoint Essentials. Click <u>here</u> to report this email as spam.

From: Diane Kendall

Sent: Friday, April 22, 2022 11:08 AM
 To: Kris Blomback - Pats Peak Ski Area
 Subject: RE: Transfer Station Candidate Interviews

Thank you.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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----Original Message-----

From: Kris Blomback - Pats Peak Ski Area <

Sent: Thursday, April 21, 2022 5:23 PM

To: Diane Kendall <

Subject: Re: Transfer Station Candidate Interviews

I can do the following:

* Monday 4/25 All day

* Tuesday
* Wednesday
* Thursday
* Friday
* Friday
* Anytime after 1 pm
Anytime after 1 pm
Anytime after 1 pm
All day before 3pm

* Monday 5/02 All day

* Wednesday 5/04 All day before 3pm

* Thursday 5/05 All day with the exception of 10:45-12:00

* Friday 5/06 All day before 3pm

* Monday 5/09 All day

From: Diane Kendall <

Date: Thursday, April 21, 2022 at 11:59 AM

To: Kris Blomback < Cc: Marc Boisvert <

cc. Marc Boisvert

Subject: Transfer Station Candidate Interviews

Good Kris,

The board agreed to hold a transfer station candidate interview on May 3rd at 5:30. Unfortunately, the candidate is not available Tuesday May 3 at 5:30pm. Please advise on when the board can convene to meet with this candidate. We do have a sense of urgency to fill this position and our candidates and the public are eager to hear from us on next steps.

Best,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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Bcc: Peter Flynn, Scott Osgood, Tia Hooper, Bill Marko

From:

From: Sent:	Diane Kendall	11.00 ANA		
To:	Friday, April 22, 2022 1 D Scott Osgood	1.06 AIVI		
Subject:	RE: FW: Disclosure			- Exempt from RSA 91-A
Thank you.				
Diane Kendall Town Administra Town of Hennike 603-428-3221 x1	r			
confidential infor or any attachmer	ny attachments are intendemation. If you are not the	led only for use by the addre intended recipient of this ever received this e-mail in erropy of the e-mail.	mail, any dissemination	or copying of this e-mail
From: D Scott Os Sent: Thursday, A To: Diane Kendal Cc: D Scott Osgoo Subject: Re: FW:	pril 21, 2022 4:57 PM		- Exempt f	rom RSA 91-A Disclosure
Diane, Scott O can be av ScottO	ailable on June 2.			
On Thu, Apr 21, 2	022 at 4:15 PM Diane Ken	ıdall <	wrote:	
Good afternoon	,			
We are trying to myself is June 2 ! schedule it with	nd . I do not have the time a	which will occur via available. Unless I hear of ar		or our attorney, Kris and I'll move ahead and
Diane Kendall				
Town Administr	ator			
Town of Hennik	er			
603-428-3221 x	105			

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From: Nathan C. Midolo < Sent: Thursday, April 21, 2022 12:38 PM To: Diane Kendall < Subject: RE:
Ok, great.
Yes, at least the Selectboard Chair (or another Board member) should attend. All are welcome, but at least one should attend.
Thanks,
Nate
NATHAN C. MIDOLO
UPTON & HATFIELD, LLP
10 Centre Street
P.O. Box 1090
Concord, NH 03302-1090
T:
F:

www.uptonhatfield.com

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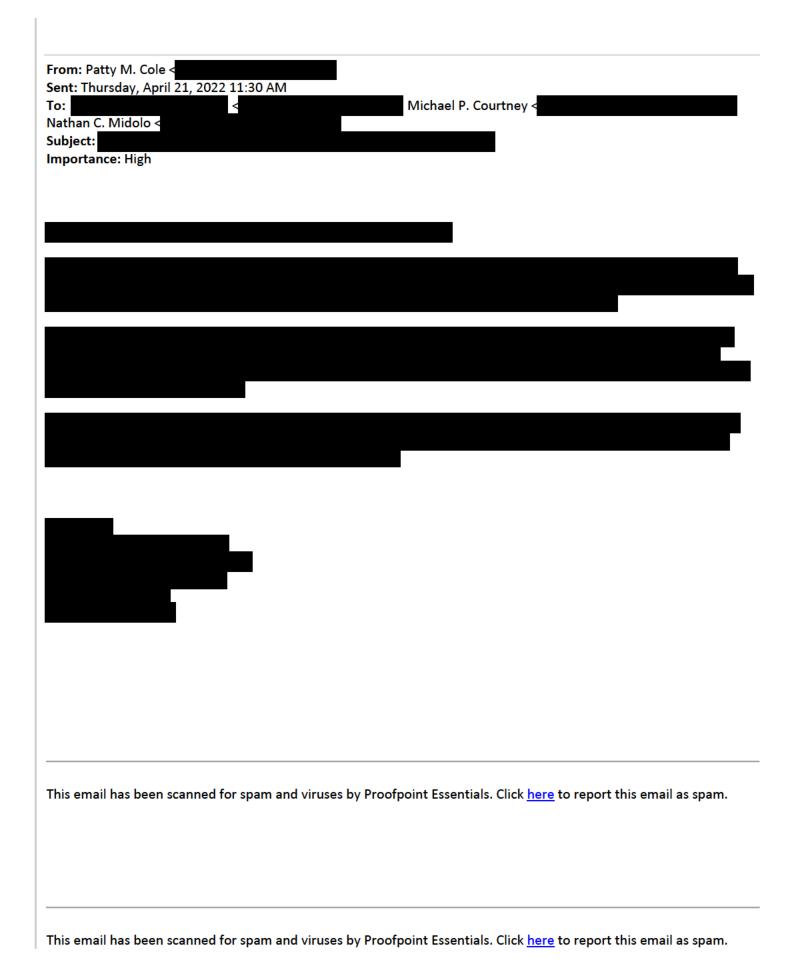
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Subject: RE:
Hi Nate,
Any of the dates you proposed work for me. Would you typically have the Selectboard Chair or another member present as well?
Thanks,
Diane Kendall
Town Administrator
Town of Henniker
603-428-3221 x105

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or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and

Sent: Thursday, April 21, 2022 11:40 AM To: Diane Kendall < Subject: FW:
Importance: High
Hi Diane,
Thanks,
Nate
NATHAN C. MIDOLO
NATIVAL 6. MIDGEG
UPTON & HATFIELD, LLP
10 Centre Street
P.O. Box 1090
Concord, NH 03302-1090
т:
F:
www.uptonhatfield.com
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From: Diane Kendall

Sent: Friday, April 22, 2022 11:26 AM **To:** Kris Blomback - Pats Peak Ski Area

Cc: Peter Flynn; Scott Osgood (Tia Hooper; Bill Marko

Subject: FW: 043 - EMAIL Exempt from

Disclosure

Good morning all.

First, when I forward emails from the town attorney I will put in the Subject line: **EMAIL Exempt from Disclosure.** This will help all of us to be mindful that the communication is privileged, confidential and contains written legal advice and is not subject to disclosure under 91-A:5 Written legal advice.

Please see below the communication regarding the set and next steps what to expect in the process.

Thank you and have a great day!

Peter Flynn; Scott Osgood; Tia Hooper; Bill Marko

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Nathan C. Midolo <

Sent: Thursday, April 21, 2022 4:30 PM

To: Diane Kendall <

Subject: RE:



NATHAN C. MIDOLO

UPTON & HATFIELD, LLP

10 Centre Street P.O. Box 1090

Concord, NH 03302-1090

F:

www.uptonhatfield.com

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From: Diane Kendall <

Sent: Thursday, April 21, 2022 4:17 PM

To: Nathan C. Midolo <

Subject: RE:

Hi Nate,

Thank you,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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To: Diane Kendall <

Subject: RE:

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Nate

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To: Nathan C. Midolo <

Subject: RE:

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Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: Nathan C. Midolo <

Sent: Thursday, April 21, 2022 11:40 AM

To: Diane Kendall < Subject: FW:

Hi Diane,

Thanks,

Nate

NATHAN C. MIDOLO

UPTON & HATFIELD, LLP

10 Centre Street P.O. Box 1090

Co	oncor	d, N	H 03	302-1	1090
T:					
F٠					

www.uptonhattield.com

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From: Patty M. Cole < Sent: Thursday, April 21, 2022 11:30 AM To: Nathan C. Midolo < Subject: Importance: High	Michael P. Courtney <

From: Peter Flynn <

Sent: Monday, April 25, 2022 1:12 PM

To: Diane Kendall

Subject: Re: Transfer Station Asst. Manager Candidate Interview

I can leave work early if needed.

Sent from my iPhone

> On Apr 25, 2022, at 12:06 PM, Diane Kendall <

wrote:

From: Diane Kendall

Sent: Monday, April 25, 2022 12:07 PM
To: Kris Blomback - Pats Peak Ski Area

Subject: Transfer Station Asst. Manager Candidate Interview

Good Selectboard,

The candidate for Transfer Station Assist. Manager is available May 2nd at 4:00pm for 2nd interview. I'm attempting to make hiring as inclusive as possible and respond to the urgency to fill the position. Since it seems scheduling might be difficult, would you be amenable to having the Chairman and any other Selectboard member that is available join me in conducting this 2nd interview. The chair, other board members in attendance, town administrator and Transfer Station manager can make recommendations on hiring at the May 5th Selectboard meeting.

Please respond to me with your thoughts.

Thanks much,

Bcc: Peter Flynn; Scott Osgood; Tia Hooper; Bill Marko

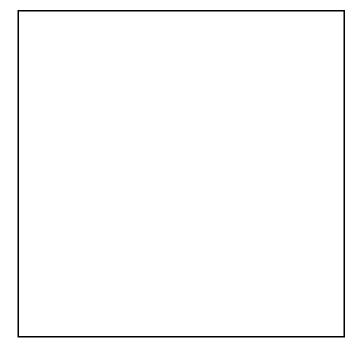
Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From: Diane Kendall Sent: Tuesday, April 26, 2022 2:02 PM To: Kris Blomback - Pats Peak Ski Area Subject: FW: NRRA's Conference & Expo: Affecting Recycling & Reuse Change in Your Town Selectboard, This conference is a great opportunity for one of you to attend. I can not attend, as I'll be traveling that Monday. Diane Kendall **Town Administrator** Town of Henniker 603-428-3221 x105 STATEMENT OF CONFIDENTIALITY This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail. From: Northeast Resource Recovery Association < Sent: Tuesday, April 26, 2022 12:22 PM To: Diane Kendall < Subject: NRRA's Conference & Expo: Affecting Recycling & Reuse Change in Your Town

Click to view this email in browser

_



The Ten Towns, Ten Actions Toolkit is a menu of concrete actions, ready-made templates, and technical support from ten volunteers in New Hampshire who have been successful in effecting change in their communities and are helping others rethink plastic. Learn how the Toolkit has inspired community leaders, catalysts, champions, and others in accomplishing successful actions toward plastic waste reduction. During this hands-on session we will collectively map out ways to prevent waste and support reuse, sharing and repair initiatives in our local communities.

- Ten Towns, Ten Actions Cindy Heath, Convener, NH Network Plastics Workgroup, Cornish Flat, NH
- Building A Grassroots Reuse Movement Erin Victor, University of Maine, Bangor, ME, former MADEP
- Moderator- Ken Filpula, Transfer Station Supervisor, Moultonborough, NH

Speaker Bios | Conference Agenda

^{*}Note - this workshop will be presented live and simultaneously livestreamed. For remote attendance options, click on the "Attendee Registration" button below.

NRRA's Recycling Conference & Expo will be held in person on May 16 & 17 at the DoubleTree by Hilton Manchester Downtown Hotel in Manchester, NH.

Attendance at our conference workshops is eligible for NH DES Operator Training Credits.

Sponsor and Exhibitor Opportunities

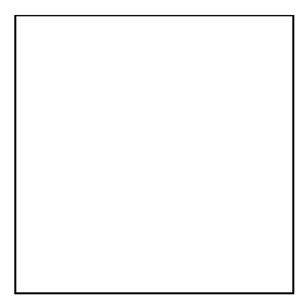
Attendee Registration

_

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_

Diamond Sponsors



Platinum Sponsors

From: Diane Kendall

Sent: Tuesday, April 26, 2022 4:59 PM

To: D Scott Osgood

Subject: RE: Transfer Station Asst. Manager Candidate Interview

Hi Scott,

Thank you. The interview will be at the Town Hall Monday May 2 at 4:00pm.

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: D Scott Osgood <

Sent: Tuesday, April 26, 2022 4:00 PM

To: Diane Kendall <

Subject: Re: Transfer Station Asst. Manager Candidate Interview

Hi Diane,

Scott can be available on May 2 at 4:00 for the interview for the Transfer Station and Parks and Recreation Department. Will it be at the Community Building?

Scott O

On Tue, Apr 26, 2022 at 12:26 PM Diane Kendall <

wrote:

Good morning,

I have scheduled the 2nd interview for the candidate on May 2nd at 4:00pm at the town office. Kris and Peter will attend. Bill and Tia are not available, and after speaking with both, they consent to this moving forward as I proposed. I have not heard back from Scott.

- If 3 members are meeting for the interview, I will post the meeting, otherwise it's not a meeting.
- The members that meet for the interview can present recommendations to the full board on May 3rd.

Thank you all, teamwork makes the dreamwork!
Bcc: Peter Flynn ,Scott Osgood, Tia Hooper, Bill Marko
Diane Kendall
Town Administrator
Town of Henniker
603-428-3221 x105
STATEMENT OF CONFIDENTIALITY
This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail.
From: Diane Kendall Sent: Monday, April 25, 2022 12:07 PM To: Kris Blomback - Pats Peak Ski Area < Subject: Transfer Station Asst. Manager Candidate Interview
Sent: Monday, April 25, 2022 12:07 PM To: Kris Blomback - Pats Peak Ski Area <
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From: Diane Kendall

Sent: Tuesday, April 26, 2022 10:58 AM

To: Bill Marko

Subject: RE: Transfer Station Asst. Manager Candidate Interview

Hi Bill,

Can you give me a call at your earliest convenience? I would like to speak with you about transfer station interview.

Thanks much,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail.

From: Bill Marko <

Sent: Monday, April 25, 2022 1:40 PM

To: Diane Kendall <

Subject: Re: Transfer Station Asst. Manager Candidate Interview

Hi Diane.

I am unable to meet May 2nd at that time.

Your other dates/times are ok except after 4pm on both Mondays.

Bill

Get Outlook for Android

From: Diane Kendall <

Sent: Monday, April 25, 2022, 12:06 PM To: Kris Blomback - Pats Peak Ski Area <

Subject: Transfer Station Asst. Manager Candidate Interview

Good Selectboard,

The candidate for Transfer Station Assist. Manager is available May 2nd at 4:00pm for 2nd interview. I'm attempting to make hiring as inclusive as possible and respond to the urgency to fill the position. Since it seems scheduling might be difficult, would you be amenable to having the Chairman and any other Selectboard member that is available join me in

conducting this 2nd interview. The chair, other board members in attendance, town administrator and Transfer Station manager can make recommendations on hiring at the May 5th Selectboard meeting.

Please respond to me with your thoughts.

Thanks much,

Bcc: Peter Flynn; Scott Osgood; Tia Hooper; Bill Marko

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From: Diane Kendall

Sent: Tuesday, April 26, 2022 12:27 PM **To:** 'Kris Blomback - Pats Peak Ski Area'

Subject: RE: Transfer Station Asst. Manager Candidate Interview

Good morning,

I have scheduled the 2nd interview for the candidate on May 2nd at 4:00pm at the town office. Kris and Peter will attend. Bill and Tia are not available, and after speaking with both, they consent to this moving forward as I proposed. I have not heard back from Scott.

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From: Diane Kendall

Sent: Monday, April 25, 2022 12:07 PM
To: Kris Blomback - Pats Peak Ski Area <

Subject: Transfer Station Asst. Manager Candidate Interview

Good Selectboard,

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Please respond to me with your thoughts.

Thanks much,

Bcc: Peter Flynn; Scott Osgood; Tia Hooper; Bill Marko

From: Diane Kendall

Sent: Wednesday, April 27, 2022 2:07 PM

To: D Scott Osgood

Subject: RE: Transfer Station Asst. Manager Candidate Interview

Thank you, see you Monday

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

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From: D Scott Osgood <

Sent: Wednesday, April 27, 2022 2:01 PM

To: Diane Kendall <

Subject: Re: Transfer Station Asst. Manager Candidate Interview

See you at the Town Hall Diane. Sorry I missed the initial request.

Scott O

On Tue, Apr 26, 2022 at 4:59 PM Diane Kendall < wrote:

Hi Scott,

Thank you. The interview will be at the Town Hall Monday May 2 at 4:00pm.

Diane Kendall

Town Administrator

Town of Henniker

603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From: D Scott Osgood < Sent: Tuesday, April 26, 2022 4:00 PM To: Diane Kendall < Subject: Re: Transfer Station Asst. Manager Candidate Interview
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Please respond to me with your thoughts.
Thanks much,
Bcc: Peter Flynn; Scott Osgood; Tia Hooper; Bill Marko

From: Diane Kendall

Sent: Wednesday, April 27, 2022 5:10 PM **To:** Kris Blomback - Pats Peak Ski Area

Subject: AGENDA_ 05.03.22 **Attachments:** AGENDA_ 05.03.22.docx

Good afternoon Kris,

Please see the attached DRAFT of the Agenda for Tuesday May 3rd. I am finishing up all the staff reports for each item and can send a link to all of those tomorrow. Please give me a call or stop in tomorrow to go over.

Bcc: Peter Flynn, Scott Osgood, Tia Hooper, Bill Marko

Best,

Diane Kendall Town Administrator Town of Henniker 603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

From:	Kris Blomback - Pats Peak Ski Area <
Sent: To:	Friday, April 29, 2022 1:05 PM Diane Kendall
Subject:	FW: USDOT announces Safe Streets and Roads for All (SS4A) Grant Program webinar series
Not sure if	you get this
Sent: Thursd To: Kris Blon	OT Federal Highway Administration [mailto: ay, April 28, 2022 8:12 AM aback - Pats Peak Ski Area < OOT announces Safe Streets and Roads for All (SS4A) Grant Program webinar series
July Cott 032	or announces sure streets and nodas for him (55 h), Grant Program westnar series
	× · · · ·

USDOT presents Safe Streets and Roads for All (SS4A) Grant Program Webinar Series

The Bipartisan Infrastructure Law (BIL) establishes the new Safe Streets and Roads for All (SS4A) discretionary program that will provide \$5.6 billion in grants over the next 5 years. Funding supports regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

Find out more about this grant and eligibility during a series of informational webinars starting today:

- 1. Getting Ready for the Safe Streets and Roads for All (SS4A) Program Tribal Governments
 - Opening remarks by Arlando Teller, USDOT Deputy Assistant Secretary for Tribal Affairs
 - Thursday, April 28, 1-3 p.m. (EDT)

• Register here to attend the webinar targeted at Tribal governments

2. Getting Ready for the Safe Streets and Roads for All (SS4A) Program - Counties, Cities, Towns, Other Special Districts That Are Subdivisions of a State, and Transit Agencies

- Opening remarks by Robin Hutcheson, Acting Administrator, Federal Motor Carrier Safety Administration (FMCSA)
- Monday, May 2, 1-3 p.m. (EDT)
- Register here to attend the webinar targeted at counties, cities, towns, other special districts that are subdivisions of a State, and transit agencies

3. Getting Ready for the Safe Streets and Roads for All (SS4A) Program - **Metropolitan Planning Organizations (MPOs)**

- Opening remarks by Bill Keyrouze, Executive Director, Association of Metropolitan Planning Organizations (AMPO)
- Tuesday, May 3, 1-3 p.m. (EDT)
- Register here to attend the webinar targeted at MPOs

The USDOT website on SS4A is https://www.transportation.gov/SS4A.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your <u>Subscriber Preferences Page</u>. You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact <u>subscriberhelp.granicus.com</u>.

This service is provided to you at no charge by U.S. DOT Federal Highway Administration.

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Town Hall 18 Depot Hill Road Henniker, NH 03242

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

Incorporated November 10, 1768 "Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 5/3/2022

TITLE: Bid Approvals

INITIATED BY: Leo Aucoin, Superintendent

PREPARED BY: Leo Aucoin, Superintendent

PRESENTED BY: Leo Aucoin, Superintendent

AGENDA DESCRIPTION: I would like the Board to act on the following bid openings:

Roadside mowing (only one bid),

Chip Seal of Flanders Road (only one bid),

• Paving bid, except Busby Construction based on unit pricing and past work experience

Liberty Hill Road culvert construction, award Hall's Excavation.

