



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

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

**Tuesday, May 17, 2022
6:15 PM**

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CONSENT AGENDA

Item 1: Consent Agenda for May 17, 2022

V. CORRESPONDENCE

VI. Item 2: Resignation letter – Kelly Henley

Item 3: Memo from Chief French – River Lot Parking

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

VIII. NEW BUSINESS

IX. OLD BUSINESS

Item 4: Human Services General Assistance Guidelines 2nd Reading

Item 5: Update on the Community Center & the Grange and Policy Review

Item 6: Update on downtown overnight parking

Item 7: Update on Tax Map 1 Lot 539-C

X. PAST MEETING MINUTES

Item 8: Acceptance of Board of Selectmen Public Meeting Minutes May 3, 2022, 6:15pm

XI. COMMUNICATIONS

Item 9: Department Reports

Item 10: Town Administrator Report

Item 11: Selectmen Reports

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

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

XIV. ADJOURNMENT

XV. UPCOMING DATES

June 1, 2022, 7:00 p.m. – Conservation Commission

June 7, 2022, 6:15 p.m. – Board of Selectmen

June 8, 2022, 6:30 p.m. – Planning Board

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 17, 2022

Consent Agenda

- Item 1:** Refund – Map 1 Lot 583-G
- Item 2:** Refund – Map 5D Lot 464
- Item 3:** Refund – Map 12 Lot 746-X
- Item 4:** Application for Ballot Clerk – Albert Heinrich
- Item 5:** Intent to Cut – Map 1 Lot 654-M
- Item 6:** Intent to Cut – Map 1 Lots 14, 43, 44 & 70
- Item 7:** Intent to Cut – Map 1 Lot 586-A
- Item 8:** Intent to Excavate – Map 1 Lot 607
- Item 9:** Supplemental Sewer Warrant
- Item 10:** Sewer Abatement Map 2 Lot 379
- Item 11:** Designation of Authorities for Clean Water SRF Loan
- Item 12:** Tax Collector's Warrant
- Item 13:** Application for Solar Energy Systems Exemption – Map 2 Lot 183
- Item 14:** Check Register May 4, 2022: Payroll - \$39,596.63 & Payables - \$134,289.17
- Item 15:** Check Register May 11, 2022: Payroll - \$39,496.14 & Payables - \$53,339.57

Board of Selectmen Approval:

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

Telephone
603-428-3221

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

FAX
603-428-4366



TOWN OF HENNIKER, NEW HAMPSHIRE

May 17, 2022

REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen/Sewer Commissioners upon the application of:

Mark and Pamela Sawyer

Residence: 107 Snowshoe Road, LOT #1-583-G

We are refunding the amount of: **\$ 4869.00**

Cause of refund: December 2021 taxes paid by the bank and the closing company. Check payable and mailed to: Merrimack County Savings Bank, Attn: Andrea Aste, PO BOX 2826, Concord, NH 03302

Per Order:

Board of Selectmen

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

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Fx (603) 428-7628

Kim Johnson

From: Kathleen L Dustin <kdustin@nhmutual.com>
Sent: Wednesday, May 4, 2022 9:43 AM
To: Kim Johnson
Subject: Sawyer tax refund

Hi Kim,
Please refund \$4,869.00 for tax paid in December 2021 for Mark Sawyer. The taxes were double paid. Thank you.

Best Regards,

Kathleen

Kathleen Dustin
Loan Operations Representative III

New Hampshire Mutual Bancorp

Affiliates:

NHTrust

Meredith Village Savings Bank

Merrimack County Savings Bank

Savings Bank of Walpole

www.nhmutual.com

kdustin@nhmutual.com

North Meadow Plaza

direct: 603.355.1693

Recent Awards:

Best Employer, Capital Area People's Preference Awards, 2010-2020

Best Employer, Best of the Lakes Region, 2019

History

Real Estate Billing

07-05007
107 SNOWSHOE ROAD
1-583-G
SAWYER MARK F
4/13/2022

TOTALS

Desc.	Tax	Interest	Per Diem	Fees
Real Estate	(\$4,869.00)	\$0.00	\$0.00	\$0.00

TOTAL OWED

(\$4,869.00)

Date	Type	Batch	Cashier	Total	Receivable	Interest	Fees	Comments
6/27/2021	Payment	corelogic	russ	\$4,489.00	\$4,489.00	\$0.00	\$0.00	Electronic Payment
12/10/202	Payment	12/10/2021 KIJ	kim	\$4,869.00	\$4,869.00	\$0.00	\$0.00	MERRIMACK COUNTY SAVING
12/23/202	Payment	corelogic122321	russ	\$4,869.00	\$4,869.00	\$0.00	\$0.00	Electronic Payment



TOWN OF HENNIKER, NEW HAMPSHIRE

May 17, 2022

ABATEMENT

Selectmen's Office
*Administration, Finance,
Assessing, Planning,
Zoning & Building Permits*

18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-3221
Fx (603) 428-4366

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**Transfer / Recycling Center
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Henniker NH 03242
Ph (603) 428-7552
(Dial 911 for an Emergency)
Fx (603) 428-7628

To the Collector of Taxes.

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

New England College

Property Address/Map Lot: **LOT #5D-464, 77 Bridge Street**

We have abated the amount of: **\$ 240.00**

Cause of abatement: **Building was demolished. Has not been billed for utilities since the end of 2018.**

Per Order:

Board of Selectmen

Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

need to abate

NEW ENGLAND COLLEGE
98 BRIDGE STREET
HENNIKER, NH 03242

HENNIKER
2022 SEWER BILL 21 OF 22

Invoice: 2022S21000316
Account: 2073S
Print Date: Apr 26, 2022
Billing Period: Oct 01 - Mar 31
Payment Due Date: May 27, 2022
Amount Due: \$ 240.00

8% APR Charged After 05/27/2022

Account Details

Billed To: NEW ENGLAND COLLEGE
Location: 77 BRIDGE ST
Map: 00005D Lot: 000464 Sub: 000000
Account: 2073S

Billing Details

Sewer -- 1 Flat Unit(s) @ \$ 240.00/unit \$ 240.00

Billing Summary

Billing Period: Oct 01, 2021 to Mar 31, 2022
Payment Due Date: May 27, 2022

Sewer Bill: \$ 240.00

4/21 - 0

Amount Due By 05/27/2022: \$ 240.00

Mailed To:
NEW ENGLAND COLLEGE
98 BRIDGE STREET
HENNIKER, NH 03242

2022 SEWER BILL 21 OF 22

Town of Henniker
Monday, Wednesday & Friday 8:00am to 4:00pm
Tuesday 10:00am to 6:00pm Thursday Closed
(603) 428-3240
Tax Collector: Kimberly Johnson

Billed To: NEW ENGLAND COLLEGE
Location: 77 BRIDGE ST
Map: 00005D Lot: 000464 Sub: 000000
Account: 2073S
Invoice: 2022S21000316

Amount Due By 05/27/2022: \$ 240.00

8% APR Charged After 05/27/2022

Remit To:
Town of Henniker
18 Depot Hill Rd
Henniker, NH 03242
Temp - Return Service Requested

History

Utility Billing

CLERICAL INFORMATION

2073S
77 BRIDGE STREET
NEW ENGLAND COLLEGE
2-464
4/13/2022

TOTALS

Desc.	Tax	Interest	Fees	Demands
Water	\$0.00	\$0.00	\$0.00	\$0.00
Sewer	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00
	\$0.00	\$0.00		\$0.00