Legal Authority: Town procurement policy

Financial Details: See attached

Town Administrator Comment: Town Administrator concurs with recommendations of Superintendent

Aucoin

Suggested Action/Recommendation:

- 1. Motion to award Roadside Mowing bid to Field Works of NH not to exceed \$24,575.00
- 2. Motion to award Chip Seal of Flanders Road bid to All States Construction not to exceed \$73,150.95
- 3. Motion to award Paving and Reclaiming bid to Busby Construction not to exceed unit pricing as proposed in bid proposal.
- 4. Motion to award Liberty Hill Rd Culvert Construction bid to Hall's Excavation not to exceed not exceed \$242,015.



Town of Henniker Request for Proposal **Roadside Mowing**

The Town of Henniker NH is inviting bid pricing for Roadside mowing roads in Henniker. Bid proposals must be on company letterhead clearly stating price and specifications. Bids must be sealed and marked, "Mowing 2022" and be delivered to Town of Henniker Town Hall 18 Depot Hill Road, Henniker NH 03242 by April 18, 2022at 12:00 PM, when they will be opened publicly and read aloud. Contact person: Leo Aucoin, Highway Superintendent 603-428-7200.

The Scope of work:

Roadside mowing of all class 5 town roads roughly 80 plus miles. Mowing to include a minimum of 8-10 feet of horizontal mowing from edge of pavement or gravel road. Additional mowing may be required in intersections and corners to obtain and maintain line of sight. The removal of debris deemed hazardous from travel lanes of roadways as a result of mowing operations.

Certified traffic control personnel or signage to be provided by the contractor, with the understanding that emergency vehicles and school buses will not be delayed.

The Town of Henniker requests that the work be performed by the successful bidders' own personnel. Any subcontractors must be pre-approved by the Road Agent

Bid price proposals must be on company letterhead clearly stating the price per mile. The bid price shall include all increases for the duration of the contract with a completion date of September 28, 2022. No request for increase in contract price shall be entertained by the Town of Henniker.

All work to be done under the direction of the Highway Superintendent. The Town of Henniker reserves the right to modify road lengths. Additional work may be added by the Town.

The contractor will be required to provide an insurance certificate confirming the following insurance coverage; worker's compensation insurance as required by the State of NH; broad-form comprehensive general liability insurance in the amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in the amount no less than \$1,000,000 combined single limit per occurrence. The Town of Henniker shall be named as an additional insured on all policies.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Bidders shall bid to specifications. However, deviation from specifications may be made but any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

The minutes of the meeting at which the selection is made shall indicate the bid selected and the factors upon which the selection was made. All major bids submitted must specify time frame of bid quote amount and must guarantee bid amount for a minimum of thirty (30) days from bid opening date. This requirement must be included in all advertisements and written specifications issued by the Town of Henniker. Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

BID #: 07-2022

BID NAME: Roadside Mowing

DUE DATE & TIME: April 18, 2021 @12:00pm

BIDS OPENED BY: Justin Johnson, Assistant Superintendent

Company	Address	Bid Amount
Field Works of NH	P.O. Box 392, Bradford NH	Not to exceed \$24,575.00



Town of Henniker Request for Proposal Chip Seal Bid 2022

The Town of Henniker NH is inviting bid pricing for Conventional chip seal miscellaneous roads in Henniker. Bid proposals must be on company letterhead clearly stating price and specifications. Bids must be sealed and marked, "Chip Seal 2022" and be delivered to Town of Henniker Town Hall 18 Depot Hill Road, Henniker NH 03242 by April 22, 2022, at 12:00 PM, when they will be opened publicly and read aloud. Contact person: Leo Aucoin, Highway Superintendent 603-428-7200.

Locations with approximate Footage:

1. Flanders Road from NH RT114 north to NH RT114 south –approx. 10,500 ft. by 22 ft.

Certified traffic control personnel and signage to be provided by the contractor, with the understanding that emergency vehicles and school buses will not be delayed.

The Town of Henniker requests that the work be performed by the successful bidder's own personnel. Any subcontractors must be pre-approved by the Road Agent.

Bid price proposals must be on company letterhead clearly stating the unit price per foot or yard. The bid price shall include all increases for the duration of the contract with a completion date no later than September 1, 2022. No request for increase in contract price shall be entertained by the Town of Henniker.

All work to be done under the direction of the Highway Superintendent. The Town of Henniker reserves the right to modify road lengths. Additional work may be added by the Town.

The contractor will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of NH; broad-form comprehensive general liability insurance in the amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in the amount no less than \$1,000,000 combined single limit per occurrence. The Town of Henniker shall be named as an additional insured on all policies.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their sole discretion to reject all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Bidders shall bid to specifications. However, deviation from specifications may be made but any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

The minutes of the meeting at which the selection is made shall indicate the bid selected and the factors upon which the selection was made. All major bids submitted must specify time frame of bid quote amount and must guarantee bid amount for a minimum of thirty (30) days from bid opening date. This requirement must be included in all advertisements and written specifications issued by the Town of Henniker. Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.



PO Box 91 Sunderland, MA 01035 413-665-7021 www.asmg.com

April 22, 2022

Town of Henniker Town Hall 18 Depot Hill Road Henniker, NH 03242

Dear Sir or Madam:

We are pleased to submit the following proposal for Chip Seal Bid 2022.

Bid Item	Quantity	Unit Price	Total Price
Flanders Road (from NH Rt. 114 north to NH Rt. 114 south.)			
10,500' x 22'	25,667 SY	\$ 2.85	\$ 73,150.95

All States Construction, Inc. is responsible for all signage and traffic control.

We guarantee that all materials supplied, and work done shall comply with the State of New Hampshire Department of Transportation Standard Specifications for Highways and Bridges, as well as those of the Town of Henniker.

We hope the above will permit our being of service to you.

Very truly yours,

ALL STATES CONSTRUCTION, INC.

Alan L. Chicoin Vice President



Town of Henniker Request for Proposal Paving and Reclaiming

The Town of Henniker NH is inviting bid pricing for paving and reclaiming miscellaneous roads in Henniker. Bid proposals must be on company letterhead clearly stating price and specifications. Bids must be sealed and marked, "Paving 2022" and be delivered to Town of Henniker Town Hall 18 Depot Hill Road, Henniker NH 03242 by April 22, 2022, at 12:00 PM, where they will be opened publicly and read aloud. Contact person: Leo Aucoin, Highway Superintendent 603-428-7200.

Note: All asphalt depths are measured after compaction. Asphalt emulsion tack to be used and metered at the rate of .025-.030 gallons per square yard per NHDOT spec. before overlaying any asphalt,

For quality control measures we are limiting the bid to NH companies, for asphalt paving in the Town of Henniker.

Certified traffic control personnel and signage to be provided by the contractor, with the understanding that emergency vehicles and school busses will not be delayed. Covering catch basins and sweeping of road prior to the placement of asphalt will also be the contractor's responsibility. Looting the joints of the asphalt, full width distributor applied tack coat, blending driveways, and mailbox aprons, where required, will be considered as (*Machine Method*). Contractor will mill and tack all joints at each end of project as well as intersecting side roads.

The Town of Henniker requests that the work be performed by the successful bidder's own personnel. Any subcontractors must be pre-approved by the Highway Superintendent.

Bid price proposals must be on company letterhead clearly stating the price per ton in place and price per s.y. for reclaim. The bid price shall include all increases in asphalt prices or fuel for the duration of the contract with a completion date of October 1, 2022. No request for increase in contract price shall be entertained by the owner.

All work to be done under the direction of the Highway Department. The Town of Henniker reserves the right to modify the anticipated road list, road lengths and or tonnage as it sees fit. Additional work may be added by the Town.

All overlay paving shall be of 3/8" mix and will consist of a ¾" + shim and a 1 ½" compacted overlay, using two steel drum rollers and one rubber tired pneumatic roller. Base asphalt to consist of 2 ½" of ¾" NHDOT spec asphalt, 1 ½" wear course. All asphalt must meet NHDOT Specs and will be tested. All paving projects must maintain a minimum of 2.5% crown. The town request a price per day to shoulder roads listed after paving is complete. The town will supply gravel loaded on your trucks at the town gravel pit located at 1345 Weare Road.

- 1. **Davison Road:** Davison Road from NH Rt.114 to Liberty Hill Road Approx. distance of 5480 feet Shim and overlay
- 2. **Liberty Hill Road:** Liberty Hill Road from Western Ave. to intersection of Colby Hill Road approx. distance of 2010 Feet Reclaim and pave.

- 3. **Old Hillsboro Road:** Old Hillsboro Road approx. distance of 7550 feet of reclaim and base and 11280 feet of wear course
- 4. **Echo Lane:** Echo Lane from Hemlock Loop to barn yard approx. distance of 700 feet very narrow, roughly 16 feet reclaim and pave
- 5. **Baker Road:** Baker Road has approx. 1300 feet of pugmill mix, reclaim grade and compact only.
- 6. **Main Street:** Main Street approx..700 feet from the joint just beyond Ramsdell Road to the joint just beyond Shed Road, mill and fill and overlay

The contractor will be required to provide an insurance certificate confirming the following insurance coverage; worker's compensation insurance as required by the State of NH; broad-form comprehensive general liability insurance in the amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in the amount no less than \$1,000,000 combined single limit per occurrence. The Town of Henniker shall be named as an additional insured on all policies. Contractor may be required and shall be prepared to post a bond or letter of credit to cover up to 1.5x the bid price upon request of the Board of Selectmen.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Bidders shall bid to specifications. However, deviation from specifications may be made but any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

The minutes of the meeting at which the selection is made shall indicate the bid selected and the factors upon which the selection was made. All major bids submitted must specify time frame of bid quote amount and must guarantee bid amount for a minimum of thirty (30) days from bid opening date. This requirement must be included in all advertisements and written specifications issued by the Town of Henniker. Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

			GMI		
CONTRACT CONTROLS	QTY	Measure	Price	Unit	Total Cost
RECLAIM/FINE GRADE &					
СОМРАСТ	26,901.00	SQ YDS	\$1.65	PER SY	\$44,386.65
SHIM/OVERLAY 1.5"	0.00	TONS	\$77.10	PER TON	\$0.00
TACK	1,125.00	GAL	\$4.50	PER GAL	\$5,062.50
PAVE BINDER @2.5"	3,535.00	TONS	\$76.10	PER TON	\$269,013.50
PAVE TOP @1.5"	4,035.00	TONS	\$77.10	PER TON	\$311,098.50
SHOULDER GRAVEL	0.00				
MILLING SY 1.5"	2,495.00	SQ YDS	\$3.50	PER SY	\$8,732.50
FLAGGERS	202.00	HOURS	\$50.00	PER HOUR	\$10,100.00
BITUMINOUS CURB	970.00	LF	\$10.00	LF	\$9,700.00
	0.00				
			TOTAL		
TOTAL QUOTED	\$658,076.15		CALCULATED		\$658,093.65

	BUSBY CONSTRUCTION					
	QTY	UNIT PRICE	Price	Unit	Total Cost	
RECLAIM/FINE GRADE						
& COMPACT	27,504.00	SQ YDS	\$1.60	PER SY	\$44,006.40	
SHIM/OVERLAY 1.5"	0.00	TONS	\$77.50	PER TON	\$0.00	
SWEEP & TACK	0.00	GAL	\$0.00	PER GAL	\$0.00	
PAVE BINDER	3,508.00	TONS	\$73.50	PER TON	\$257,838.00	
PAVE TOP	4,771.00	TONS	\$77.50	PER TON	\$369,752.50	
SHOULDER GRAVEL	0.00	0	\$0.00	0	\$0.00	
MILLING	1,945.00	SQ YDS	\$5.60	PER SY	\$10,892.00	
FLAGGERS	270.00	HOURS	\$42.00	PER HOUR	\$11,340.00	
BITUMINOUS CURB						
TOTAL QUOTED	\$693,828.90			TOTAL CAL	\$693,828.90	



Lowbed Rental (portal to portal)

Grader Rental (as needed)

Vibratory Roller Rental

Water Truck Rental

Excavator Rental

BUSBY CONSTRUCTION CO., INC.

71 ROUTE 111 ATKINSON, NH 03811 (603) 898-4800 FAX (603) 898-4808

PROPOSAL

		FROPOSAL		
Submitted To:	Town of Henniker	Date:	April 19, 2022	
Address:	18 Depot Hill Road	<u>Job Name:</u>	Paving 2022	
City, State, Zip:	Henniker, NH 03242	<u>Job Location:</u>	Henniker NH	
Phone / Fax:	603 428 7200	Contact Person	n: Leo Aucoin	
We hereby submit s	pecifications and estimates for the	e following scope of work:		
1:Reclaim grade compact with water \$1.60 s/y 2: 2.5" Binder \$73.50 per ton 3: 1.5" Top \$77.50 per ton 4: Flaggers \$42.00 per hour 5:Berm \$14.00 per foot 6: Hand work \$145.00 per ton 7: Day rate shoulder crew \$6,440.00 8: Milling crew \$5.60 s/y A:Davison Road \$134,062.50 B:Liberty Hill Road \$93,122.40 C:Old Hillsboro Road \$ 413,139.60 D:Echo Lane \$23,367.50 E: Baker Road \$5,294.40 F: Main St \$ 24,842.50				
	,		\$69	3,828.90
Price based on: Liqu 1 Mobilization	iid Asphalt @\$665.00 as of 4/19/2	022		
	for damage due to vibration for damage to site lighting or irriga	ition		
Terms: Net 30 [Days, No Retainage			
Busby Construction	Co., Inc. reserves the right to char	rge a 1.5% late fee for all overd	ue payments.	
Busby Construction	Co., Inc. reserves the right to char	rge for attorney fees if needed t	o collect overdue balances	\$
Unless a lump sum price estimates and that payme	is to be paid for the foregoing work and is ent shall be made at the stated unit prices re prices are subject to any applicable tax	s clearly set forth, it is understood and	agreed that prices referred to all	hove are only
Any additional work or se and/or sub-base preparati	ervices, other than those outlined in the "sion will be charged as follows:	scope of work" above, that become(s)	necessary to complete the in-pl	ace recycling

By accepting this proposal, the purchaser acknowledges having read the "Conditions of Sale" on page 2 and further acknowledges having understood same. This proposal may be withdrawn by us if not accepted within 30 days. The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Dump Truck Rental

Handwork Grading

Saw cutting

Structure Adjustment

Loader / Backhoe Rental

per hour

per hour

135.00 per hour

85.00 per hour

65.00 per hour

\$

\$

Busby Construction Co., Inc.

\$

75.00 per hour

70.00 per hour

per s.y.

per I.f.

per each

Buyer Signature:	Authorized Signature: _	Harold Lafoe
Date:	Title:	Reclamation Manager

R&D PAVING					
	QTY	MEASURE	PRICE	UNIT	TOTAL COST
RECLAIM/FINE GRADE &					
COMPACT	28,865.00	SQ YDS	2.19	PER SY	\$63,214.35
SHIM/OVERLAY 1.5"	0.00	TONS	0.00	PER TON	\$0.00
TACK	1,291.00	GAL		PER GAL	\$0.00
PAVE BINDER @2.5"	3,645.00	TONS	80.95	PER TON	\$295,062.75
PAVE TOP @1.5"	4,960.00	TONS	84.95	PER TON	\$421,352.00
SHOULDER GRAVEL	0.00	0.00	0.00	0.00	\$0.00
MILLING SY 1.5"	1,950.00	SQ YDS	12,500.00	FLAT FEE	\$12,500.00
FLAGGERS	0.00	HOURS	0.00	PER HOUR	\$0.00
BITUMINOUS CURB	0.00	LF	0.00	LF	\$0.00
					\$0.00
Total Quoted	\$792,129.10			TOTAL CAL	\$792,129.10

Town of Henniker, New Hampshire



REQUEST FOR BIDS

ACCEPTANCE DUE DATE: April 6, 2022 12:00 p.m.

ACCEPTANCE PLACE Henniker Town Hall

18 Depot Hill Road

Henniker, NH 03242

Sealed Envelops Must be Marked:

Town of Henniker – Road Culvert Replacement

INVITATION TO BID

The Town of Henniker invites sealed bids for the **Liberty Hill Road Culvert Replacement** until noon on April 6, 2022, at the office of the Town Administrator, Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242 at which time and place all Bids will be publicly opened and read. Bids submitted after this time or those that do not comply with the bid requirements will not be accepted.

The work includes construction of an open bottom box culverts wing walls, road reconstruction, utility relocations, rip-rap, guardrail, and associated work located in Henniker, NH.

A pre-bid conference will be held on March 23, 2022 at 9:00 AM in the Henniker Town Hall, 18 Depot Hill Road, Henniker, NH 03242 to discuss the project details. All bidders are encouraged to attend.

Plans have been prepared by KV Partners, LLC, P.O. Box 432, New Boston, NH 03070, Ph. (603) 413-6650, Fax (866) 587-0507, email MVignale@KVPLLC.com. Contract Documents may be examined at the Office of the Town Administrator, Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242; Construction Summary of NH, 734 Chestnut Street, Manchester, NH 03104; and Associated General Contractors of NH, 48 Grandview Road, Bow, NH 03304. Contract Documents may be obtained only from KV Partners (contact information above) at no cost in PDF form and paper copies of the plans and specifications can be provided, if required, at non-refundable cost of \$50.

Each Bid shall be accompanied by a bid security in the form of a certified, treasurer's or cashier's check or Bid Bond in the sum of five (5) percent of the Bid Price.

The Town reserves the right to reject any or all Bids, should the Owner deem it to be in the public interest to do so. All questions concerning the plans and specifications shall be directed to KV Partners, LLC.

The Town of Henniker is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. Minority owned and women owned contractors are encouraged to submit bids.

BID #: 05-2022

BID NAME: Road Culvert Replacement Bid **DUE DATE & TIME:** April 6, 2022 @12:00pm

BIDS OPENED BY: Leo Aucoin, Highway Superintendent

Company	Address	Bid Amount
Hall's Excavation	408 Mayhew Turnpike, Bridgewater NH	\$242,015.00
Neil H. Daniels, Inc.	4409 Route 5, Ascutney VT	\$579,715.00
Northeast Earth Mechanics LLC	159 Barnstead Road NH	\$538,000.00
K.A. Stevens & Son Inc	37 Aspen Road, Newport NH	\$218,704.00

TOPONITO NO

TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: Document Shredding Day

INITIATED BY: Bill Sullivan, Henniker Chamber of Commerce

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Bill Sullivan, Henniker Chamber of Commerce

AGENDA DESCRIPTION: Authorize Chamber of Commerce to host a mobile document shredding event at the Highway Department on Saturday June 18th or 25th.

Legal Authority: N/A

Financial Details: User fees per box

Background: The Henniker Chamber of Commerce is looking to host a town wide paper shredding event on or around June 18th or 25th. The Chamber would like to do the event on a Saturday to encourage maximum participation. Many business owners and others cannot participate on a weekday. They considered using the parking lot at Edmunds on a Sunday, but the shredding companies do not work on Sunday. They also considered Pat's Peak but events on weekends would eliminate the option.

The Transfer Station is an obvious choice of location but given the space and volume of traffic on a Saturday the Chamber identified the Highway Department as better location. The Chamber requests permission to hold the event at the Highway Department facility on a Saturday, much in the same way that they do the Hazardous waste drop off.

Town Administrator Comment: Town Administrator recommends, pending certificate of liability insurance from the vendor. The town Municipal Records Committee may also be able to take advantage of this event to dispose of records in storage held past retention requirements. http://gencourt.state.nh.us/rsa/html/iii/33-a/33-a-3-a.htm.

Highway Superintendent Comment: Leo Aucoin recommends

Suggested Action/Recommendation: Motion to authorize Document Shredding Event at the Highway Department to be scheduled and coordinated by the Town Administrator and Highway Superintendent.



TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: Revitalize WWII Veteran's memorial in Woodman Park

INITIATED BY: Tim McComish

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Tim McComish

AGENDA DESCRIPTION: Mr. McComish has offered to donate time and materials to revitalize the WWII

Veteran's memorial in Woodman Park in time for Memorial Day May 30th

Legal Authority: N/A

Financial Details: \$0

Background: Mr. McComish has offered to donate time and materials to revitalize the WWII Veteran's memorial in Woodman Park in time for Memorial Day May 30th. State right of way; working with DOT Div. 5 to fix curbing. Dig safe 7:15 Tuesday morning.

Scope of Volunteer Work and Donation: restore landscaping; have stone cleaned and plaque repaired; bushes to be trimmed in appropriate season; approximately \$3,800 of in-kind donation.

Town Administrator Comment: Town administrator recommends

Parks and Properties Manager Comment: recommends

Suggested Action/Recommendation: Motion to authorize work and accept donation from Mr. McComish to revitalize WWII Veteran's memorial in Woodman Park.



TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: Stantec Landfill Water Quality and Post-Closure Monitoring

INITIATED BY: Diane Kendall, Town Administrator

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Authorize work scope and cost proposal agreement to conduct 2022 groundwater monitoring, landfill post-closure monitoring, and reporting tasks associated with the Henniker Landfill.

Legal Authority: The landfill post-closure monitoring tasks are required by Solid Waste Permit (SWP) No. DES-SW-TP-96-023, which was issued for the Site on March 10, 1998, as modified by letters from the New Hampshire Department of Environmental Services (DES) dated October 21, 2013, and March 1, 2018

Financial Details: \$14,700 (Budgeted in 01-4324-905 Solid Waste – Monitoring Wells

Background: See attached document

Town Administrator Comment: Town Administrator recommends

Suggested Action/Recommendation: Motion to authorize Town Administrator to execute Stantec Consulting Services Inc work scope and cost proposal agreement to conduct 2022 groundwater monitoring.



TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: 2022 General Assistance Guidelines

INITIATED BY: Carol Conforti-Adams, Human Services Director

PREPARED BY: Diane Kendall, Town Administrator and Carol Conforti-Adams

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Update to General Assistance Guidelines

Legal Authority: RSA Chapter 165 provides for recovery of general assistance payments from various

parties under certain conditions: Legally liable relatives, RSA 165:19 – :20; Municipality of residence, RSA 165:20; Recipient, RSA 165:20-b; State of New Hampshire, RSA 165:20-c; Estate of recipient, RSA 165:27; Liens on real property owned by recipient, RSA 165:28; Liens on inheritances, property settlements or civil judgments for personal

injuries, RSA 165:28-a

Financial Details: 2022 Budget 01-4442-907 to 01-4442-914 Welfare Assistance \$68,154

Background: The basic premise of municipal welfare is that the municipality must provide for those who are unable to provide for themselves: "Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has a residence there." RSA 165:1. The Town of Henniker last update to the Assistance Guidelines was September 2004. The Guidelines have been updated to be consistent with the NHMA and NH Welfare Association 2021 Model Local Welfare Guidelines and NH Housing Finance Authority 2021 Rental Survey. NH-Housing-Rental-Survey-Report-2021.pdf (nhhfa.org)

Town Administrator Comment: This is the first reading of the policy update which. Ms. Conforti-Adams will be present on May 17th to answer questions.

Suggested Action/Recommendation: Read and review updated policy over next two weeks; move to a second reading on May 17th.

Town of Henniker NH - Human Service Department



GENERAL ASSISTANCE GUIDELINES

MISSION STATEMENT

Henniker Town Human Service Department mission is to meet our legal obligations, free of bias, in the most professional, thoughtful, and cost-effective manner possible. The Department provides case management services that strive to promote and educate people toward self-sufficiency and financial independence.

May 2022 pending selectman approval

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I. Definitions

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a Human Service Director may refer a client for additional resources and/or assistance.

APPLICANT: A person who expresses a desire to receive general assistance or to have his/her eligibility reviewed and whose application has not been withdrawn. This may be expressed either in person or by an authorized representative of the applicant.

APPLICATION (**RE-APPLICATION**): Written action by which a person requests assistance from a Human Service Director. This application must be made on a form provided by the Human Service Director. The application form may be written or completed electronically if available, by means of an interview conducted by a Human Service Director and verified by the applicant's signature.

ASSETS: All cash, real property, personal property and future assets owned by the applicant.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE MANAGEMENT: A holistic collaborative process of assessment, planning, facilitation and advocacy for options and services to meet an individual's and/or household's short- and long-term emergency needs through communication, ongoing regular schedule meetings and available resources to promote safe cost-effective outcomes. Welfare applications and related records must be retained during the active phase of any application plus 7 years.

CLAIMANT: A recipient or applicant who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who receives services from the welfare department. May be a single person or encompass a family as defined per Human Service guidelines.

ELIGIBILITY: Determination by a Human Service Director, in accordance with the guidelines, of an applicant's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the applicant or recipient may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to applicants in accordance with RSA 165 and these guidelines.

HOUSING:

Emergency Shelter: A temporary or non-permanent and non-tenancy housing which is a temporary housing from a housing provider through which an individual or family may seek emergency housing when no other housing is available.

Non-Permanent Non-Tenancy Housing: Applicant(s) pay for room(s) in Rooming or Boarding House; Hotels, Motels, Inns or Tourist Home or other dwellings which rent for recreational or vacation use. Room(s) in a single- family home with no lease which is the primary and usual residence of the owner. Other occupancies noted as non- tenancy under RSA 540:1, I

Permanent Tenancy Housing: Applicant(s) rent apartment, home or room or real property for the sole purpose of residential and non-transient purposes. Applicants(s) may or may not have lease or contract.

Transitional Housing: A non-permanent and non-tenancy housing which is usually provided by an Assistance Program which can require rules or policies to stay in their housing and programs.

Tenant or Tenancy: Permanent Housing where occupants shall be deemed to rent at will or have a contract or lease in which have protections of eviction as noted in NH RSA chapter 540.

HOUSEHOLD: A household is defined as:

- The applicant/recipient and persons residing with the applicant/recipient in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, or legal domestic partner; and/or
- The applicant/recipient and any adult (including an unrelated person) who resides with the applicant/recipient "in loco parentis" (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person "in loco parentis" is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a "psychological family."

HUMAN SERVICE DIRECTOR: The Henniker Board of Selectmen's appointed official who performs the function of administering general assistance and has the authority to make all decisions regarding the granting of assistance under RSA 165. A Deputy to the Director of Human Services is the Town Administrator. Town Administrator may temporarily appoint another person in the event the Director of Human Services will be unavailable for an extended time to act in the Director's stead. (Human Service Director also referred to as Welfare Director)

INTAKE ASSESSMENT: The initial in-person interview at which time the potential applicant's situation is reviewed and assessed by a Human Service Director prior to a formal appointment.

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an applicant, as determined by a Human Service Director under the standards of Section IX (E) of these guidelines.

RECIPIENT: A person who is receiving general assistance.

RELIEVE AND MAINTAIN: The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE: Residence or residency shall mean an applicant's place of abode or domicile. The place of abode or domicile is that place designated by an applicant as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the applicant, including persons in the applicant's household that are family or non-family members.

UTILITY: Any service such as electric, gas, oil, water, or sewer necessary to maintain basic health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the applicant/recipient.

VOUCHER SYSTEM: The system whereby a municipality issues vouchers to the recipient's vendors and rather than cash to the recipient. RSA 165:1(III).

WELFARE OFFICER: In Henniker the Welfare Officer, sited in RSA's, is the Henniker Human Service Director.

WORKFARE: Labor performed by welfare recipients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

II. Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. Confidentiality of Information

Information given by or about an applicant or recipient of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A.Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant or recipient except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

W. Roles of Local Governing Body and Human Service Director

The responsibility of the day-to-day administration of the general assistance program should be vested in the appointed Human Service Director. The Human Service Director shall administer the general assistance program in accordance with the written guidelines of the municipality. The local governing body (Board of Selectman) is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

The Human Service Director is required by NH RSA 41;46 to keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost for such support. Separate case records shall be established for each individual or family applying for general assistance. The purposes for keeping such records are:

- 1 To provide a valid basis of accounting for expenditure of the municipality's funds.
- **2** To support decisions concerning the applicant's eligibility.
- **3.** To assure availability of information if the applicant or recipient seeks administrative or judicial review of the Human Service Director's decision.
- 4. To provide the Human Service Director with accurate statistical information; and
- 5. To provide a complete history of an applicant's needs and assistance that might aid the Human Service Director with ongoing or potential future case management and in referring the applicant to appropriate agencies and other support entities.

B. Case Records

The Human Service Director shall maintain case records containing the following information:

1 The complete application including any authorizations signed by the applicant allowing the Human Service official to obtain or verify any pertinent information in the course of assisting the recipient, to include a signed Authorization to Release Information from the New Hampshire Division of Health and Human Services.

- 2 Written grounds for approval or denial of an application, contained in a Notice of Decision (NOD). Each NOD will list conditions the client(s) must accomplish. Client progress is documented during weekly meetings between Human Service Director and client. NOD Conditions must be completed before additional financial assistance is given
 - a) A narrative history recording need for assistance, the results of investigations of applicants' circumstances, referrals, changes in status and other relevant communications as determined by the Human Service Director.
 - b) A Client Account Summary, which has complete data concerning the type, amount and dates of assistance given which may be kept on paper or electronically.

W. Application Process

A. Right to Apply

Anyone may apply for general assistance by appearing in person or through an authorized representative, and by completing a written or electronic application form. The Welfare Official should determine the process by which eligibility determinations shall be made, either by in-person appointments, via telephone or video, or home visits. If more than one adult resides in a household, each may be required to appear at the human service office to apply for assistance, unless one is working at a place of employment or otherwise reasonably unavailable. Unrelated adults in the applicant's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign separate release of information forms.

- 1. Intake Assessment will be conducted by the Director to any individual requesting assistance. During this intake resources, programs and service will be shared with individuals. The Director will assist client in accessing any resources that can provide assistance. In addition, the client / household will be given a Henniker financial assistance packet and explained the process to apply.
- The Human Service Director shall not be required to accept an application for general assistance from a recipient who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b,VI); provided that any applicant who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7);

B. Human Service Director's Responsibilities at Time of Application

When application is made for general financial assistance, the HumanService Director shall inform the applicant of:

1. The requirement of submitting a completed application requesting financial

- assistance. The Human Service Director shall provide assistance to the applicant in completing the application, if necessary (e.g., applicant is physically or mentally unable or has a language barrier);
- 2. The application is completed when all required documents, signed forms, and an in-person intake interview.
- 3. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula.
- 4. The applicant's right to a fair hearing, and the manner in which a review may be obtained, if sought.
- 5. The applicant's responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements.
- 6. The joint responsibility of the Human Service Director and applicant for exploring facts concerning eligibility, needs and potential resources.
- 7. Verifications needed are listed in the application.
- 8. An investigation will be conducted in order to verify facts and statements presented by the applicant.
- 9. The applicant's responsibility to notify the Human Service Director of any change in circumstances that may affect eligibility.
- 10. Other forms of assistance for which the applicant may be eligible are given to applicant.
- 11. The requirement of placing a lien on any real property owned by the recipient, or any civil judgments or property settlements, for any assistance given, except for good cause.
- 12. The statutory requirement of placing a lien on any real property owned by the recipient, or any settlements, for any assistance given, except for good cause. The applicant will be requested to sign a lien document to demonstrate the applicant's knowledge and understanding of the lien. Such document shall be recorded at the Merrimack County Registry of Deeds per RSA 165:28. However, neither the absence of signature of the applicant nor the failure to record such document shall diminish the validity of the lien. The right to also place liens on civil judgments per RSA 165:28a.
- 13. Reimbursement from the recipient will be sought if he/she becomes able to repay the amount of assistance given.
- 14. The applicant has the right to review guidelines.
- 15. The fact that the Child Protection Act requires the Welfare Official or any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to NH DHHS Division of

Children, Youth and Families (DCYF). RSA 169-C:29-31.

16. The fact that the Adult Protection Law requires the Welfare Official or any person who has a reason to believe that a vulnerable adult has been subjected to abuse, neglect, exploitation, or self-neglect to make a report immediately to the NH DHHS Bureau of Elderly & Adult Services (BEAS). RSA 161-F:46.

C. Responsibility of Each Applicant and Recipient

At the time of initial application, and at all times thereafter, the applicant/recipient has thefollowing responsibilities:

- 1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19.
- 2. To notify the Human Service Director promptly when there is a change in needs, resources, address or household size.
- 3. To apply for immediately, but no later than 10 days from completed application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for imminent or potential future general assistance. RSA 165:1-b, I (d);
- 4. To keep all appointments as scheduled.
- 5. If financial assistance is approved, the applicant/co-applicant are required to check-in with Human Service Director as stated in Henniker Notice of Decision (NOD) Conditions
- 6. To provide records and other pertinent information and access to said records and information when requested.
- 7. To provide a verifiable doctor's statement if claiming an inability to work due to medical problems.
- 8. Following a determination of eligibility for assistance, to diligently search for employment and provide a verification of work search, as determined by the Human Service Director, to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d)), and to maintain such employment. RSA 165:1-b, I (c).
- 9. Following a determination of eligibility for assistance, to participate in the workfare program (if required) and if physically and mentally able. RSA 165:1-b, I (b).
- 10. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.
- 11. An applicant shall be denied assistance if he/she fails to fulfill any of these

responsibilities without reasonable justification. A recipient's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

12. Any recipient may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

D. Actions on Applications

Director utilizes these Guidelines to determine an applicant's or recipient's eligibility, while ensuring that each applicant/recipient receives due process. Following the submission of a completed application by an applicant or his/her representative, the welfare official shall make a decision concerning the applicant's application eligibility within 5 business days. If the request is determined to be an emergency, Section VI: D (3) Emergency Assistance guideless shall apply.

NOTE: Business hours are generally considered 5 days per week, Monday through Friday during daytime hours. A written Notice of Decision shall be provided on or within two businessday following the making of the decision. The notice of decision shall state that assistance of a specific kind and amounthas been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial.

The Notice of Decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied withthe welfare official's decision. RSA 165:1-b, II, III.

- 1. Pending Notice of Decision. A decision may also be made tosuspend
- 2. An application subject to receipt of specified information, documentation, or verifications from the applicant within a specific amount of time not to exceed five business days. A Notice of Decision should be provided following the expiration of time on the Pending Notice of Decision.

E. Emergency Assistance

If, at the time of initial contact, the applicant demonstrates and verifies that an immediate need exists, because of which the applicant may suffer a loss of a basic necessity of living and imminent threat to life or health (such as loss of shelter, utilities, heat, or lack of food or life-saving/sustaining prescriptions) and no reasonable alternative can be found, then temporary aid to fill such immediate need shall be given immediately, pending a decision on the application. Such emergency assistance shall not obligate the Human Service Director to provide further assistance

after the application process is completed.

F. Temporary Assistance

In circumstances where required records are not available, the Human Service Director may give temporary limited approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The Human Service Director shall not insist on documentary verification if such records are totally unavailable.

G. Withdrawn Applications

An application shall be considered withdrawn if:

- The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the Human Service Director will consider this case nonactive.
- 2. The applicant dies before assistance is rendered.
- 3. The applicant avails him/herself of other resources to meet the need in place of assistance.
- 4. The applicant requests that the application be withdrawn (preferably in writing); or
- 5. The applicant does not contact the Human Service Director after the initial interview after being requested to do so.

H. Home Visits

A home visit may be made by appointment at the request of any applicant, but only when it is impossible for the applicant or their representative to apply in person. Home visits or phone or video, intakes can be schedule. The home visit or telephone or video appointment shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant. The person conducting the visit shall not be in uniform or travel in a law enforcement marked vehicle and shall not knowingly discuss or mention the application within the hearing area of someone who is not a member of the household.

VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A Required Verifications

Verification will normally be required of the following:

- 1. Applicant's address.
- 2. Facts relevant to the applicant's residence, as set forth in sections IX(B) and X.
- 3. Names of persons in applicant's residential unit.
- 4. Applicant's and household's income and assets.
- 5. Applicant's and households' financial obligations.
- **6.** The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work at a place of employment, determination of needs, or referrals to other forms of assistance.
- 7. Any special circumstances claimed by applicant.
- 8. Applicant's employment status and availability in the labor market.
- 9. Names, addresses, and employment status of potentially liable relatives.
- 10. Utility costs.
- 11. Housing costs.
- 12. Prescription costs; and
- 13. Any other costs that the applicant wishes to claim as a necessity.

B. Verification Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, pay checks, rent receipts, bank statements, relevant police report, etc.) as primary sources. The failure of the applicant to bring such records does not affect the Human Service Director's responsibility to process the application promptly. The Human Service Director shall inform the applicant what records are necessary, and the applicant is required to produce records possessed as soon as possible for application consideration. However, the Human Service Director shall not insist on documentary verification if such records are not available but should ask the applicant to suggest alternative means of verification.

C Other Sources of Verification

Verification may also be made through other sources, such as relatives, landlords, employers, former employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of an applicant or recipient. RSA 165:4. Better practice to have any verification of bank deposits only be obtained through a proper release of information form signed by the applicant.

D. Written Consent of Applicant

When information is sought from such other sources, the Human Service Director shall explain to the applicant or recipient what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. The applicant may be required to provide any or all of the written consents set forth in Forms B, D, E, H, I and J. Before contact is made with any other source, the Human Service Director shall obtain written consent of the applicant or recipient. unless the Human Service Director has reasonable grounds to suspect fraud. In the case of suspected fraud, the Human Service Director shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the applicant shall be given an opportunity to explain or clarify the suspicious circumstances.

E Legally Liable Relatives

The Human Service Director may seek statements from the applicant's legally liable relatives regarding their ability to help support the applicant. RSA 195:19.

F. Refusal to Verify Information

Should the applicant or recipient refuse comment and/or indicate an unwillingness to have the Human Service Director seek further information that is necessary, assistance may be denied for lack of eligibility.

VIII. Disbursements

The town of Henniker provides assistance and payment in form through a voucher system. RSA 165:1 (III). Vouchers are payable directly to the vendors (utilities, landlords, stores, etc.) in accordance with the Town's financial policies. No cash or reimbursement is provided to recipients. RSA 165:1(III) involved. The amount shown on the voucher is the maximum amount to be used for payment.

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the Town's finance policies, a recipient may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the Welfare Official. After the initial transaction, if there is any unspent money, the voucher shall be returned to the Town for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the recipient or vendor may not be honored.

K. Determination of Eligibility and Amount

A Eligibility Formula: An applicant is eligible to receive assistance when:

- 1. He/she meets the non-financial eligibility factors listed in Section C below; and
- 2. The applicant's basic welfare maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the applicant is not eligible for general assistance. If the need exceeds the available

income/assets, the amount of assistance granted to the applicant shall be the difference between the two amounts, in the absence of circumstances deemed by the Human Service Director to justify an exception.