TOTAL OWED

\$0.00

Date	Type	Batch	Cashier	Total	Receivable	Interest	Fees	Comments
1/8/2003	Payment	01/08/03 KIJ	kim	\$49.87	\$46.48	\$3.39	\$0.00	
3/19/2003	Payment	3/19/03gb	gayle	\$125.00	\$113.56	\$11.44	\$0.00	
5/9/2003	Transfer To Tax		Vadar	\$177.53	\$168.19	\$9.34	\$0.00	TRANSFER TO LIEN
9/5/2003	Payment	09/05/03 KIJ	kim	\$150.00	\$144.55	\$5.45	\$0.00	
10/20/200	Payment	10/20/03gb	gayle	\$188.42	\$188.10	\$0.32	\$0.00	
5/14/2004	Payment	05/14/04 KIJ	kim	\$171.60	\$171.60	\$0.00	\$0.00	
11/3/2004	Payment	11/03/04gb	gayle	\$172.83	\$172.83	\$0.00	\$0.00	
5/6/2005	Payment	05/06/05 KIJ	kim	\$150.00	\$150.00	\$0.00	\$0.00	
10/28/200	Payment	10/28/2005 hw	guest	\$236.69	\$234.94	\$1.75	\$0.00	
9/29/2006	Payment	09/29/2006 KIJ	kim	\$226.59	\$219.24	\$7.35	\$0.00	
3/19/2007	Payment	03192007dca	debbie	\$227.22	\$219.43	\$7.79	\$0.00	
5/7/2008	Transfer To Tax		guest	\$463.35	\$427.67	\$35.68	\$0.00	TRANSFER TO LIEN
5/20/2009	Transfer To Tax		guest	\$489.94	\$451.09	\$38.85	\$0.00	TRANSFER TO LIEN
1/22/2010	Payment	01/22/2010 KIJ	kim	\$493.09	\$469.52	\$23.57	\$0.00	AMERICAN GENERAL FINANCIAL
5/18/2011	Transfer To Tax		guest	\$550.09	\$472.14	\$41.45	\$36.50	TRANSFER TO LIEN
5/16/2012	Transfer To Tax		guest	\$541.26	\$464.56	\$40.20	\$36.50	TRANSFER TO LIEN
6/18/2012	Payment	06/18/2012 HW	helga	\$237.59	\$235.35	\$2.24	\$0.00	SUNTRUST CK
5/15/2013	Transfer To Tax		guest	\$287.06	\$237.12	\$12.94	\$37.00	TRANSFER TO LIEN
4/1/2014	Payment	04/01/2014 KIJ	kim	\$529.06	\$494.54	\$34.52	\$0.00	\$ 19.15 PREPAY FOR 2014 -SP
4/28/2014	Payment	04/28/2014 hw	helga	\$50.00	\$50.00	\$0.00	\$0.00	
2/23/2015	Payment	02232015dca	debbie	\$50.00	\$28.96	\$21.04	\$0.00	CASH
3/11/2015	Payment	03/11/2015 hw	helga	\$50.00	\$49.23	\$0.77	\$0.00	
3/25/2015	Payment	03/25/2015 hw	helga	\$50.00	\$49.55	\$0.45	\$0.00	
5/4/2015	Payment	050472015dca	debbie	\$20.00	\$19.38	\$0.62	\$0.00	CASH ELLIS
5/6/2015	Transfer To Tax		guest	\$323.35	\$272.87	\$12.98	\$37.50	TRANSFER TO LIEN
5/6/2016	Transfer To Tax		guest	\$587.54	\$506.33	\$43.46	\$37.75	TRANSFER TO LIEN
5/5/2017	Transfer To Tax		guest	\$614.54	\$532.98	\$44.06	\$37.50	TRANSFER TO LIEN
12/4/2017	Payment	12/04/2017 KIJ	kim	\$288.97	\$272.15	\$16.82	\$0.00	DEVINE, MILLIMET & BRANCH
2/26/2018	Payment	02262018dca	debbie	\$240.00	\$240.00	\$0.00	\$0.00	CL NEC NO INTEREST PER W
6/5/2018	Payment	06/05/2018 KIJ	kim	\$240.00	\$240.00	\$0.00	\$0.00	



TOWN OF HENNIKER, NEW HAMPSHIRE

May 17, 2022

REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen/Sewer Commissioners upon the application of:

Raymond and Eleanor Grande

Residence: **2017 Weare Road, LOT #12-746-X**

We are refunding the amount of: **\$ 305.00**

Cause of refund: **July 2021 taxes in the amount of \$305.00 paid 06/27/2021. Exemption amount changed after July 2021 bill which changed the taxable value to zero. There is no tax bill due for 2021.**

Per Order:

Board of Selectmen

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
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TOWN OF HENNIKER
Office of the Tax Collector
 18 Depot Hill Road
 Henniker NH 03242

Hours
 Mon8-4/Tues 10-6,W,F 8-4

ph. (603) 428-3240

TAX YEAR	ACCOUNT	BILLING DATE	INTEREST RATE	DUE DATE
2021	06-04006	5/27/2021	0.08	7/12/2021
MAP / PARCEL	LOCATION OF PROPERTY			AREA
1-746-X	2017 WEARE ROAD			3.200
OWNER OF RECORD		TAX CALCULATION		
RAYMOND & ELEANOR GRANDE FAMILY REVOCABLE TRUST GRANDE RAYMOND & ELEANOR, TTEES 2017 WEARE ROAD HENNIKER NH 03242		NET TAXABLE \$19,500.00		
		TAX RATE \$31.24		
		TOTAL TAX \$609.00		
		ESTIMATED TAX AT 1/2 RATE \$305.00		
2021 TAX RATE PER \$1000		ASSESSED VALUATION		
Municipal Rate	\$9.94	Land	\$81,500	
County	\$2.56	Building	\$111,700	
Local School	\$16.75	Exemption	(\$173,700)	
State School	\$1.99	Taxable Value	\$19,500	
TOTAL:	\$31.24			
		Interest at 8.00% per annum after Monday, July 12, 2021.		
		PAY THIS AMOUNT		\$305.00

INFORMATION TO TAXPAYERS

PAYMENT OF THIS BILL DOES NOT PREVENT THE COLLECTION OF PREVIOUS UNPAID TAXES NOR DOES AN ERROR IN THE NAME OF THE PERSON TAXED PREVENT COLLECTION.

IF THIS BILL IS PAID BY CHECK OR MONEY ORDER IT IS NOT CONSIDERED PAID UNTIL CHECK OR MONEY ORDER IS CLEARED.

IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN, OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION CONTACT THE SELECTMEN'S OFFICE.

THE TAXPAYER MAY BY MARCH 1 FOLLOWING THE DATE OF NOTICE OF TAX AND NOT AFTERWARDS, APPLY IN WRITING TO THE SELECTMEN OR ASSESSOR(S) FOR AN ABATEMENT AS PROVIDED UNDER RSA 76:16.

#12-746-X

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

TOWN OF HENNIKER
18 Depot Hill Road, Henniker NH 03242

MAP / PARCEL	LOCATION OF PROPERTY	TAX YEAR	ACCOUNT	DUE DATE
1-746-X	2017 WEARE ROAD	2021	06-04006	7/12/2021

RAYMOND & ELEANOR GRANDE FAMILY
 REVOCABLE TRUST
 GRANDE RAYMOND & ELEANOR, TTEES
 2017 WEARE ROAD

PAY THIS AMOUNT
\$305.00

TOWN OF HENNIKER
Office of the Tax Collector
 18 Depot Hill Road
 Henniker NH 03242

Hours
 Mon8-4/Tues 10-6,W,F 8-4

ph. (603) 428-3240

TAX YEAR	ACCOUNT	BILLING DATE	INTEREST RATE	DUE DATE
2021	06-04006	11/22/2021	0.08	12/27/2021
MAP / PARCEL		LOCATION OF PROPERTY	AREA	
1-746-X		2017 WEARE ROAD	3.200	
OWNER OF RECORD			TAX CALCULATION	
RAYMOND & ELEANOR GRANDE FAMILY REVOCABLE TRUST GRANDE RAYMOND & ELEANOR, TTEES 2017 WEARE ROAD HENNIKER NH 03242			NET TAXABLE VALUE	\$0.00
			TAX RATE	\$32.56
			TOTAL TAX	\$0.00
			FIRST BILLING	\$305.00
			SECOND BILLING	(\$305.00)
2021 TAX RATE PER \$1000		ASSESSED VALUATION		
Municipal Rate	\$10.67	Land	\$81,500	Interest at 8.00% per annum after Monday, December 27, 2021.
County	\$2.53	Building	\$111,700	
Local School	\$17.46	Exemption	(\$193,200)	
State School	\$1.90	Taxable Value	\$0	
TOTAL:	\$32.56			
			PAY THIS AMOUNT	\$0.00