B. Non-Financial Eligibility Factors

- 1. **Age.** General assistance cannot be denied any applicant because of the applicant's age; age is not a factor in determining whether or not an applicant may receive general assistance. Minor children are assumed to be the responsibility of their parent(s) or legal guardian(s), unless circumstances warrant otherwise
- 2. **Support Actions.** No applicant or recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The municipality may pursue recovery against legally liable persons or governmental units. See Section XVI.
- 3. **Eligibility for Other Categorical Assistance.** Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than ten (10) days after being advised to do so by the Human Service Director. Failure to do so may render the recipient ineligible for assistance and subject to action pursuant to Section XIII of these guidelines.
- 4. Employment. An applicant who is gainfully employed, but whose income and assets are not sufficient to meet basic necessary household expenses, may be eligible to receive general assistance. However, recipients who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The Human Service Director shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the applicant, available transportation, working conditions that might involve unreasonable risks to health or safety, availability of safe and reasonable childcare, or any other factors that might make refusing a job reasonable considering the financial situation of the household. Employment requirements shall extend to all adult members of the household.
- 5. Registration with the New Hampshire Department of Employment Security (NHES) and Employment Search Requirements. All unemployed recipients and adult members of their households shall, within ten days after completing an intake or after having been granted assistance, register with NHES to attain employment and must conduct a reasonable, verifiable job search as determined by the Human Service Director. Each recipient must apply for employment to each employer to whom he/she is referred

by the Human Service official. These employment search requirements apply unless the recipient and each other adult member of the household is:

- a. Gainfully employed full-time and permanent employment status;
- b. A dependent 18 or under who is regularly attending secondary school;
- Unable to work at a place of employment due to illness or mental or physical disability of him/herself or another member of the household, as verified by the Human Service Director; or
- d. Solely responsible for the care of a child under the age of one. A recipient responsible for the care of a child aged one to twelve shall not be excused from employment search requirements but shall be deemed to have good cause to refuse a job requiring employment during hours the child is not usually in school, if there is no reasonably responsible person available to provide care, and it is verified by the Human Service Director that no other care is available.
- e. The Human Service Director shall give all reasonably necessary assistance to ensure compliance with registration and employment requirements, including resume the granting of allowances for transportation and clothes for employment as part of an allowable budget expense. The Human Service Director will discuss job search techniques, resume writing and strategies for attaining employment. Failure of a recipient to comply with these requirements (NOD Conditions) without good cause will be reason for denial of assistance.
- 6. **Students.** Applicants who are post-secondary school students with unreasonable employment availability limitations or refusing to seek full-time employment are not eligible for general assistance.
- 7. **Non-Citizens.** The Human Service Director may, in his/her sole discretion, provide limited emergency life-safety need assistance to non-citizens not otherwise eligible for general assistance.
 - a. A non-citizen who is not:
 - 1. A qualified alien under 8 USCA 1641,
 - 2. A non-immigrant under the federal Immigration and Nationality Act, or
 - 3. An alien paroled into the United States for less than one year under 8 USCA 1182(d)(5) is not eligible for general assistance from the municipality. 8 USCA 1621(a).
 - Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act,

- certain refugees, and certain battered aliens. 8 USCA 1641.
- c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:
 - Placing the patient's health in serious jeopardy;
 - Serious impairment to bodily functions; or
 - Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and42 USCA 1396(v)(3).
- d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX (E)(8)(a) of these guidelines.
- e. Non-citizen applicants for general assistance may be required to provide proof of eligibility. 8 USCA 1625.
- 8. **Property Transfers.** No applicant who is otherwise eligible shall receive such assistance if he/she has made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.
- 9. Employment of Household Members. The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a fulltime basis, who are:
 - a. Members of the recipient's household.
 - b. Legally liable to contribute to the support of the recipient and/or children of the household; and not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the welfare official.
 - c. The Human Service Office may waive this requirement where failure of the other household members to comply is not the fault of the recipient and the welfare official decides it would be unreasonable for the recipient to establish a separate household. RSA 165:32.
- 10. **Disqualification for Voluntary Termination of Employment.** Any applicant eligible for assistance who voluntarily terminated employment shall be ineligible to receive assistance for ninety (90) days from the date of employment termination, provided the applicant:

- a. Has received local welfare within the past 365 days: and
- b. Has been given notice that voluntary termination of employment without good cause couldresult in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good causewithin 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household, and
- e. Did not have a verifiable mental or physical impairment, which caused aninability to maintain employment.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work employment demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or childcare. An applicant shall be considered to have voluntarily terminated employment if the applicant fails to report for employment without good cause. An applicant who is fired or resigns from a job atthe request of the employer due to applicant's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

C Available Assets

- 1. Available Liquid Assets. Cash on hand, bank deposits, credit union accounts, securities, and retirement plans (i.e., IRA's, deferred compensation, Keogh's, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The Human Service Director shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.
- Automobile Ownership. The ownership of one automobile by an applicant / recipient or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family.
- 3. **Insurance.** The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets.
- 4. Real Estate. The type and amount of real estate owned by an applicant

does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. Applicants owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicants shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

D. Standard of Need

The basic financial requirement for general assistance is that an applicant be poor and unable to support him/herself. An applicant shall be considered poor when he/she has insufficient available income/assets and available resources to purchase or obtain either for him/her or dependents any of the following:

- 1. Payment Levels for Allowable Expenses. When adopting these guidelines, the municipal governing body shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the Human Service Director annually and modifications presented to the municipal governing body where market conditions have changed. RSA 165: II. The payment levels established as part of these guidelines are set forth in Appendix A.
- **2. Housing.** The amount to be included as "need" for housing is the actual cost of rent or mortgage necessary to provide shelter or housing in that municipality.
 - a. Permanent Tenancy Housing Arrearages. Housing arrearages will be included in the "need" formula if, and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the Human Service Director may instead authorize payment of security deposit, rent, and/or reasonable relocation expenses for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the applicant household. Alternative housing may include transitional housing as an option. It is not the responsibility of the Municipal Human Service Department to locate permanent housing.
 - b. Security Deposits. Security deposits may be included in the 'need' formula if, and only if, the applicant is unable to secure alternative housing or shelter for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general

- assistance program which is returned under RSA 540-A:7 shall be returned to the municipality, not the recipient.
- c. Relative Landlords. Whenever a relative of an applicant is also the landlord for the applicant, a financial analysis shall be made in accordance with RSA 165:19
- **d. Emergency Shelter:** In cases in which the municipality has made an appropriate referral for emergency, temporary shelter and the applicant refuses to accept such a referral, or if the applicant does not abide by
 - the rules of the emergency housing/shelter, the Human Service Director may suspend the applicant by refusing to pay for alternative emergency shelter but may not suspend the applicant by denying other forms of assistance to which he/she is otherwise entitled. The applicant must accept the least costly alternative for emergency housing assistance that is deemed suitable by the Human Service Director for applicant's household.
- **3. Utilities.** When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of "need" by the welfare official. Arrearages will not normally be included in "need" except as set forth below. NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services.
 - a. Arrearages. Arrearages will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the Human Services Director notifies the electric company that the municipality guarantees payment of average electric bills as long as the recipient remains eligible for general assistance.
 - b. Restoration of Services. When utility service has been terminated and the Human Services Director has determined included in "need" when restoration of that alternative utility service is not available and alternative shelter is not feasible, arrearages will be necessary to ensure the health and safety of the applicant household. The Human Services Director may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.
 - c. When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph or may be paid in accordance with a reasonable payment plan entered into by the applicant and the electric company. The Human Services

- Director may hold the recipient accountable for the payment arrangement for as long as the recipient continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.
- d. **Deposits**. Utility security deposits will be considered as "need" if, and only if, the applicant is unable to secure funds for the payment of the deposit and is unable to secure utility service without a deposit. Such deposits shall, however, be the property of the municipality.
- 4. Food. The Federal Supplemental Nutrition Assistance Program (SNAP) amount included as "need" for food purchases will be in accordance with the most recent standard allotment, as determined under the Federal Supplemental Nutrition Assistance Program administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household requires a special diet, as verified by the Human Service Director, the documented cost of which is greater than can be purchased with the family's allotment for food. Food vouchers may not be used for alcohol, tobacco or pet food. Referrals to food pantries and food kitchens/meal centers may be given to meet applicant's basic emergency food and personal hygiene needs.
- **5.** Household Maintenance Allowance. Applicants may include, in calculating "need" for an allowable budget, the cost of providing basic personal and household necessities determined by the Human Service Director and used consistently for individuals and families. Need allowance for diapers shall be calculated based on usage.
- 6. **Telephone.** If the absence of a telephone would create an unreasonable risk to the applicant's health or safety as verified by the Human Service Director, or for other good cause as determined by the Human Service Director, the lowest available basic monthly rate will be budgeted as "need." While payments will not be made for telephone bills, under exceptional circumstances where no other source of assistance is available payments may be made to maintain basic telephone service
- 7. Transportation. If the Human Service Director determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) "need" should include the costs of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by cost effective alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payments and gasoline should be included as part of "need" when determining eligibility or amount of aid.
- **8. Maintenance of Medical Insurance.** In the event that the Human Service

Director determines that the self-maintenance of medical insurance is essential, an applicant may include as "need" the reasonable cost of such premiums, especially in the event that insurance payments are less than the cost of prescriptions.

- **9. Emergency and Other Expenses.** In the event that the applicant has the following currentexpenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:
 - a. Medical Expenses. The Human Service Director shall not consider including amounts for medical, dental or eye services unless the applicant can verify that all other potential sources have been investigated and that there is no source of assistance other than local Human Service office. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. The Human Service Direct will assist clients in applying for these other financial resources. When an applicant requests nonhospital related medical service, life- saving/sustaining prescriptions, including dental service to treat infection or eye service, the local Human Service Director may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the applicant's health will be placed in serious jeopardy.
 - **b. Legal Expenses.** Except for those specifically required by statute, no legal expenses, including fines/citations will be included.
 - c. Clothing. If the applicant has an emergency clothing need which cannot be met ina timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included in an allowable budget.
- 10. Unusual Needs Not Otherwise Provided for in These Guidelines. If the Human Service Director determines that the strict application of the standard of need criteria willresult in unnecessary or undue hardship (e.g., needed services are inaccessible to the applicant), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards stated in Section VI(D)(2) of these guidelines. Any such determination and the reasons, therefore, shall be stated in writing in the applicant's case record.
- **11. Shared Expenses.** If the applicant/recipient household shares shelter, utility, or other expenses with a non-applicant/recipient (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on number of adults in the residential unit (e.g.: three adults in residential unit, but only one applies for assistance—shelterneed is 1/3 of

shelter allowance for household of three adults).

E Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

- 1. Earned Income. Income in cash or in-kind earned by the applicant or any member of the household through wages, salary, commissions, or profit, whether self- employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self- employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and childcare costs, and employment related clothing costs have been deducted from income. Wages that are trusteed, or income similarly unavailable to the applicant or applicant's dependents, should not be included.
- 2. Income or Support from Other Persons. Contributions from relatives or other household members shall be considered as income only if available and received by the applicant or recipient. The income of non-household members of the applicant's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX (E) (10) regarding determination of need in cases of non-household residential units.)

3. Income from Other Assistance or Social Insurance Programs.

- State categorical assistance benefits, OASDI payments, Social Security Payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
- Federal Supplemental Nutrition Assistance Program (SNAP) allotments cannot be counted as income pursuant to federal law. (7 USC 2017(b))
- c. Low Income Heating and Energy Assistance Program (LIHEAP) (Also known as Fuel assistance) cannot be counted as income pursuant to federal law. 42 USC 8624(f)(1).
- **4. Court-Ordered Support Payments.** Alimony and child support payments shall beconsidered income only if received by the applicant or recipient.
- **5. Income from Other Sources.** Payment from pension, trust funds, and similar programs shall be considered income.
- 6. Earnings of a Child. No inquiry shall be made into the earnings of a child 14

years of age or less unless that child makes a regular and substantial contribution to the family.

7. Option to Treat a Qualified State Assistance Reduction as Deemed Income. The Human Service Director may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e

- a. The authority to deem income under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.
- b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.
- c. The Human Service Director shall provide the applicant with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the Human Service Director shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

F. Residents of Shelters for Victims of Domestic Violence

An applicant residing in a shelter for victims of domestic violence and their children who has income and owns resources jointly with the abusive member of the applicant's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the applicant has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Applicants who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No applicant shall be refused assistance solely on the basis of residence. RSA 165:1. The applicant's residence, prior to the temporary relocation, may be contacted if it is learned the temporary relocation was caused,

in part, by the municipal welfare departments unavailability or unwillingness to assist with the emergencysituation. The applicant may be assisted with a referral to the former municipality if time, available transportation, and type of emergency, makes it reasonable to do so.

B. Standards

The application procedure, eligibility standards and standard of need shall be the samefor nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable. The applicant's is responsibility for providing such records even if they are located in the applicant's municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of nonresidents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (D)(2) and X (A.).

E Determination of Residence

Determination of residence shall be made if the applicant requests return home transportation (See paragraph F below), or if the Human Service Director has reason to believe the applicant is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

Minors. The residence of a minor applicant shall be presumed to be the residence of his/her custodial parent or guardian.

Adults. For competent adults, the standard for determining residence shall be the overall intent of the applicant, as set forth in the Section I definition of "residence." The statement of an applicant over 18 as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation Request

At the request of a nonresident applicant, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used at the Human Service Director's discretion to cause the applicant to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a nonresident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI (B).

XI. Municipal Work Programs

A Participation

Any recipient of general assistance who is able and not gainfully employed may be required to work for the municipality or an appropriate local human service agency at any available bona fide job that is within his/her capacity for the purpose of reimbursement of benefits received. (RSA 165:31) Participants in the workfare programare not considered employees of the municipality, and any work performed by workfare participants does not give rise to any employee-employer relationship between the recipient/workfare participant and the municipality.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the municipality for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a recipient does not work a sufficient number of hours to fully reimburse the municipality for the amount of his/her aid, the amount of aid received less the value of workfare hours completed shall still be owed to the municipality.

D. Allowance for Employment Search

The municipality shall provide reasonable time during working hours for the workfare participant to conduct a documented and verifiable employment search.

E Workfare Program Attendance

With prior notice to the Human Service Director, a recipient may be excused from workfareparticipation if he/she:

- 1. Has a conflicting job interview;
- 2. Has a conflicting interview at a social service agency;
- 3. Has a medical appointment or illness;
- 4. As a parent or person "in loco parentis," must care for a child under the age of five. A recipient responsible for a child age five but under 12 shall not be required to participate in workfare during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
- 5. Is unable to participate in workfare due to mental or physical disability, as verified by the Human Service Director;
- 6. Must remain at home because of illness or disability to another member of thehousehold, as verified by the Human Service Director; or
- 7. Does not possess the materials or tools required to perform the task and the municipality fails to provide them.

8. The workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The Human Service Director may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the Human Service Director. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above) will prompt review of the recipient's eligibility for general assistance and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The municipality shall provide workers compensation coverage to participants in workfare programs in the same manner such coverage is provided to other municipal employees, RSA 281-A: 2, VII (b).

XII. Burials & Cremations

The Human Service Director shall provide for burial or cremation of eligible persons found in the Town of Henniker at time of death. In such cases, assistance may be applied for on behalf of the deceased person, however the application should be made before anyburial or cremation expenses are incurred. The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If the Human Service Director verifies relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the municipality will pay up to \$650.00 for burial/cremation. The Town will not pay burial and/orcremation benefits in the instance of passé funeral charges. The request should be made prior to the burial and/or cremation, in a timely manner, immediately following the time of death. The total burial/funeral expense is not to exceed \$2,000.00. RSA 165:3 and RSA165:1-b; see also RSA 165:27 and 165:27-a.

Unclaimed Body. If a dead body is unidentified or unclaimed for a period of not less than 48 hours following completion of the death investigation, the medical examiner shall release the body to the overseer of public welfare in the town or, in the case of an unincorporated place, to a county commissioner, who shall decently bury or cremate the body, or, with the consent of the commissioners or the overseer, it may be sent to the medical department of a medical school or university, to be used for the advancement of the science of anatomy and surgery, as provided for by law **611-B: 25.** The Human Service Director shall coordinate burial/cremation arrangements with a funeral and/or cremation service establishment.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes applicants for and recipients of general assistance, whose aid has been denied, terminated or reduced. Every applicant and recipient shall be given a written notice of every decision regarding assistance (See Section VI (D) for notice where application is granted.) The Human Service Director will make every effort to ensure that the applicant understands the decision.

B. Action Taken for Reasons Other Than Noncompliance with the Guidelines

- Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant either the same day or next business/workday following the making of the decision or within seven business/working days from the time theapplication is completed and submitted, whichever occurs first.
- 2. In any case where the Human Service Director decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven days in advance of the effective date of the decision to the recipient stating the intended action.
- 3. The notice required by paragraphs 1 and 2 above shall contain:
 - a. A clear statement of the reasons for the denial or proposed termination or reduction.
 - b. A statement advising the recipient of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five business/working days.
 - c. A form on which the recipient may request a fair hearing, if such a hearing is sought.
 - d. A statement advising the recipient of the time limits which must be met in order to receive a fair hearing.
 - e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant and aid could be revoked or must be repaid if the claimant fails to prevail at the hearing.

C Suspension for Noncompliance with the Guidelines

1. Due Process. Recipients must comply with these guidelines and the reasonable requests of Human Service Director. Human Service Director must enforce the guidelines while ensuring that all recipients and applicants receive due process. Recipients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.

- **2. Conditions.** Any applicant/recipient otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to complywith the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information.
 - b. Participate in the workfare program under Section VI(C), to the extent assigned by the Human Service Director.
 - c. Comply with the employment search requirements imposed by the Human Service Director under Section VI(C): as determined by the Human ServiceDirector; and
 - d. Within 10days, apply for other public assistance, as required by the HumanService Director under Section VI(C).
- 3. First Notice. No recipient otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven-day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. Additional notice of actions required should also be given, as eligibility is redetermined, but without an additional ten-day period unless new actions are required. RSA 165:1-b, II.

4. Noncompliance.

- a. If a recipient willfully and without good cause fails to come into compliance during the ten-day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the Human Service Director shall give the recipient a suspension notice, as set forth in paragraph 5.
- b. If a recipient falls into noncompliance for the first time more than 30 days after receipt of a first notice, the Human Service Director shall give the recipient a new first notice with a new ten-day period to comply before giving the recipient the suspension notice. RSA 165:1-b, III.
- **5. Suspension Notice.** Written notice to a recipient that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include:
 - a. The section(s) of the guidelines with which the recipient is not in compliance and a description of those actions necessary for compliance.
 - b. The period of suspension (See paragraph 6 below).
 - c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five days of receipt of the suspension notice.

- d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the recipient so requests on the request form for the fair hearing, however, if the recipient fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the recipient; and
- e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.
- **6. Suspension Period.** The suspension period for failure to comply with these guidelines shall last:
 - a. Either seven days, or 14 days if the recipient has had a prior suspension whichended within the past six months, and
 - b. Until the recipient complies with the guidelines if the recipient, upon the expiration of the seven or 14-day suspension period, continues to fail to carryout the specific actions set forth in the notice.
 - c. Notwithstanding paragraph C(6)(b) above, a recipient who has been suspended for continued noncompliance for at least six months may file a new application for assistance without coming back into compliance.
- 7. Fair Hearing on Continuing Noncompliance. A recipient who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under paragraph C (5)(d) above.
- 8. Compliance After Suspension. A recipient who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The notice of decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance but need not provide a seven-day period for compliance unless new conditions have been imposed.
- **9. Misrepresentation.** Misrepresentation of information by a client is grounds for denial and suspension of Town assistance and may result in prosecution for the crimes, including Unsworn Falsification RSA 641:3, Theft by Deception 637:4 and /or Identity Fraud RSA 638:27.

The Human Service Director is not required to accept applications for assistance during a period of suspension.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the applicant or recipient,

or anyperson acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when an applicant desires to challenge a decision made by the Human Service Director relative to the receipt of assistance, the applicant must present a request for a fair hearing to the Human Service Director within five (5) business/working days of receipt of the notice of decision at issue. RSA 165:1-b, III.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (10) business/working days of the receipt of the request. The Human Service Director shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be chosen by the town Administrator. Theperson(s) serving as the fair hearing authority must:

- 1. Not have participated in the decision causing dissatisfaction;
- 2. Be impartial;
- 3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
- 4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the Director operated, and to interpret to the Director any evidence of unsound, unclear or inequitable policies, practices or action.

D. Requests for Postponements

A claimant who has verifiable good cause to request a postponement of a scheduled Fair Hearing shall contact the Human Service Director at the earliest possible time prior to the Fair Hearing. Upon receiving documentation deemed by the Human Service Director to be verifiable good cause, the Fair Hearing will be rescheduled at the earliest available date. A claimant shall provide documentation of such verifiable emergency circumstances to the Human Service Director within three (3) business/working days of the date that the request for postponement has been made. Claimants are entitled to only one (1) such postponement per Fair Hearing request.

Verifiable Good Cause: The claimant shall include, but not be limited to, a verified medical emergency, or other verified unforeseen emergency circumstances, which precludes the claimant from attending the Fair Hearing.

E. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict

- rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
- 2. The Human Service Director responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons, therefore.
- 3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
- 4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the Human Service Director's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
- 5. The Human Service Director (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the applicant have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
- 6. The decision of the fair hearing officer(s) must be based solely on the record, these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer shall not review the case record or other materials prior to introduction at the hearing.
- 7. The parties may stipulate to any facts.
- 8. All fair hearings may be electronically recorded and retained for six(6) months.

F. Decisions

1. Fair hearing decisions shall be rendered within ten (10) business days of the hearing. Decisions shall be in writing setting forth the reasons for

decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the Human Service Director.

- 2. Fair hearing decisions will be rendered based on the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.
- 3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the municipality.
- 4. The Human Service Director shall keep all fair hearing decisions on file in chronological order.
- 5. None of the procedures specified herein shall limit any right of the applicant or recipient to subsequent court action to review or challenge the adverse decision.

XV. Liens

A. Real Estate - RSA 165:28

The law requires the municipality to place a lien for financial assistance / welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally

liable relatives, as defined by RSA 165:19.) The Selectman shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one year after the date the lien is filed, unless waived by the municipality. The lien remains in effect until enforced or released or until the amount of the lien is repaid to the municipality. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the Financial Director shall attempt to contact the attorney managing the real estate or estate before enforcing the lien. Upon repayment of a lien, the municipality must file written notice of the discharge of the lien with the County Registry of Deeds. RSA 165:28.

B. Civil Judgments – RSA165:28-a.

 A municipality shall be entitled to a lien upon property passing under the terms of a will or by in estate succession, a property settlement, or a civil judgment for personalinjuries (except Workers Compensation) awarded any person granted assistance by the municipality for the amount of assistance granted by the municipality.

- 2. The municipality shall be entitled to the lien only if the assistance was granted no more than 6 years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the Finance Department becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the recipient.
- 3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The Human Service Director shall seek to recover money expended to assist eligible applicants. There shall be no delay, refusal to assist, reduction or termination of assistance while the Human Service Director is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by a municipality to assist a recipient who has a father, mother, stepfather, stepmother, husband, wife, or child (who is no longer a minor) of sufficient ability to also support the recipient, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The Human Service Director may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a recipient must be given to the liable relative. The Human Service Director shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which an applicant is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The Human Service Director shall seek to recover from the municipality of residence the amount of money spent by the municipality to assist a recipient who has a residence in another municipality. Written notice of money spent in support of a recipient must be given to the Human Service Director of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and 20. (See RSA 165:20-a providing for arbitration of such disputes between communities.) RSA 165:20.

C. Recovery from Former Recipient's Income

A former recipient who is returned to an income status after receiving assistance may be required to reimburse the municipality for the assistance provided if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by a municipality to support a recipient who has

made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the municipality for applicants who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the applicant is approved for medical coverage.

E. Delayed State Claims

For those recipients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse a municipality the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Healthand Human Services for this purpose.

XVII. Application of Rents Paid by the Municipality

Whenever the owner of property rented to a person receiving general assistance from the municipality is in arrears in sewer, water, or tax payments to the municipality, the municipality may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of the bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. RSA 165:4-a.

B.Order of Priority

Delinquent balances will be offset in order of the following priority: 1) taxes, 2) water 3) sewer

C. Procedure

The Human Services Director will issue a voucher on behalf of the tenant to the landlordfor the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency, and referring to the authority of RSA 165:4-a.

The Human Services Director will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.

XVIII. Department Threat Policy

To assure safety and healthy working conditions, applicants/clients who make threatening statements and/or actions against staff personnel may be prohibited from returning to the Human Service Department office. In such cases, applicants/clients may be required to conduct the application process with appropriate safety measures to ensure the safety of personnel. Threats shall be reported to appropriate authorities.

XIX. Child Protection Act

169-C: 29 Persons Required to Report. – Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, child care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter.

XX. Appendix A

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR HENNIKER NH MONTHLY SHELTER ALLOWANCES

	() BR	1	L BR	2 BR	3 BR	4	I BR
Rent	\$	876	\$:	1,118	\$ 1,498	\$ 1,506	\$	1,781
Heat	\$	122	\$	146	\$ 184	\$ 206	\$	250
Electricity	М	onthly						

(Top row is allowance for heated shelter. If unheated, add amounts indicated in heat" columns to basic shelter cost in top row. Allowances MUST reflect actual housing market.)

NH-Housing-Rental-Survey-Report-2021.pdf (nhhfa.org)

FOOD/NON-FOOD

Household Size	Monthly Food		N	onthly Ion- ood
1	\$	200	\$	30
2	\$	350	\$	60
3	\$	500	\$	80
4	\$	600	\$	90
5	\$	700	\$	100

How Much Your Monthly Food Budget Should Be + Grocery Calculator (intuit.com)

XXI. Appendix B

EXPLANATION FOR DISQUALIFICATION FOR NONCOMPLIANCE WITH GUIDELINES NH RSA165:1-B

The process of "Disqualification for Noncompliance with Guidelines," RSA 165:1-b.

Once you determine that an applicant is eligible and you provide assistance, you can impose conditions on the person's continued receipt of assistance. The conditions may require the recipient to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies.

Willful failure to comply with the conditions imposed can lead to the suspension of a recipient's assistance, but there is a process which must be followed. Prior to suspension, a recipient must be given written notice from the local welfare office of the specific actions which must be taken, and the recipient must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The Notice of Decision form may be used to grant an assistance application and simultaneously give notice of the conditions imposed on the recipient's continued receipt of assistance. The Notice of Decision form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient does not comply with the conditions in the time period allowed, he/she can be "sanctioned" and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient can take to come into compliance. A written decision (the Notice of Decision form can be used) must be given notifying the recipient of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period and until such time as the recipient takes the action(s) required to come into compliance (e.g. recipient only made 3 work search contacts instead of 10-the recipient must complete 7 more work search contacts; e.g. the recipient failed to apply for food stamps-if the recipient applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient applies). After the 7-day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient within a 6-month period, assistance may be suspended for fourteen (14) days. The reason for the sanction need not relate to previous sanctions to extend. If it is possible for the recipient to take action to come into compliance, then assistance can remain suspended after the 14-day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures $\begin{bmatrix} 37 \end{bmatrix}$

for a first sanction.

All notices of decision telling a recipient that he/she has been suspended must provide an opportunity for the recipient to request a fair hearing. If the recipient timely requests a hearing, the welfare officer must provide the recipient with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the recipient has taken the actions required to come back into compliance, the recipient must be provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The welfare officer is not required to accept applications for assistance during a period of suspension.

XXII. Appendix C

ADOPTED ETHICS RESOLUTION ON RESPONSIBILITY FOR PERSONS WHO CHANGE THEIR RESIDENCE WHILE, OR AS A RESULT OF, APPLYING FOR LOCAL WELFARE

(New Hampshire Local Welfare Administrators Association)

- I. "Dumping" is hereby declared to be an unethical practice. For purposes of this resolution, "dumping" consists of attempting to end, or avoid acquiring, a local welfare financial responsibility by encouraging, persuading or pressuring a client:
 - A. not to establish, or to discontinue, a residence in the town which he/she has applied for assistance, or
 - B. to establish a residence in another town.
- II. In order to avoid "dumping" the following standards should be observed:

A welfare administrator should not encourage, direct, or knowingly allow a client who has applied for assistance in his/her town to apply for assistance in another town without making a good faith effort to contact the welfare administrator in that other town to explain why the person is coming to the other town. This applies whether or not the welfare administrator has accepted initial financial responsibility for the person (i.e. treat him/her as a resident) unless:

- A. he/she has an established place of abode (specific address, place to sleep) in another town which he/she intends to return to (even for just one night i.e., hasn't moved out of yet), or
- B. he/she has NO established place of abode ANYWHERE, (i.e., any prior specific address was in some other town and has been abandoned) AND has a specific intent to go somewhere else rather than staying in the town for any time.

(Even when an applicant falls into A. or B. above, some temporary, non-resident assistance may be necessary, depending on the circumstances, in order to send the person on his/her way.)

- III. Where a town has accepted initial financial responsibility under paragraph II above, the welfare administrator should not grant any assistance which he/she knows will be used so as to help establish the recipient's residence in another town, unless:
 - A. a good faith effort is made to explore local resources, after which it is discovered that

none within reason is available, or

B. unless the client has indicated an intent to move to another town for some non-welfare-related reason.

In either case the welfare administrator who has accepted initial financial responsibility should contact the official of the other town and offer to pay up to one month's assistance following the move if necessary.

Towns must avoid "special" treatment. If a town never pays security deposits, the town must not pay security deposits in special instances to establish a client's residence elsewhere. The sending town should pay actual allowable shelter costs as determined by the receiving town's guidelines.

IV. Residency

According to RSA 126-A:30, persons receiving emergency housing (shelter) shall continue to maintain their legal residence as it existed at the time of entering the emergency housing facility. When a person leaves the originating shelter of their own free will, the liability no

longer remains the responsibility of the original town. A person does not gain or lose residency while in a shelter, hospital or treatment center.

Persons who are sanctioned by local welfare, and arrive in another community, are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved, including resolving sanctions from another municipality if determined reasonable by the welfare official of the receiving municipality.

XXIII. Appendix D

BENEFIT PROGRAM	PERSONS ELIGIBLE	SOURCE OF FUNDS	GOVERNMENT WHICH ADMINISTERS	GOVERNMENT WHICH SETS STANDARDS
TOWN				
1. Municipal Welfare RSA 165:1, I	Poor and in need	Local Property Tax	Town/City	Town/City
STATE				
2. APTD Aid to the Permanently & Totally Disabled RSA 167:6, VI	Low income Adults 18-64 Permanently & Totally Disabled	County & State	State	State
3. OAA Old Age Assistance RSA 167:6, I	Low Income Adults, 65 and over	County & State	State	State
4. ANB Aid to Needy Blind RSA 167:6, IV	Low Income Blind Adults	State	State	State
5. TANF Temporary Assistance to Needy Families 42 USC §601 RSA 167:6, V	Low Income Families with Dependent Children	State & Federal	State	State & Federal
FEDERAL				
6. SNAP* 7 USC §2011	Lower Income	Federal Households	State	Federal
7. SSI Supplemental Security Income 42 USC §1381	Low Income	Federal	Federal	Federal

XXIV. Appendix D

Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there." RSA 165:1.

- a. An applicant cannot be denied an application for assistance because he/she is not a resident. See Section X.
- b. "Whenever" means at any or whatever time a person is poor and unable to support him or herself, and without reasonable alternative resource options to deem general assistance unnecessary.
- c. The Human Service Director, or a person authorized to act on his/her behalf, shall be available during normal business hours.
- 1. The eligibility of any applicant for general assistance shall be determined no later than ten (7) business/working days after the application is submitted. If the applicant has an

emergency life safety need, then assistance for such emergency need shall be immediately provided in accordance with VI (D)(1), (2) provided an application is submitted.

- 2. Assistance shall begin as soon as the completed applicant is determined to be eligible.
- 3. "Poor and unable to support" means that an individual lacks income, available liquid assets and resources to adequately provide for the basic welfare maintenance needs of him/herself or family as determined by the Henniker guidelines.
- 4. "Relieved" means an applicant shall be assisted to meet those basic welfare needs described by Henniker guidelines.
- 5. "Maintained" means that assistance could be continued as long as the applicant is eligible as determined by the Henniker Guidelines.

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TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: Rental of Community Center, Grange Hall, Bandstand / Community Park

INITIATED BY: Diane Kendall, Town Administrator

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Review of existing rental policy

Legal Authority: N/A

Financial Details: User fees to offset cost

Background: Periodic review of existing policies to ensure up to date, adequate and contains appropriate risk management

Town Administrator Comment: Selectboard has expressed concerns about balancing the need to protect new audio-visual equipment at the Community Center used for official meetings with existing Rental policy for the public to rent the same space for public and private events. All usage beyond official meetings requires a level of service from staff to set up, control temperature, monitor for loss risk, clean and refill restroom supplies. For example: A request to use the room for an event will require a Parks and Properties staff member to set the room up, set thermostats, refill supplies, remove trash, clean bathrooms pre and post event. If damage is found the staff member should alert the Town Administrator as soon as possible to document and recover loss.

This topic should be brought forward to the Safety & Loss Prevention Committee meeting on May 5th for input and recommendations.

Fire Chief Comment: pending

Parks and Properties Manager Comment: Parks and properties staff will rely on town office to notify them of upcoming events in a timely manner to schedule staff for pre and post set up/take down.

Suggested Action/Recommendation: Maintain status quo and refer to Safety & Loss Prevention Committee for recommendations. Conduct a cost analysis to evaluated effectiveness of fees.

III.7 Rental of Community Center, Grange Hall and Bandstand/Community Park

Adopted May 2, 2006. Revised May 19, 2009, October 20, 2009, January 17; 2012, March 5, 2013, and September 4, 2018

Agreement for Rental and Fee Schedule: Contract for the use of the Town of Henniker's Community Center, Grange Hall or Angela Robinson Bandstand/Community Park by individuals, groups, or organizations. Contract must be approved by the Town Administrator or in his absence, the Finance Director.

SPECIAL NOTICE ABOUT THE TEEN CENTER: The Henniker Teen Center cannot be rented or used unless special permission is received by the Henniker Board of Selectmen, with input from the Community Center Activities Committee.

TERMS OF CONTRACT (to be signed by renter):

- 1. Contract agreement must be completed in full and signed by applicant or designee.
- 2. Renters must be at least 21 years of age. A person 21 years of age or older must be present at time of use.
- 3. The facility can only be used on the date(s) and times(s) specified above.
- 4. The consumption of alcoholic beverages, the use of tobacco products or the possession of controlled substances are not permitted on the premises.
- New Hampshire-produced unopened alcoholic beverages may be sold on Town of Henniker property only with permission from the Selectmen and the New Hampshire Liquor Commission
- 6. Angela Robinson Bandstand/Community Park are only available during daytime hours. However, the Selectmen may grant a special exception for use after hours.
- 7. If you have reason to believe the event will attract 300 or more persons at any one time, you must also apply for a town Assembly Permit at least 30 days prior to the event. Not doing so could result in a fine up to \$1,000.
- 8. Renter will assume responsibility for the use of this facility and agree to submit payment for any damages caused as a direct result of said use. Renter will hold the Town of Henniker harmless against any liability that may occur from the use of the facility.
- 9. <u>Insurance</u>: A certificate of insurance or document stating that insurance coverage will apply to this rental shall be presented at time of application. In some cases, the Selectmen may waive this requirement.
- 10. Key Pickup: (for Grange and Community Ctr. Buildings only): The renter is responsible for obtaining a building key prior to the event, and returning the key afterwards. Keys are available at Henniker Town Hall, 18 Depot Hill Road, during normal business hours (8am-4:30pm, M-F). A \$50 deposit will be collected in a separate check to be returned to renter when the key is returned. If key is not returned within five (5) business days the check will be cashed to pay for the replacement and to rekey the locks.
- 11. <u>User Fees:</u> Persons, groups, or organizations using the facilities, not part of the Town of Henniker government as recognized by the Selectmen, shall pay a user fee. See Fee & Deposit Schedule on page 2.

- 12. Renter is responsible for leaving the grounds free of litter. The facility is to be left in a clean condition as found.
- 13. No equipment is to be left overnight unless with permission from the Town Administrator/Selectmen and the applicable fee is applied.
- 14. Use of the Community Center Balcony is forbidden.
- 15. Bicycles, skateboards, scooters, roller skates and other people-powered vehicles are NOT permitted to be operated on sidewalks or walkways in the downtown area (including Community Park) and such use is subject to warnings and fines. Please note this does not apply to vehicles designated to assist handicapped persons or tricycles, strollers, and wagons operated by pre-school-aged children under supervision of a responsible adult.
- 16. Animals are not permitted within town buildings except for certified service animals designated to assist a handicapped person.
- 17. Dogs must be leashed at all times in any park area. Animal feces must be removed by the dog owner in all parks and public areas. Violations are subject to fines and court summons
- 18. The renter hereby accepts all responsibility for the above-described purpose and agrees to abide by all laws and regulations of the Town of Henniker and the State of New Hampshire. The renter hereby consents to the entry, at any time, in the course of his/her duties, any town officer, including but not limited to inspection. Failure to comply with these regulations will result in the denial of future use of the facilities.

FEE & DEPOSIT SCHEDULE

Grange Building or Community Center Building	Angela Robinson Bandstand / Community Park
Resident fee \$50.00 for four hour increments (no proration) Non-Resident fee \$100.00 for four hour increments (no proration) (non-refundable, due at time of application)	Resident fee \$25.00 for four hour increments (no proration) Non-Resident fee \$100.00 for four hour increments (no proration) (non-refundable, due at time of application)
\$50.00 additional fee for overnight storage of equipment and continued use preventing others from renting the facility.	

DEPOSIT:

For rental of more than 8 hours, a \$100.00 deposit for residents and a \$200.00 deposit for non-residents is required which is refundable if no damage has occurred during that particular rental period. Deposits must be paid as a separate check.

A \$50.00 key deposit will be collected in a separate check to be returned to renter when the key is returned. If the key is not returned within five (5) business days the check will be cashed to pay for the replacement and to rekey the locks.

- 1. Fees do not apply to any official Town of Henniker Boards or Committees, State, County, Federal or any other government agency. Any designated 'special event' of the Town of Henniker or its committee and boards do not require payment of a fee.
- 2. This fee Schedule will apply to all private entities, business, personal use or any other groups, non-profit included, or persons not identified in item 1.
- 3. The Town Administrator, with the approval of the Henniker Board of Selectmen, may waive the fee requirement for a non-profit group or organization that may not have the organizational structure or ability to pay, i.e. some senior citizen meetings or emergency type requests for those that justify the need for the facility and cannot pay. Absolutely no exemptions shall be considered if any funds are accepted at the door as income for the renter, be it donations or admission fees.

Rental Agreement & Fee Schedule

Henniker Community Center, Grange Hall, or Angela Robinson Bandstand / Community Park

c/o Henniker Selectmen's Office, 18 Depot Hill Rd., Henniker, NH 03242 / Phone (603) 428-3221 ~ Fax (603) 428-4366 ~ Web www.henniker.org

PLEASE NOTE THAT THE TOWN RESERVES THE RIGHT TO MODIFY THIS AGREEMENT AT ANYTIME FOR THE BENEFIT OF THE TOWN.

SPECIAL NOTICE ABOUT THE TEEN CENTER: The Henniker Teen Center cannot be rented or used unless special permission is received by the Henniker Board of Selectmen, with input from the Community Center Activities Committee. Town Boards and Committees are exempt from this permission requirement.

LOCATIONS: Grange Hall is located at 21 Western Avenue. Henniker Community Center and Angela Robinson Bandstand / Community Park are located at 57 Main Street.

Organization/Company:
Email:
Hall Angela Robinson Bandstand / Community Park
_

I agree to the terms of this contract.

- 1. Contract agreement must be completed in full and signed by applicant or designee.
- 2. Renters must be at least 21 years of age. A person 21 years of age or older must be present at time of use.
- 3. The facility can only be used on the date(s) and times(s) specified above.
- 4. Alcoholic beverages, tobacco products or controlled substances are not permitted on the premises.
- Angela Robinson Bandstand/Community Park are only available during daytime hours. However, the Selectmen may grant a special exception for use after hours.
- 6. If you have reason to believe the event will attract 300 or more persons at any one time, you must also apply for a town Assembly Permit at least 30 days prior to the event. Not doing so could result in a fine up to \$1,000.
- 7. Renter will assume responsibility for the use of this facility and agree to submit payment for any damages caused as a direct result of said use. Renter will hold the Town of Henniker harmless against any liability that may occur from the use of the facility.
- 8. <u>INSURANCE</u>: A certificate of insurance or document stating that insurance coverage will apply to this rental shall be presented at time of application. In some cases, the Selectmen may waive this requirement.
- 9. <u>KEY PICKUP</u> (for Grange and Community Ctr. Buildings only): The renter is responsible for obtaining a building key prior to the event, and returning the key afterwards. Keys are available at Henniker Town Hall, 18 Depot Hill Road, during normal business hours (8am-4:30pm, M-F). A \$50.00 deposit will be collected in a separate check to be returned to renter when the key is returned. If the key is not returned the check will be cashed to pay for the replacement and to rekey the locks.
- 10. <u>USER FEES</u>: Persons, groups, or organizations using the facilities, not part of the Town of Henniker government as recognized by the Selectmen, shall pay a user fee. See Fee & Deposit Schedule on page 2.
- 11. Renter is responsible for leaving the grounds free of litter. The facility is to be left in a clean condition as found or better.
- 12. No equipment is to be left overnight unless with permission from the Town Administrator/Selectmen and the applicable fee is applied.
- 13. Use of the Community Center Balcony is forbidden.

- 14. Bicycles, skateboards, scooters, roller skates and other people-powered vehicles are NOT permitted to be operated on sidewalks or walkways in the downtown area (including Community Park) and such use is subject to warnings and fines. Please note this does not apply to vehicles designated to assist handicapped persons or tricycles, strollers, and wagons operated by pre-school-aged children under supervision of a responsible adult.
- 15. Animals are not permitted within town buildings except for certified service animals designated to assist a handicapped person.
- 16. Dogs must be leashed at all times in any park area. Animal feces must be removed by the dog owner in all parks and public areas. Violations are subject to fines and court summons

The renter hereby accepts all responsibility for the above-described purpose and agrees to abide by all laws and regulations of the Town of Henniker and the State of New Hampshire. The renter hereby consents to the entry, at any time, in the course of his/her duties, any town officer, including but not limited to inspection. Failure to comply with these regulations will result in the denial of future use of the facilities.