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PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

TOWN OF HENNIKER
18 Depot Hill Road, Henniker NH 03242

MAP / PARCEL	LOCATION OF PROPERTY	TAX YEAR	ACCOUNT	DUE DATE
1-746-X	2017 WEARE ROAD	2021	06-04006	12/27/2021

RAYMOND & ELEANOR GRANDE FAMILY
 REVOCABLE TRUST
 GRANDE RAYMOND & ELEANOR, TTEES
 2017 WEARE ROAD

PAY THIS AMOUNT
\$0.00

Parcel Balances Report

Owner: RAYMOND & ELEANOR GRANDE FAMILY

Location: 2017 WEARE ROAD

Interest Calc Date: 02/01/2022

Second Owner: REVOCABLE TRUST

Parcel Identifier: 1-746-X

REAL ESTATE BALANCES

Parcel Identifier	1-746-X
Account Number:	06-04006
Location:	2017 WEARE ROAD
Record Owner:	RAYMOND & ELEANOR GRANDE FAMILY

Levy: 2021 Per Diem: (\$0.07)

Billing Date: 11/22/2021

Billing Type: 2nd Half Tax

	<i>Tax Amount:</i>	<i>Interest:</i>	<i>Fee Amount:</i>	<i>Total Due</i>
Original Billed	(\$305.00)		\$0.00	
Due To Date	(\$305.00)	\$0.00	\$0.00	(\$305.00)

Levy: 2021 Per Diem: \$0.00

Billing Date: 5/27/2021

Billing Type: 1st Half Tax

	<i>Tax Amount:</i>	<i>Interest:</i>	<i>Fee Amount:</i>	<i>Total Due</i>
Original Billed	\$305.00		\$0.00	
Due To Date	\$0.00	\$0.00	\$0.00	\$0.00

Real Estate Account Totals	(\$305.00)	\$0.00	\$0.00	(\$305.00)
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Real Estate Account Totals	(\$305.00)	\$0.00	\$0.00	(\$305.00)
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Real Estate Total (\$305.00)

Utility Total \$0.00

Tax Lien Total \$0.00

Balance Total (\$305.00)



TOWN OF HENNIKER, NEW HAMPSHIRE
APPOINTMENT

To **Albert J. Heinrich** of Henniker, in the County of Merrimack:

WHEREAS, there is a vacancy in the position of **Ballot Clerk**, of said Town of Henniker, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Albert J. Heinrich**, as a member of the **Ballot Clerks**, of said Town. Your tenure as member of the **Ballot Clerks** will continue for the stipulated term or until your termination by the Town of Henniker.

Upon your taking oath of office, and having this appointment and the certificate of said office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the responsibilities of such office until **September 1, 2025**.

Given under our hands this 17th day of May 2022

BOARD OF SELECTMEN:

I, **Albert J. Heinrich**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Ballot Clerks**, according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire, SO HELP ME GOD (This I do under the pains of penalties of perjury).