Date of Application:	Signature:	

FEE & DEPOSIT SCHEDULE

Make checks payable to Town of Henniker. Please make separate checks for rental fee and deposits.

Grange Building or Community Center Building	Angela Robinson Bandstand / Community Park	
Resident fee \$50.00 for four hour increments (no proration) Non-Resident fee \$100.00 for four hour increments (no proration) (non-refundable, due at time of application) \$50.00 additional fee for overnight storage of equipment and continued use preventing others from renting the facility.	Resident fee \$25.00 for four hour increments (no proration) Non-Resident fee \$100.00 for four hour increments (no proration) (non-refundable, due at time of application)	
For rental of more than 8 hours, a \$100.00 deposit for residents and no damage has occurred during that particular rent. A \$50.00 key deposit will be collected in a separate	POSIT: a \$200.00 deposit for non-residents is required which is refundable if all period. Deposits must be paid as a separate check. check to be returned to renter when the key is returned. k will be cashed to pay for the replacement and to rekey the locks.	

- 1. Fees do not apply to any official Town of Henniker Boards or Committees, State, County, Federal or any other government agency. Any designated 'special event' of the Town of Henniker or its committee and boards do not require payment of a fee.
- 2. This fee Schedule will apply to all private entities, business, personal use or any other groups, non-profit included, or persons not identified in item 1.
- 3. The Town Administrator, with the approval of the Henniker Board of Selectmen, may waive the fee requirement for a non-profit group or organization that may not have the organizational structure or ability to pay, i.e. some senior citizen meetings or emergency type requests for those that justify the need for the facility and cannot pay. Absolutely no exemptions shall be considered if any funds are accepted at the door as income for the renter, be it donations or admission fees.

APPROVAL:	Request approved: Yes Insurance waived: Yes	No Fee waived: \(\simeg\) \(\simeg\) No \(\simeg\) N/A (town group)	(es No No N/A (town group)
	Approved by:	Date;	
	☐ Entered in calendar FEES	: Amount Due: \$	Date paid:
INSURANCE:	□ N/A □ Insurance	Document Received (attach to applica	tion)

TOPPORATE SAFE

TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/3/2022

TITLE: Tax Map 1 Lot 59-C Notice of Ordinance Violation September 15, 2021 –

Status

INITIATED BY: Diane Kendall, Town Administrator and Bob Garside, Code Enforcement

Official

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: Discuss next steps in enforcing Zoning Ordinance Section 133-31 and 133-7

Legal Authority: Zoning Ordinance Section 133-31 and 133-7; RSA 676:17, I

Financial Details: Legal Fees TBD

Background: September 15, 2021, Town issued Second Notice of Ordinance Violation Section 133-31 and 133-7 to owners of Tax Map 1 Lot 59-C. The property owners did not appeal the administrative decision of the Selectboard. Property owners responded in a letter dated September 30, 2021, via attorney asserting the recreational use is permitted. Per recommendation of town council in an email dated September 30, 2021, Code Enforcement Official Robert Garside has reached out via phone during the week of April 17, 2022, to the property owner to explore a resolution. To date there has been no response. On April 15, 2022, the Town received a complaint via email "about repeated use of loud dirt bikes in the gravel pit near my house. The noise and dust from the dirt bikes is unreasonable and interferes with my right to enjoy my property. During high winds, dust from the gravel pit blows onto the adjacent properties. Although my house is nearly 500 feet from the pit, I routinely measure decibel readings from the dirt bikes near 80 db on my door step." On April 18, 2022, the same person sent another complaint via email "about the use of loud dirt bikes in the gravel pit near my house (tax map 1 lot 539-C). They're out there on Lot 539-C again tonight, Monday 4/18/22. I was vacuuming my car, and the OHRV use on the property 500 feet away from my house was far louder than a vacuum just a couple feet away." The complainant also attached a video. On April 22, Code Enforcement Officer Robert Garside responded to the complaint via email: "The Town is in receipt of your emails regarding the noise/dirt bikes in the gravel pit. The Selectboard, Town Administrator, Code Enforcement, and Town Planner are working with town counsel to resolve the matter. The current recommended action is to reach an amicable solution between property owners, and we are currently working toward that remedy. We will advise you of the town's next steps in this process. Thank you for your concerns and contact us if you have any questions. Bob Garside"

Town Administrator Comment: see below

Suggested Action/Recommendation: Town Administrator recommends the board discuss options: 1. Enforce as stated on September 15, 2021, Notice of Violation. 2. Rescind Notice of Violation 3. Revise Notice of Violation and reissue 4. Delay action while pursuing amicable solution between property owners.



Town Hall 18 Depot Hill Road Henniker, NH 03242

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

Incorporated November 10, 1768 "Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 5/3/2022

TITLE: Overnight Parking Ban Main St – 3rd Reading

INITIATED BY: Leo Aucoin, Superintendent

PREPARED BY: Diane Kendall, Town Administrator

PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION: 3rd Reading Main St. Overnight Parking Ban

Legal Authority: Town Ordinance Chapter 120 Article III Motor Vehicle Parking: Town of Henniker

Selectmen's Policies Section I.1 Policy Adoption.

Financial Details: New signs to promote the ban are \$25 each and I would need 10

Town Administrator Comment: Proposed policy change is to Code of Town of Henniker Chapter 120 Article III Motor Vehicle Parking amended 5-5-2018 Section 12 Winter Overnight Parking Ban. Move existing subsection 120-12: B to 120-12:C. Add a **new sub-section 120-12:B.** No person shall park or leave standing any motor vehicle on Main Street between the hours of 11:00 p.m. and 7:00 a.m. See attached

Highway Superintendent/Road Agent Comment: Every year from November 1, thru April 15, the town imposes a Winter parking ban on all town roads and right of ways. This action results in the police department having to put out warnings on cars throughout town and eventually ticketing cars that don't heed the warnings. The worst area is Main Street, this is due to the Tenants of #8, #20, #48, #58 use town owned street side parking rather than their assigned spaces in the rear of their buildings or in the Water Street parking lot. It's my belief that it would be better for safety, fire and ambulance service, business, free up more spaces for patrons to use, and highway, for street maintenance and repair, if we maintained a year around overnight parking ban on Main Street.

Police Chief Comment: See attached

Suggested Action/Recommendation: According to Henniker Selectmen's Policies Section I.1 Policy Adoption

hear public input and amendments

Chapter 120

VEHICLES AND TRAFFIC

[HISTORY: Adopted by the Town of Henniker as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Driveways -- See Ch. 41. Signs in Proctor Square -- See Ch. 92, Art. I. People-powered vehicles -- See Ch. 124.

Riverfront parking areas -- See Ch. 77, Art. I. Snow on roads -- See Ch. 97, Art. I, and Ch. 106, Art. II.

ARTICLE I

One-Way Streets
[Adopted 9-26-1978; amended 11-28-1989; 5-21-1991; 5-15-2018]

~120-1. One-way streets enumerated.

Vehicular traffic shall move only in the indicated direction on those streets and parts of streets described below, when signs indicating the direction of traffic are erected by the town and maintained at any intersection where movement in the opposite direction is prohibited and shall conform to all other regulations as set forth below when signs are erected and maintained indicating said regulations:

N. 40.	Direction	
Name of Street	of Travel	Location
Crescent Street	East	From Rush Road to Main Street
Cressey Street	South	From Pearl Street to Bridge Street (Route 114)
Circle Street	West	From Bridge Street (S/Route 114) to Depot Hill Road
Depot Hill Road	South	From the intersection of Circle Street Street, Bridge Street (Route 114) and Depot Hill Road to the intersection of Circle Street and Depot Hill Road
Pearl Street	East	From Bridge Street (Route 114) to Cressey Street
17 Bridge Street	Out	At the south side of the 8 Main Street

~120-2. Statutory authority.

This article is authorized under powers granted to the Selectmen in RSA 41:11.

~120-3. Violations and penalties.

Violation of this article will result in a fine of not less than \$20 and not to exceed \$100.

ARTICLE II Town Speed Limits

[Adopted 5-20-1997; amended 5-15-2018]

~120-4. Speed limits established.

- A. The speed limit for all gravel roads within the Town of Henniker is 25mph. [added 5-15-18]
- B. After careful consideration of the roadways within the Town of Henniker, the Board of Selectmen deems that the prima facie speed permitted on the following roads is reasonable and safe under the conditions found to exist upon such ways, and the Board of Selectmen have determined and declare a reasonable and safe prima facie speed limit thereon, as follows:

Name of Street	Speed limit (mph)	Location
Checkerberry Lane	25	Entire Length
Crescent Street	25	Entire Length
Cressey Street	25	Entire Length
Deer Run	25	Entire Length
Diamond Drive	25	Entire Length
Evergreen Circle	25	Entire Length
Fairview Ave	25	Entire Length
Goss Drive	25	Entire Length
Hall Avenue	25	Entire Length
Highland Drive	25	Entire Length
Hillside Drive	25	Entire Length
Juniper Ridge	25	Entire Length
Longview Drive	25	Entire Length
Morse Circle	25	Entire Length
Old Mill Pond Road	25	Entire Length
Pine Hill Road	25	Entire Length
Plummer Hill Road	25	Entire Length
Prospect Street	25	Entire Length
Ramsdell Road	25	Entire Length
Shore Drive	25	Entire Length
Snowshoe Road	25	Entire Length

CHAPTER 120 VEHICLES AND TRAFFIC

Stonehenge Drive	25	Entire Length
Tanglewood Drive	25	Entire Length
The Oaks	25	Entire Length
Union Street	25	Entire Length
Village Green	25	Entire Length
Water Street	25	Entire Length
[Residential roads 251	mph added 5-15	5-2018]
Old Concord Road	30	East from intersection of
[Added 12-2-1997]		Ramsdell Road and Main Street
Old Concord Road [Added 12-2-1997]	35	From a point 100 feet beyond the easternmost property line of the town
[Amended 5-15-2007]]	recreational field east to the entrance to the hop spur (entrance to Rte 202/9)
Old Concord Road	30	From a point 100 feet prior to the easternmost property
[Added 12-2-1997]		line of the town recreational field west to the intersection of Ramsdell Road and Main Street
		The state of the s
Old Concord Road	35	From the hop spur (entrance to Rte 202/9)
[Added 12-2-1997]		west on Old Concord Road
Rush Road [Added 5-15-2018]	30	From Main Street to the 202/9 overpass.

~120-5. Modification of speed limits.

Notwithstanding, the Board of Selectmen shall modify the speed limits on town roads authorized herein so that said speed limits shall not be greater or lesser than the temporary prima facie speed limits established for the state highway system.

~120-6. Statutory authority.

This article is authorized under the powers granted to the Board of Selectmen under RSA 41:11 (amended).

ARTICLE III Motor Vehicle Parking

[Adopted 9-26-1978; Amended 11-3-1987, 11-28-1989 Amended 1-27-1998, 8-4-1998, 9-6-2011, 11-03-2015, 9-19-2017; 5-15-2018]

~120-7. Parallel parking.

No person shall stand or park a vehicle in a roadway other than in a place where said parking or standing is permitted and other than parallel with the edge of the roadway headed in the direction of the traffic flow except upon those streets which have been so designated; in which case, vehicles

shall be parked in the manner prescribed.

~120-8. Angle parking.

Vehicles parking on the south side of Main Street from the intersection of Route 114 to the east side of the handicapped parking space located near Daniel's Restaurant shall be at sixty-degree angles from the flow of traffic.

~120-9. Time limit parking.

When signs have been properly erected by the Town of Henniker, which give notice thereof, no person shall park a vehicle Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., on the following streets and roadways for longer than indicated:

Name of Street	Side	Time Limit	Location
Bridge Street	East	1 hr.	From Proctor Bridge north to the intersection of Route 114 and Main Street
Bridge Street	West	1 hr.	From Proctor Bridge north to the parking lot entrance of 15 Western Avenue
Library Parking	West	2 hrs.	Behind the Tucker Free Library Lot (7 spaces)
Main Street	North	2 hrs.	In front of the New England College Administration Building
Main Street	South	2 hrs.	Entire length
Western Avenue	South	1 hr.	In front of the Tucker Free Library from the entrance to the Grange west to the easterly most parking lot entrance leading to the front of the Henniker Community School, during posted library hours.

~120-10. Name of Street and Municipal Parking Lot(s)

- A. Community Center parking lot Crescent Street behind the Community Center
 - 1. Time limit Parking from 7:00 a.m. until 12:00 midnight. (Two designated spaces for 20 Crescent Street reserved 24 hours daily for residents)
- B. Town municipal parking area behind the Grange Building and Library on Western Avenue

~120-11. Parking Restrictions.

- A. The following shall apply to parking in the Town of Henniker:
 - 1. No commercial delivery vehicles shall park on the westerly side of Bridge

- Street (Route 114) from the intersection of Western Avenue to the Proctor Bridge.
- There shall be no parking except by permit in two parking spaces designated "Library Staff Only" which are located on the westerly side of the parking lot behind the Tucker Free Library, adjacent to the Henniker Community School building.
- 3. There shall be no parking except as permitted by state law in any parking space located on any public street or in any public parking lot which is designated for handicapped parking only.
- 4. There shall be no parking at any time on the property of the Community Park, except designated handicapped spaces.
 - Parking space in front of the Teen Center entrance at the Community Center and Community Park.
 - Parking space at the rear entrance to the upper level of the Community Center
- 5. On any public sidewalk.
- From the intersection of Circle Street and Route 114 Southerly, the West side
 of Depot Hill Road, shall be designated parking for town hall patrons and
 during Town approved events. [Added 9-19-2006] [Amended 9-9-2017]
- 7. There shall be no parking on Circle Street, entire length from Bridge Street (Route 114) to Bridge Street (114) except during Town approved events. Parking during approved events is limited to the interior Ballfield side of Circle St. [Added 11-3-2015][Amended 9-19-2017]
- 8. Pursuant to RSA 47:17,VII, VIII and XVIII, the Board of Selectmen may ban all on-street parking on any street with advance notice for special events and may require all vehicles in violation of this ordinance be towed. All towing fees will be the responsibility of the owner of said vehicle in violation. (Adopted 9-6-2011. Effective this date.)
- B. There shall be no parking allowed at anytime on the following streets and roadways:

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Name of Street	Side	Location	
Bridge Street	Both	From the north end of the Proctor Bridge to Ramsdell Road	
Crescent Street	Both	Entire length	
Depot Hill Road	Both	From Circle Street to Gulf Road	
Fairview Avenue	Both	Entire length	
Gould Street	Both	Entire length	
Hall Avenue	Both	Entire length	
Main Street	North	From the driveway entrance to the college administration building to the easterly most entrance to the State Shed Road	
Maple Street	Both	From Western Avenue to Davison Road	
Newton Road	Both	No parking first 80 feet from the pavement edge of Western Avenue	
Old Concord Road	Both	From the State Shed Road the entire length of the 30mph speed zone to a point just east of the soccer fields where the speed limit increases to 35mph	
Park Street	Both	Entire length	
Pearl Street	Both	Entire length	
Post Office Place	Both	Entire length	
Prospect Street	Both	Entire length	
Ramsdell Road	East	From Main Street to the entrance of the highway sheds	
Rush Road	South	From Main Street to the Route 202 and 9 overpass	
Water Street	Both	Entire length	
Western Avenue	North	From Main Street to The Oaks	
Western Avenue	South	From the easterly most parking lot entrance to the front of the Henniker Community School to the first river	

CHAPTER 120 VEHICLES AND TRAFFIC

parking area located just west of the police station

Union Street Both Entire length

~120-12. Winter oOvernight parking ban.

- A. No person shall park or leave standing any motor vehicle on any public street or highway from November 1 to April 15 of each year, between the hours 11:00 p.m. and 7:00 a.m.
- A.B. No person shall park or leave standing any motor vehicle on Main Street between the hours of 11:00 p.m. and 7:00 a.m.

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BC. Nothing in this article shall prohibit legal parking at public dances, athletic events or any other public function where such activities continue past 11:00 p.m., provided that such vehicles are moved within a reasonable time after such activities cease.

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~120-13. Violations and penalties. (Amended 11-3-1987; 12-15-1987; 11-26-1989; 4-3-1990; 5-21-1991;

9-10-1991; 10-1-1991; 5-19-2015)

- A. Any persons violating the Town of Henniker parking regulations (see handicapped parking violation below), as defined within this article, upon the receipt of a parking ticket citation citing said violation as issued by authorized police officials or their duly appointed representatives may waive their right to appear in the court upon payment of a twenty (\$20) dollar fine. If the parking ticket is not paid within seven days, inclusive of the date of issue, the fine shall be \$30. If not paid within 14 calendar days, inclusive of the date of issue, then the fine shall be \$50. Any person who receives three parking violations within one calendar year may be fined \$30 for each subsequent violation. All fines shall be paid to the Town of Henniker.
- B. Any persons violating the Town of Henniker handicapped parking regulations, as defined within this article, upon the receipt of a parking ticket citation citing said violation as issued by authorized police officials or their duly appointed representatives may waive their right to appear in the court upon payment of a two hundred and fifty (\$250)-dollar fine. If the handicapped parking ticket is not paid within seven days, inclusive of the date of issue, then the fine shall be \$270. If not paid within 14 calendar days, inclusive of the date of issue, the fine shall be \$290.
- C. Any vehicle parked in violation of this article may be ordered towed by the Police Department at the expense of the owner or custodian of the vehicle.
- D. Any persons violating the provisions of this article who have not paid the fine(s) for which they are liable may be summoned to appear in court and, if found guilty, shall be fined not more than \$100 for each offense except for handicapped parking violations.

ARTICLE IV

Parking of Commercial Vehicles

[Adopted 9-26-1978; Amended 11-28-1989; 5-15-2018]

~120-14. Commercial Vehicles

All commercial vehicles are prohibited from stopping, standing or parking on the Westerly side of Bridge Street from Western Avenue to the driveway on the South side of 15 Western Avenue.

~120-15. Violation

Violation of this ordinance will result in a fine of not less than twenty dollars (\$20.00) and not to exceed one hundred dollars (\$100.00).

~120-16. Statutory authority.

This article is authorized under the powers granted to the Selectmen in RSA 41:11.

ARTICLE V

Operation of Off Highway Road Vehicles

[Adopted 3-4-2014; Sunsets on November 5, 2014 – See 120-20.C Amended 5-19-15 Sunsets November 4, 2015 Amended 4-19-2016 Sunsets 11-2-2016, Amended 3-7-2017, Amended 11-7-2017]

~120-17. Purpose

The Town of Henniker, NH is a community that supports and welcomes four season outdoor recreation. The community realizes that there are wheeled Off Highway Recreational Vehicle, herein after, OHRV, trails on the north and south side of town being divided by the Contoocook River and U.S. Army Corps of Engineers land and whereas there are only 3 river crossings available, one of these is necessary to connect these trail sections. Along with this connector trail, the town offers access to downtown Main Street businesses. This ordinance is intended to identify lawful operation, permitted access, and approved travel routes in our community in order to connect these trail sections.

~120-18. Authority

NH RSA 41:11 Regulation of Use of Highways. Etc.

NH RSA 215-A:15 Regulations of Political Subdivisions

NH RSA 31:39-d Local Ordinance Citations; Pleas by Mail

~120-19. Definitions

- A. "Off highway recreational vehicle or OHRV" means any mechanically propelled vehicle used for pleasure or recreational purposes running on rubber tires, tracks, or cushion of air and dependent on the ground or surface for travel, or other unimproved terrain whether covered by ice or snow or not, where the operator sits in or on the vehicle. All legally registered motorized vehicles when used for off highway recreational purposes shall fall within the meaning of this definition; provided that, when said motor vehicle is being used for transportation purposes only, it shall be deemed that said motor vehicle is not being used for recreational purposes. For purposes of this chapter "off highway recreational vehicle" shall be abbreviated as OHRV. OHRVs shall not include snowmobiles as defined in RSA 215-C.
- B. "Utility Terrain Vehicle (UTV)" means a vehicle, including an off highway recreational vehicle, with 4 or 6 wheels, an internal combustion engine or electric motor, or both, but excluding a tractor, equipped in accordance with the provisions of RSA 261:41-a, III, that is capable of carrying not more than six (6) occupants and has a load capacity of 1,500 pounds or less. Utility vehicles shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, a parking brake, a rearview mirror, a windshield with wiper, brakes, seat belts, a vehicle identification number and such other equipment as is required by federal regulations.
- C. "<u>Street</u>" means the entire width between boundary lines of every way or place, of whatever nature, used by the members of the public for the operation of vehicular traffic.
- D. "Trail Bike" means any motor-driven wheeled vehicle on which there is a saddle or seat for the operator and/or passenger designed to travel off maintained roads.

E. "All Terrain Vehicle (ATV)" means any motor-driven vehicle which is designed or adapted for travel over surfaces other than maintained roads with one or more non-highway tires, having capacity for passengers or other payloads, not to exceed unladen dry weigh of 1,000 pounds, and not to exceed 50 inches in width. For the purposes of this chapter the definition of an ATV specifically excludes non-plated trail bikes.

~120-20. Permitted Travel Routes

- A. ATVs are permitted to operate on following town streets and roads:
 - 1. The entire length of Ramsdell Road.
 - Flanders Road from Craney Pond Road to the northern intersection with NH Route 114 across from the intersection of Ramsdell Road and NH Route 114.
 - Main Street from the intersection of Route 114 east until it becomes Old Concord Road with the section ending approximately 900 feet east of the eastern boundary of the cemetery, also known as the athletic fields driveway.
 - 4. Quaker Street.
 - 5. Baker Road.
 - 6. Butter Road.
 - 7. Mount Hunger Road.
 - 8. Peasley Road.
 - 9. Patterson Hill Road.
 - 10. Cote Hill Road
 - 11. Western Ave from the Hillsboro town line to 21 Western Ave (The Grange).
 - 12. Bear Hill Road from the Intersection of Peasley Road to the Hillsboro town line.
 - Liberty Hill Road –restricting the Class V portion from its intersection of Colby Hill Road to the Class VI portion of Liberty Hill to Henniker residents only.
 - 14. Colby Hill Road.
 - 15. Line Hill Road to Lone Pine Road.
 - 16. Dodge Hill Road from Lone Pine to the intersection with Hemlock Corner Loop.
 - 17. Hemlock Corner Loop from the Intersection with Dodge Hill Road (gravel section) to Colleague Pond Road.
 - 18. Browns Way.
 - 19. Bacon Road.
 - 20. Old Hillsboro Road from Western Ave to Bacon Road.
 - 21. Hall Avenue from Western Ave to 20 Hall Ave (Ayer & Goss Inc).
 - 22. Davison Road from Liberty Hill Road to Lot 96-X (behind Mobil Station not 114).
 - 23. Gulf Rd.
 - 24. Emery Hill Rd.
- B. ATVs shall operate on the traveled portion of the street, in single file, and follow normal traffic patterns.

- C. Utility Terrain Vehicles (UTVs) are permitted on any town street with a posted speed limit of 40 miles per hour or less.
- D. These streets and roads must be posted and have postings maintained by the Contoocook Valley ATV Riders or as appointed by the Select Board in accordance with RSA 215-A:6. IX
- E. OHRVs used by the Henniker Police Department, Henniker Fire Department and NH Fish and Game are permitted on all Class V and VI roads in Henniker, as needed to perform their jobs.

~120-21. Prohibitions

- A. No person shall operate an ATV upon a town street unless properly licensed in accordance with NH RSA 263:1.
- B. No person shall operate an ATV upon a town street without displaying a valid NH OHRV registration decal affixed to the OHRV in accordance with RSA 215-A·21
- C. No person shall operate an ATV upon a town street without a headlight in working order, rear taillight in working and adequate brakes in accordance with RSA 215-A:14.
- D. No person shall operate an ATV on town streets at a speed greater than is reasonable and prudent under the existing conditions and without regard for actual and potential hazards. In all cases speed shall be controlled so that the operator will be able to avoid colliding with any person, vehicle, or object.
- E. Where no hazards exist which would require a lower speed to comply with paragraph D, the speed of any ATV shall be in accordance with RSA 215-A:6 III (b) (2).
- F. The driver of every ATV shall, consistent with the requirements of paragraph D, drive at an appropriate reduced speed when approaching and crossing an intersection or rail way grade crossing, when approaching and going around a curve, when approaching a hillcrest, when traveling upon any narrow or winding trail/street, and when a special hazard exists with respect to pedestrians or other traffic by reason of weather or trail/street conditions.
- G. No person shall operate any ATV on town streets so as to endanger any person or damage any property.
- H. No person shall operate any ATV on town streets during the period from sunset to
- No person shall operate an ATV on town streets from November 4 to May 23 of every year.
- J. No person shall operate an ATV on town streets unless it is equipped with mufflers and an exhaust system which comply with the requirements of RSA 215-A:12.

CHAPTER 120 VEHICLES AND TRAFFIC

- K. No person under the age of 18 shall operate or ride upon an ATV on town streets without protective headgear. The headgear must be equipped with a neck or chin strap in accordance with RSA 265-122.
- L. No person shall operate an ATV on town streets without eyeglasses, goggles, or a protective face shield unless the ATV is equipped with a windshield that protects the driver's eyes and face when sitting erect.
- M. No person shall operate a Trail Bike on any part of the Henniker road system that doesn't have a DMV registration in accordance with RSA 259:63.

~120-22. Penalties/ Enforcement

A. Any person who violates the provisions of this ordinance shall be guilty of a violation and shall be fined:

First Offense \$100 fineSecond Offense \$250 fine

• Third Offense \$500 fine and 6 month revocation of the Public

Access Decal.

• Subsequent offenses will be based on a 12 month period.

B. Enforcement of this ordinance shall be in accordance with NH RSA 31:39-c.

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Town of Henniker
Board of Selectmen Meeting
Tuesday, April 5, 2022
Henniker Community Center

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia

Hooper, Selectman Bill Marko, Selectman Scott Osgood

Member's Excused:

Town Administrator: Diane Kendall

Recording Secretary: Nadine Scholes

Guests: Bob Pagano, Bob Garrison, Leo Aucoin, Grace Cohen, Keith DeMoura,

Nancy DeMoura, Bruce Trivellini, Heidi Aucoin, Lori Marko, Kathleen LaBonte, Lori Hubbard, Bill Hubbard, Burns Barford, Dan Philbrick, Lisa Philbrick, Jim Morse, Scott Dias, Tom Patenaude, Beth Patenaude, Joan

O'Connor.

Call to order/Pledge of Allegiance

Chairman Blomback called the meeting to order at 6:15pm.

Consent Agenda

Item 1: Consent Agenda for April 5, 2022

Selectwoman Hooper moved to approve the consent agenda for April 5, 2022. Selectman Flynn seconded. Motion carried, 5-0.

Correspondence

Item 2: Community Action Report from the NH Department of Revenue Administration

Item 3: Atha's Way Concern

Item 4: Letter from Purple Heart Community Project Advocate

Item 5: Letter from the Hammonds regarding Road Agent

Item 6: Email from Kathleen LaBonte-LoFaro regarding Town Designated Selectmen's emails

Item 7: Certified Flagger Training

Public Comment #1

Bob Pagano spoke about the meeting he viewed and how he supported the courageous efforts made by Selectman Marko at his first meeting. He thought the excuse of not having a Town Administrator was poor management and there were increasing public concerns for the integrity of the Board members.

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Bob Pagano noted that the Economic Development Committee had discussed a few additional items that were not reported. The traffic circle at Dunkins' and the noise, cost, etc., was discussed for that project, and the other would be the changes that were made to the Town Website that was no way an improvement. He suggested the Town webpage updates need to be looked at and managed, there are also missing files, i.e., minutes for Board's and Committee's only go back a few months, there used to be archived files that went back years. He had heard that the drive that was provided to the new service provider ending up lost and that was the only copy of those files.

Bruce Trivellini questioned if it were true that all files from the website went missing. He would think the lost files are saved in other local on the server, his request for old Zoning Board minutes was replied to quickly and that was provided as a document attachment to an email.

Bruce Trivellini asked how Mark Fougere is paid when the Economic Development Committee requested his assistance. Chairman Blomback said he assumed it would be through the Planning budget line. Bruce noted that the Planning Consultant be reviewed because it already has +/- \$6k for this year, why would that be so high.

Grace Cohen had some comments regarding Consent Agenda, Item 15, Contoocook Valley ATV Riders Renewal Agreement. She explained that many of the residents living on Dodge Hill Road have concerns with ATVs being allowed to use the Class VI roads. She read a letter regarding this matter that had been originally sent to the Board of Selectmen on June 21, 2021, from one of the residents on Dodge Hill Road.

Chairman Blomback explained that Dodge Hill Road was not included in the list provided with the agreement the Board had approved with the Consent Agenda. Chairman Blomback suggested the best option would be to present these concerns regarding the ATVs to the OHRV Committee at the next meeting. The OHRV Committee meets twice each year, and upcoming for the opening of the season. He would provide information on the date of the meeting once available.

Heidi Aucoin thought there should be a more thorough review of the OHRV trails and not allow riders to use all Class VI roads, some residents maintain those roads as their driveways and that cost the homeowners money to repair the ruts and damage caused by the ATVs.

Stephen Fine presented the State Statue that regulates noise created by ATVs and there are decibel limits that the Police Department could enforce. He noted that the ATVs that use the trails are much louder than the limits allowed, possibly modified, and can be ticketed for violations as stated in the law.

Chairman Blomback reiterated that Stephen Fine present this matter to the OHRV Committee and explained that the Police Chief is a member of that committee.

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Selectman Marko noted that ATVs are required to register annually, and they cannot register with the exhausted modified and over the limits allowed.

Kathleen LaBonte noted that she would like to speak during the discussion for Item: Administration Email/Text Messaging Documentation Communication Procedure. She said that the email she sent to the Board, on March 21, 2022, was included with the agenda and requested it be added if possible.

New Business

Item 8: Highway Crushing Bid Award Chairman Blomback recused himself for item 8.

Leo Aucoin noted that a bid request is put out annually, and the bids were opened on April 4, 2022.

The outcome of the opening was made public, and he requested the Board's approval of bid award.

Selectwoman Hooper moved to award Highway Crushing Bid of \$5.75 per cubic yard, to Henniker Crush Stone. Selectman Marko seconded. Motion carried, 4-0 (Chairman Blomback recused)

Item 9: Transfer Station Skid-Steer Bid Award

Diane Kendall noted that Town meeting 2022 authorized warrant article #18 to appropriate \$50,000 for the purchase of skid steer for the Transfer Station with funds to come from the Transfer Station Capital Reserve. Per the town procurement policy, a bid invitation was developed and advertised on the website, NHMA and distributed to known vendors. *Two bids were received MB Tractor & Equipment \$42,542.00 and United Construction & Forestry - John Deere \$58,974.00*

Selectwoman Hooper moved to accept bid of \$58,974 \$42,542.00 from MB Tractor and authorize the procurement of the skid steer. Selectman Flynn seconded. Motion carried, 5-0.

Diane Kendall noted an additional request for authorization to dispose of the 2000 New Holland LS170 according to Selectman Policy Section III.2 Disposal of Surplus Materials.

Selectwoman Hooper moved to authorize the disposition of the Transfer Station 2000 New Holland LS170 according to Selectmen Policy Section III.2 Disposal of Surplus Materials. Selectman Flynn seconded. Motion carried, 5-0.

Item 10: Wastewater Treatment Collection Bid Award

Diane Kendall noted bids were solicited for maintenance of the town's collection system. Bid invitation was sent to known vendors and posted on the town website. Bid opening was 2:00pm on March 31st, there were two bids received as follows.

1. Eastern Pipe Services \$25,015.48

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2. Vortex Services (previously known as Ted Barry Co.) \$21,441.84

Selectwoman Hooper moved to accept bid of \$21,441.84, from Vortex Services and authorize the procurement of services. Selectman Marko seconded. Motion carried, 5-0.

Item 11: Highway Disposition 1991 Brush Bandit 90

Leo Aucoin noted that Highway has taken ownership of a New Morbark Woodchipper on the week of March 21, 2022. He would like to ship the old chipper to White Farm, state surplus to be actioned at their next live auction.

He asked for authorization to take such actions and move the chipper to Concord for auction.

Selectwoman Hooper moved to authorize the sale of the 1991 Bush Bandit 90 at the State of NH Surplus auction. Selectman Flynn seconded. Motion carried, 5-0.

Item 12: Highway Guardrail Replace Proposal

Leo Aucoin noted that due to limited product/material availability, it is difficult to obtain three quotes. Leo Aucoin noted that a waiver to policy requirement for Non-Major Purchase over \$3,000 and less than \$15,000 to remove and replace guardrails was requested. The policy allowed by the Administrative Regulations, that the Town Administrator can authorize Non-Major purchase, and Leo noted that Town Administrator authorized the proposal from VT Recreational Surfacing & Fencing.

Selectwoman Hooper moved to waive the policy requirement of three (3) vendors. Selectman Flynn seconded. Motion carried, 5-0.

Item 13: Highway Overnight Parking Ban

Leo Aucoin noted that every year from November 1, thru April 15, the town imposes a Winter parking ban on all town roads and right of ways. This action results in the police department having to put out warnings on cars throughout town and eventually ticketing cars that don't heed the warnings. The worst area is Main Street, this is due to residents using town owned street side parking rather than their assigned spaces in the rear of their buildings or in the Water Street parking lot. Leo Aucoin explained that in his opinion that it would be better for safety, fire and ambulance service, business, free up more spaces for patrons to use, and highway, for street maintenance and repair, if a year around overnight parking ban was maintained on Main Street.

Selectwoman Hooper moved to accept the proposed policy change as the 1st reading and move to a 2nd reading. Selectman Marko seconded.

Discussion: Selectman Flynn noted that he had not supported parking bans in the past, but on Main Street, parking is an issue. He has witnessed cars parked on Main Street, in the same spot for three (3) days at a time.

Selectman Osgood confirmed that the change in the policy to ban overnight parking year-round would only be on Main Street. The language in the policy presented was convoluting.

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Leo Aucoin replied yes, and there would be new signage clearly stating parking ban in those locations on Main Street. Leo Aucoin noted that the President of the college has not submitted a response yet, but the few people he had contact with stated that the college students should not be parking on the street, especially overnight.

Diane Kendall read the proposed changes to the policy. Diane Kendall noted that Police Chief French had sent an email in support of the change and the Police Department would help with enforcement.

Motion carried, 5-0.

Item 14: Perambulation Discussion – Bob Garrison

Bob Garrison presented the Board some photos taken of the preamble markers that were damaged and had to be restored/repaired. He noted that the last perambulation of the town boundary lines was in 2016 and due again next year. State requires the perambulation be done every seven (7) years.

Bob Garrison went over some history and things he found during the perambulations he was involved with and his recommendations for future perambulators.

He would like the Board to authorize him to participate with the perambulation in 2023 and explained that he had already been working on finding, report taken of his findings and done improvements on identifying the location of the markers.

Selectwoman Hooper moved to approve Bob Garrison as a Town Perambulator, effective April 5, 2022. Chairman Blomback seconded.

Discussion: Selectman Marko asked how other volunteers would sign up. Selectwoman Hooper noted that in the past, the volunteer would submit a committee request form and come before the Board for approval. The form can be found on the Town Website.

Selectwoman Hooper noted that the perambulation would be completed next year. **Motion carried, 5-0.**

Item 15: Administration Coffin Cellars Winery Farmers Market Approval

Diane Kendall noted that Coffin Cellars Winery requests to set up as a vendor at the Henniker Farmers Market for the 2022 season. They have been a vendor in the past and no reported incidents or violations and the Police Chief has no concerns. In order to proceed as a vendor, they need to file the form with the Liquor Commission including the approval of the Board of Selectmen. Diane Kendall noted that if the Board made the motion to approve, the Board could allow the Town Administrator to sign off on the form on behalf of the Board.

Chairman Blomback moved to approve Coffin Cellars Winery as a vendor at the Henniker Farmers Market and allow Town Administrator as appointed designee to sign Liquor Commission Farmers Market form. Selectman Flynn seconded. Motion carried, 5-0.

Item 16: Administration Email/Text Messaging Documentation Communication Procedure

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Diane Kendall noted that the Board had directed her to provide all email/text communications with the Board's meeting documentation. She would ask the Board for clarification of what the Board wanted for distribution, clarification is this is a directive or a policy.

Diane Kendall noted the second item she would like to discuss with the Board was each member having an email through the town's email services. She was waiting to hear back on the cost from IT, but it should be no more than \$500 per year for all five email accounts.

Chairman Blomback noted that Kathleen LaBonte had asked to make some comments regarding this topic.

Kathleen LaBonte mentioned that the Board should be always following the State Statute and policies, and she opined that she has seen many situations where the Board was not following the rules. She also would like to easily be able to contact each Select Board member or all, if necessary, by email, that is not an option currently.

Diane Kendall noted that currently the Select Board can be contacted on the Town Webpage by clicking on their name and a form to complete comes up and is sent to that Selectmen's personal email address. Diane Kendall noted that there were other communities that use a group email address if the Board rather. The use of personal email may have threats with cyber security, and personal information should be protected from hackers.

Selectwoman Hooper noted the Town Administrator requested a few items in the Staff Report. Selectwoman Hooper said that in regard to the communications she believed it to be pertinent to publish all communications that could be released to the public and archive all email/text correspondence.

The Board agreed that if there is any personal information, i.e., email addresses, names, etc., those should be redacted before publishing publicly but there is no reason the emails should not be shared with the agenda and could be included on the Agenda under Communications Correspondence.

Diane Kendall noted that she wanted clarification before posting communications online and now that the Board has confirmed, she would post the communications as an addendum to the agenda for the meeting tonight.

Diane Kendall stated that she would get final price for the email services and provide update to the Board to make a decision.

Item 17: Administration Post Election Committee Assignments

- Athletic Committee Current Assignment Peter Flynn No Change
- Byway Advisory Committee Current Assignment Scott Osgood No Change

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- Capital Improvements Committee Current Assignment Tia Hooper No Change
- Central NH Regional Planning Commission Current Assignment Tia Hooper New Assignment Scott Osgood
- Community Center Activities Committee Current Assignment None New Assignment Peter Flynn
- CRSW/RRC Resource Recovery Coop New Committee Member and Alternate Needed Bill Marko – Member & Scott Osgood – Alternate
- Conservation Commission Current Assignment Scott Osgood No Change
- Economic Development Committee Current Assignment Kris Blomback No Change
- Energy Committee Current Assignment Peter Flynn New Assignment Bill Marko
- Highway Safety Committee

 Current Assignment Open New Assignment Tia Hooper
- Historic District Commission Current Assignment Peter Flynn No Change
- Municipal Records Committee Current Assignment Tia Hooper No Change
- OHRV Committee Current Assignment Kris Blomback No Change
- Planning Board (Elected) Member - Current Assignment Tia Hooper, Member Peter Flynn,
 Alternate No Ex-Officio member would be chosen based on Bill Marko sitting as current
 elected official on the Planning Board and the Planning would discuss the concerns with
 membership and how many members can sit on the Board at their next meeting
- Road Management Committee Current Assignment Tia Hooper and Leon Parker Change Leon to Bill Marko
- Safety and Loss Prevention Committee Current Assignment Peter Flynn No Change
- Spirit of Henniker Team SHOT Current Assignment Peter Flynn New Assignment Scott Osgood
- Concert Committee No current assignment New Assignment Kris Blomback

Old Business

There was no old business to discuss.

Past Meeting Minutes

Item 18: Acceptance of Board of Selectmen Meeting Minutes March 15, 2022, public and non-public.

Selectman Marko suggested edits in the motions made for non-public session. **Selectman**Osgood moved to approve the Board of Selectmen Meeting Minutes of March 15, 2022, as edited. Selectwoman Flynn seconded. Motion carried, 5-0.

The non-public minutes had not been distributed to the Board and would need to be tabled for the Board to review.

Selectwoman Hooper moved to table Board of Selectmen Non-Public Meeting Minutes of March 15, 2022. Chairman Blomback seconded. Motion carried, 5-0.

Communications

Item 19: Town Administrator Report

The Town Administrator went over her report presented from March 15th to March 30th

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Item 20: Selectmen Reports

Selectman Marko noted that he had met with some departments. The Road Management Committee would be updating the project spreadsheet at the next meeting. Selectman Osgood noted that the Conservation Commission would be meeting April 6th and the NHMA met once and would have a few more meetings.

The Board noted that Selectman Osgood was not appointed as the Selectmen on NHMA.

Selectman Flynn had nothing to report but asked for the Board's permission to meet with Diane Kendall to discuss updates to some policies. The Board agreed.

Selectwoman Hooper asked for the Board's permission to meet with Diane Kendall. The Board agreed.

The TA recommended the Board revisit the Selectmen's Policy on how communications should be handled. The Board agreed to revisit the policy.

Chairman Blomback had nothing to report.

Public Comment #2

Bob Pagano mentioned additional Economic Development projects and the concerns he had with the website and the content in the minutes.

Lori Marko asked for clarification regarding the Community Center not being available for the public to use. The Board discussed that the Community Center was acquired with the requirement it be available for the public to rent out when it was not being used for town meetings.

The Board would review the application for Community Center rentals and what policies should be updated based on technical improvements and protection of the equipment.

Bruce Trivellini suggested the Board allow a website committee of residents that use the website often to come up with suggestions on how to improve the website.

Joan O'Connor asked the Board to focus more on the website. She has used it for many years and found that the change has made it difficult to navigate and find what you need.

Kathleen LaBonte had comments regarding how the Board utilized SNHPC to use against the public. The Board has not been following the laws and she found the Board to be out of line regarding enforcement taken against a resident.

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"Kathleen LaBonte commented that the taxpayers pay annually \$4,000 to the NH Municipality Association, and that she resented Selectman Scott Osgood using this membership with the Municipality against the public by inquiring how to prevent civic participation at the Selectboard meetings. She stated he should step down as she does not feel he is fit to serve on the Selectboard. She also stated concerns with giving a permit and permission to a resident to clear town gutters and then pulling the permit 7 months later, and finding out that this matter has been going on for 4 years with the town taking the taxpayer to court. She pointed out that unpaid taxes and liens were \$856,844 in 2013 and by 2021 are \$1,382,618. It would be the fiscally responsible thing for the board to focus on helping all residents be successful in their endeavors and stop cherry picking winners and losers. If they can't stop doing that they should step down as well."

Grace Cohen suggested adding the location to the meeting agenda and had questions regarding the OHRV Committee meeting.

Heidi Aucoin agreed with the website having issues and was disappointed that there was nothing posted to let residents know that the assessor would be going around doing a revaluation, people should be aware that the assessor may come knock on their door.

Heidi Aucoin commented on the request under RSA 91-A. She was told something different than what was stating in public meeting and would like clarification.

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

Item 22: TA Staff Report Stone Wall in Town ROW and pending litigation RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled and RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

Chairman Blomback moved to go into Non-Public Session, at 9:38 p.m., under RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person and RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. Selectman Osgood seconded. Roll call vote to go into Non-Public: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

Selectwoman Hooper motion to exit Non-Public Session at 9:59 p.m. Selectman Marko seconded. Motion carried, 5-0.

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Selectman Marko moved to seal the minutes from the Non-Public session, Chairman Blomback seconded. Roll Call vote: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

Selectwoman Hooper moved to adjourn the meeting at 10:01 p.m. Selectman Marko seconded. Motion carried, 5-0.

Respectfully submitted, **Nadine Scholes**

Minutes Approved: xx.xx.xx

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Town of Henniker Board of Selectmen Meeting Tuesday, April 19, 2022 Henniker Community Center

Members Present: Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko,

Selectman Scott Osgood

Member's Excused: Chairman Kris Blomback

Town Administrator: Diane Kendall

Recording Secretary: Nadine Scholes, absent

Guests: Ken Levesque, Lori Hubbard, Sharon L. Nall, Steve Bolles, Matt French,

Chazz Freeman, Marc Boisvert, Robert Garrison, Bruce Trivellini,

Kathleen Labonte, Lori Marko, Heidi Aucoin, Danny Aucoin, Jim Morse,

Scott Dias, AJ Heinrich.

Call to order/Pledge of Allegiance

Vice Chair Flynn called the meeting to order at 6:15pm and noted that Chairman Blomback has been excused from attendance.

Consent Agenda

Item 1: Consent Agenda for April 19, 2022

Vice Chair Flynn noted that the Board normally has any new applicants for committee appointments come in when applying to a new committee.

Application for Ballot Clerk – Suzanne Richards – not in attendance Application for Ballot Clerk – Wendy Blacker – not in attendance Application for OHRV Committee – Lori Hubbard

Lori Hubbard noted that her family rides the trails, and their property is part of the trail system. Her three children are currently in the school system. She believed she would have helpful ideas and different opinions as they ride ATVs with the kids.

The Board decided that the two Ballot Clerks would not need to come in for introduction as they both were moved forward to the Board by the Supervisor of the Clerks. She would 100% endorse both applicants for Ballot Clerk put forth.

Selectman Marko moved to approve the consent agenda for April 19, 2022. Selectwoman Hooper seconded. Motion carried, 4-0.

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Selectwoman Hooper noted that the Board discussed compensation for an employee in Non-Public and the motion would be made in public.

Selectwoman Hooper moved to provide the \$2,500 sign-on bonus to Cole Bannister, to be hired as a Police Officer. Selectman Marko seconded. Motion carried, 4-0.

Correspondence

Item 2: TA-BOS Communication

The Town Administrator and Board of Selectman communications were included in the agenda.

Public Comment #1

Bob Garrison questioned funding for items included in the Capital Reverse Funds and was interested why the town was doing another revaluation when there was a revaluation that the town had just completed last year.

Selectwoman Hooper noted that the current revaluation was a contractual obligation with the new assessors.

Bruce Trivellini asked how many new complaints were received since the cease-and-desist order was issued to the Patenaude property in September 2021.

Diane Kendall noted that she had received an email complaint this week.

Bruce asked if Diane had a copy of the email. She did not have it with her at the meeting.

Kathleen Labonte presented the complete binder she had kept from when the Community Center Committee had met regarding the use of the center, and she would bring it down to the town hall to copy if the town did not have this binder and information available. She explained that the stipulations are clear regarding the public being allowed to use the Community Center and any outside committees should be paying to use the space.

Kathleen also had typed additional minutes of statements she had made and would like them to be included in the meeting minutes of April 5, 2022.

Scott Dias, representing the Henniker Chamber of Commerce, asked Diane Kendall to brief the Board on the email she received from the Chair. Diane Kendall noted that it would be discussed with Item 5 later in the meeting.

New Business

Item 3: WWTC DES Energy Report

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Ken Levesque WWTC Superintendent noted that the energy audit was coming to a completion after 1 year of review. There are suggestions to save money at the WWTC when updated. The report was included in the agenda package.

Steve Bolles, Process Energy Services, LLC, presented highlights of the report and the suggestions of upgrades to save the town money in the long term.

Sharon L. Nall, P.E., Supervisor Planning, Protection and Assistance Section Wastewater Engineering Bureau, Water Division, NHDES, noted that the audits are funded by the State. Bundling the projects is an incentive with a quicker payback and would be more attractive to Eversource to support the project. She explained the grant programs had a June 1st deadline and that would be important for the Board to remember to apply for open grants and loan forgiveness.

Sharon also noted that an audit was offered to the Water Commissioners, but they had turned them down. There are still programs with funding for audits and recommends that department contact them when they are ready for an energy audit to offer improvements.

Selectwoman Hooper noted that the WWTC would already be undertaking a large-scale renovation and questioned if the town would be able to apply for additional grants on top of the \$3.2M approved for the WWTC upgrade. Sharon replied that could be done in a few different ways and application submittal that she had recommended would be best for 100% funding, but if funding is needed, that could be part of the loan.

Item 4: WWTC Underwood Authorization to Proceed and Project Update Ken Levesque noted that the Town of Henniker recently commissioned the preparation of a Wastewater Facilities Asset Management Plan (AMP) report and development of an updated AMP program.

Based on the results of that work, \$3.6M in critical wastewater upgrades were identified as being needed in the short term. Fortunately, the Town has planned for several of the needed equipment replacements in their 10-Yr Capital Improvements Plan (CIP), leaving \$3.2M of work requiring funding.

The purpose of this project is to rehabilitate and or replace key elements of the 45-year-old wastewater treatment facility, as well as replace failing components within the wastewater collection, pumping and conveyance systems.

The schedule for work is as follows:

- April 2022 Execute Preliminary Engineering Contract
- September 2022 Execute Final Design Engineering Contract
- February 2023 Execute Construction Engineering Contract
- May 2023 Award Construction Contract

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September 2024 Finish Construction

The contract was sent to town counsel and no concerns were found.

Diane Kendall noted that she had discovered that the Board of Selectmen had already authorized the Town Administrator to approve the contract on October 19, 2021, but she was not the Town Administrator at that time and would prefer the Board authorize her to sign off approval on any project that would fall under the general engineering contract.

Selectwoman Hooper moved to authorize Town Administrator to execute ENGINEERING SERVICES REQUEST AUTHORIZATION TO PROCEED ESR No: #2. Selectman Marko seconded. Motion carried, 4-0.

Item 5: Transfer Station Brush Acceptance, Disposal, Burning

Diane Kendall stated that some time ago, the town discontinued the acceptance of brush for burning at the Transfer Station. Some residents at recent Selectboard meetings have requested the town renew the acceptance of brush.

She does not recommend accepting brush. The transfer station does not have the capacity to monitor, store and dispose of brush in accordance with the BMP issued by the State Department of Environmental Services. Chipping is the preferred method of managing brush piles. Burning is the least preferred. Both methods require the brush pile to be free of "nonconforming materials" which requires safety measures, space, staff capacity and funds to dispose. Burning should not be an option because it is obnoxious to nearby neighbors, subject to strict regulation, weather dependent, costly, laborious and pollutant.

Marc Boisvert, Transfer Station Superintendent explained that the department does not have the staff capacity to monitor brush in accordance with the BMP issued by the State Department of Environmental Services. He is evaluating cost alternatives to have an outside vendor come in to either haul brush or chip and haul brush. One option with Norton & Sons, a container would be dropped off at the transfer station and they would come haul the container off site once filled. This of course would inquire hauling fees by weight. Another option is chipping either onsite, which would need to be priced out per size of brush pile or could haul to dispose at the estimated rate of +/- \$30 per load. He explained that NHDES identified brush as treetops or small branches, small limbs, and small saplings. A suggestion to use the new chipper that Highway just purchased, but that would cause the new machine to deteriorate quickly, and he would not recommend that option.

The Board reviewed some of the options and recommendations. Other towns would be researched by the Town Administrator for pricing estimates and other vendor options. The purchasing policy would need to be reviewed for vendor services and bid request would be published, there are several options for chipping services.

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Diane Kendall would like to go over the concerns Scott Dias had mentioned earlier in the meeting. She noted that one of the transfer attendants had miscommunicated the transfer station was not accepting Henniker businesses and that was questioned because the policy does state that the transfer station may be used by residents, residents' contractors, and Henniker establishments. Marc Boisvert agreed that was the current policy and agreed it was a miscommunication.

Marc Boisvert noted that another gate was installed because the debris being thrown into the hopper had to be better supervised.

The Board discussed and decided that the transfer station should start accepting brush and how it would be handled would be discussed after vendor pricing is submitted. The Board would also discuss if fees would be necessary if the cost would be substantial.

Marc Boisvert noted that enforcement would be necessary to make sure that only brush was being thrown into the pits. No logs, or other wood materials would be accepted, and each incoming load would be thoroughly inspected.

Selectwoman Hooper noted that the transfer station does not need to open the brush pits everyday and that should help with the staffing issue some.

Selectwoman Hooper moved that the brush pile at the Transfer Station be reopened for public use, with the Hours of Operation determined by the Superintendent but opened at least one day a week, pending vendor pricing for chipping/grinding services per the procedure in the purchasing policy. Selectman Marko seconded.

Discussion: Selectman Marko agreed that the burn pile should be opened at least one day a week but questioned how difficult it will be to manage the brush coming in for dumping. Marc Boisvert said that it could be done if not open every day. The gate would need to remain closed, and attendant would need to go inspect the load before dumping.

Motion carried, 3-1. Selectman Osgood opposed.

Old Business

Item 6: Overnight Parking Ordinance 2nd Reading

Diane Kendall read the proposed changes to the policy. Diane Kendall noted that Police Chief French had sent an email in support of the change and the Police Department would help with enforcement.

There was no public comment.

Selectwoman Hooper moved to accept the proposed policy change as the 2nd reading and move to a 3rd and final reading. Selectman Marko seconded.

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Discussion: Selectman Marko asked if the public would get another opportunity to comment at the third reading, he had concerns that none of the residents on Main Street were in in attendance and that this would impact had attended. Leo Aucoin noted that there are only 3 properties that would be directly impacted, and he would make sure to discuss the amended policy with each of them before the 3rd reading.

Motion carried, 4-0.

Item 7: Board and Committee Assignments Continued

Selectboard assigned members as liaison or membership to various boards, committees, and commissions at the Board meeting of April 5, 2022. There were a few appointments that the Board had not decided on and need additional discussion.

Diane Kendall stated that that she could find no evidence of a formal vote to disband or rescind the Azalea Park Committee. She recommended the Board discuss and decide on whether the committee should continue or be rescinded.

The Board discussed and agreed that the Azalea Park Committee remain as it was and give the volunteers time to get enough members to reinstate a committee. There are major projects that the volunteers would not be able to do without administrative assistance, there is engineering and town administrative should be organizing these major projects.

The Board had previously discussed and was included in meeting minutes that the Azalea Park Committee would not be funded with taxpayer funding and that donations would need to be collected by the Committee to fund proposed projects in the park.

The Azalea Park Committee would remain as it was and Selectman Osgood would be the Board of Selectmen appointed to the committee.

Kathleen Labonte noted there was a Warrant Article at town meeting for the Azalea Park 2021 budget be encumbered into 2022 for \$2,528, what was this for.

Selectwoman Hooper replied there was no warrant article that was approved by the Board. This could have been the grant funds that had not been used in 2021 and would need to encumber into the budget for the next year and would need to be approved by the town.

Diane Kendall noted that in 2003, a Warrant Article was approved to adopt RSA 674:5, that was passed by the legislative body, authorizing the governing body to appoint a Capital Improvement Program (CIP) Committee. The sole purpose and effect of the CIP Committee will be to aid the Selectmen and the Budget Committee in their consideration of the annual budget. No evidence was found of a warrant article to rescind or amend the authority. RSA 674:5 attached to agenda.

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Selectwoman Hooper went over the history of how the CIP had ended up under the Planning Board authorization, and since 2019, the CIP Committee has been functioning with great results for the town, providing the mechanism to plan for major necessary purchases. This keeps the tax rate leveled year to year while covering the needs of each department. She would like the CIP Committee to remain under the Planning Board authority as it was and had been successfully executed since it was reconstituted in 2019.

Diane Kendall recommended the Board of Selectmen appoint the CIP committee to follow the RSA that was adopted, even if that process was not followed in the past. A warrant article could be put forward at 2023 Town Meeting to change the authority to the Planning Board.

The Board agreed to appoint the CIP Committee as existing, as follows:

Chair – Tia Hooper

V. Chair – Bill Marko

Members – Heidi Aucoin, Leon Parker, Bruce Trivellini and Rocky Bostrom

Selectman Flynn moved to reconfirm current appointments as noted to the CIP Committee. Selectman Marko seconded.

Discussion: Both Heidi Aucoin and Leon Parker terms had expired and would need to be reappointed for 3-year term.

Selectman Flynn added to motion made, to reappoint Heidi Aucoin and Leon Parker for 3year term. Selectman Marko seconded.

Motion carried, 3-1. Selectman Osgood opposed.

Diane Kendall stated that the Selectboard tabled decision of the Planning Board ex-officio appointment to hear input from the Planning Board.

Selectman Marko will report on the outcome from the Planning Board meeting of April 13. She noted that the Selectmen shall appoint either a member of the board or an administrative official to serve as the Selectboard ex-officio member of the Planning Board.

Selectman Marko explained the discussions had with the Planning Board and if he were to be appointed the Ex-officio Selectmen to the Planning Board, he would resign from his elected position on that Board. He does not believe it would be easy to find someone that would be able to serve as an administrative official, but he preferred not to give up his elected seat if he would not be appointed by the Selectmen. He noted he has 1-year remaining on the 3-year term he was elected for. The Board discussed and supported Bill Marko resigning and appointed as Ex-officio and Tia Hooper for the alternate seat.

Selectwoman Hooper moved to appoint Bill Marko as Ex-officio to Planning Board for the term of 1-year, pending his written resignation from his elected Planning Board seat. Selectman Flynn seconded.

Discussion: Selectman Osgood asked how Bill Marko's elected seat would be filled. The Planning Board could appoint a replacement for the 1-year term.

Motion carried, 3-1. Selectman Osgood opposed.

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Selectman Osgood attended an informational and organization meeting at NHMA on April 1, 2022, and requested the Selectmen nominate him for this committee.

Selectman Osgood moved to appoint himself as the representative Board of Selectmen member to the NHMA Legislative Committee. Selectman Flynn seconded. Motion carried, 3-1. Selectwoman Hooper opposed.

<u>Past Meeting</u> Minutes

Item 8: Acceptance of Board of Selectmen Non-Public Meeting Minutes March 15, 2022 8:10pm Selectwoman Hooper moved to approve the Board of Selectmen Non-Public Meeting Minutes of March 15, 2022, 8:10pm, as written. Selectman Osgood seconded. Motion carried, 4-0.

Item 9: Acceptance of Board of Selectmen Non-Public Meeting Minutes March 15, 2022 8:47pm Selectwoman Hooper moved to approve the Board of Selectmen Non-Public Meeting Minutes of March 15, 2022, 8:47pm, as written. Selectman Marko seconded. Motion carried, 4-0.

Item 10: Acceptance of Board of Selectmen Meeting Minutes April 5, 2022 5:30pm
Item 11: Acceptance of Board of Selectmen Non-Public Meeting Minutes April 5, 2022 5:30pm
Selectwoman Hooper moved to approve the Board of Selectmen Public and Non-Public
Meeting Minutes of April 5, 2022, 5:30pm, as written. Selectman Osgood seconded.
Discussion: Item 11, Non-Public Meeting Minutes were not sealed.
Motion carried, 4-0.

Item 12: Acceptance of Board of Selectmen Meeting Minutes April 5, 2022 6:15pm

Selectwoman Hooper moved to table Board of Selectmen Meeting Minutes of April 5, 2022, to include additional Public Comment as requested. Selectman Marko seconded. Motion carried, 4-0.

Item 13: Acceptance of Board of Selectmen Non-Public Meeting Minutes April 5, 2022 9:38pm

Selectman Marko suggested grammatical corrections. **Selectwoman Hooper moved to approve** the Board of Selectmen Non-Public Meeting Minutes of April 5, 2022, as edited. Selectman Marko seconded. Motion carried, 4-0.

Communications

Item 9: Department Head Reports

Item 10: Town Administrator Report

The Town Administrator went over highlighted updates of her report presented on the agenda.

Item 11: Selectmen Reports

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Selectman Marko noted that the Road Management Committee had been postponed and would met next week.

Selectman Flynn noted that Softball and Baseball was majority of the discussion at the Athletic Committee meeting. The season is getting ready to begin and had a good turnout.

Selectwoman Hooper attended the Planning Board meeting and would also attend the upcoming Road Management Committee meeting next week.

Selectman Osgood noted that he attended the Planning Board meeting and the Central New Hampshire Planning Committee meeting last week.

Public Comment #2

Bruce Trivellini said that after the Board discussed the Committee appointments on March 15th, Selectman Osgood sent an email to the TA requesting a private discussion with himself and the TA and possibly one other Select Board member. He asked what that non-public discussion was regarding. Vice Chair Flynn said the session is for public comment and not questioning. Bruce said that was not being transparent and all the other members should question what was discussed.

Item 17: NON-PUBLIC – If Necessary Non-public Session 91-A:3 II a, c, d e, or e Selectman Flynn moved to go into Non-Public Session, at 8:30 p.m., under RSA 91-A:3, II (b) personnel. Selectwoman Hooper seconded. Roll call vote to go into Non-Public: Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

Selectwoman Hooper motion to exit Non-Public Session at 8:37 p.m. Selectman Osgood seconded. Motion carried, 4-0.

Selectwoman Hooper moved to seal the minutes from the Non-Public session, because it is determined that divulgence of the is information likely would affect adversely the reputation of any person other than a member of this board. Selectman Osgood seconded. Roll Call vote: Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

Selectwoman Hooper moved to adjourn the meeting at 8:38 p.m. Selectman Osgood seconded. Motion carried, 4-0.

Respectfully submitted, **Nadine Scholes**

Minutes Approved: xx.xx.xx