Albert J. Heinrich

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

Personally appeared the above, **Albert J. Heinrich**, who took and subscribed the foregoing oath. Before me,

Date: _____

Town Clerk received and recorded (signature): _____

☐ Verified ID



Town of Henniker

18 Depot Hill Road
Henniker, NH 03242
Phone (603) 428-3221 / Fax (603) 428-4366
www.henniker.org

Received by
TOWN OF HENNIKER

MAY 04 2022

SELECTMEN'S OFFICE

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD:

BALLOT CLERK

NAME (as it should appear on Appointment Form):

FULL NAME: ALBERT J. HEINRICH

PHONE: 157-272-6379

PHYSICAL ADDRESS: 133 SNOWSHOE RD, HENNIKER NH 03242

MAILING ADDRESS SAME AS PHYSICAL

EMAIL ADDRESS: ajheinrich59@gmail.com

Why are you seeking this appointment?:

LOOKING TO GET MORE INVOLVED AND INFORMED ABOUT
LOCAL POLITICS

What experience would you bring to this position?:

I CAN COUNT

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:

ELECTION INTEGRITY

SIGNATURE:

DATE:

4 MAY 22

Wendy Baker

From: Lori Marko <89sport@comcast.net>
Sent: Friday, May 6, 2022 10:52 AM
To: Wendy Baker
Subject: Re: Ballot Clerk Application

Yes, please go ahead with this application. Thank you and have a great weekend.

Lori

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

INTENT TO CUT CHECKLIST

Date received 5/9/22

Office ID# 22-213-02-T

Owner's name Sara Chapin

Lot # 654-M

Route to: Highway Superintendent

Conservation Commission

Items 1 - 10 Complete _____

Map information complete _____

Missing items:

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Original/supplemental
- 4 Name of road using
- 5 Acreage of lot/acreage to be cut
- 6 Type of ownership
- 7 SIGNATURES OF OWNER(S) OF RECORD
ADDRESS OF OWNER(S)
TELEPHONE NUMBER OF OWNER(S)
- 8 Description of wood or timber to be cut
- 9 Personal use amount
- 10 LOGGER/FORESTER SIGNATURE
LOGGER/FORESTER PRINTED NAME
LOGGER/FORESTER PHONE NUMBER/ADDRESS

- 1 Area(s) to be cut
- 2 Road to be used
- 3 Landing(s)
- 4 Point of egress onto town road

Taxes current

Yes

Yes

No

Security bond required

Yes

No

\$ Amount _____

Date paid _____

Date returned _____

Driveway permit needed

Yes

No

Initialed _____

Road bond required

Yes

No

\$ Amount _____

Date paid _____

Date returned _____

Permission to Haul Form

Yes

No

Date received _____

Wetlands permit required

Yes

No

Date received _____

Notes/

Comments

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBERReceived by
TOWN OF HENNIKER

MAY 09 2022

YR TOWN OP#
22-213-02-T (Assigned by Municipality)

For Tax Year April 1, 22 to March 31, 23

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

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	MBF	
Hemlock	MBF	
Red Pine	MBF	
Spruce & Fir	MBF	
Hard Maple	MBF	
White Birch	MBF	
Yellow Birch	MBF	
Oak	2	MBF
Ash	2	MBF
Beech & Soft Maple	1	MBF
Pallet or Tie Logs	2	MBF
Other (Specify)	MBF	
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Whole Tree Chips	200	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood		Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species:	Amount:
----------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING

DATE

PRINT NAME

MAILING ADDRESS

CITY/TOWN

STATE

ZIPCODE

PHONE

E-MAIL

1. City/Town of Henniker
2. Tax Map No./Lot or USFS sale name & unit #: 1/1/654/M1
3. Intent Type: Original ☒ Supplemental ☐
(Use mouse to click on Check Boxes) Original Operation # _____
4. Name of road from which accessible: White Birch
5. a. Acreage of Lot: 3 1/2 Acreage of cut: _____
- b. Anticipated start date: 6/23
6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants) ☐
- b. Owner of Land and Stumpage (Tenants in Common) ☐
- c. Previous owner retaining deeded timber rights ☐
- d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ☐

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER ☐ OR BY MAIL ☐ OR

LOGGER/FORESTER ☒ E-MAIL ☐

7. I/We hereby accept responsibility for reporting all timber cut within 60 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 be assessed. (If a corporation, an officer must sign.)

Timber/Tax Information is Available at www.revenue.nh.gov
Questions?? Call (603) 230-5950

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER

DATE

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER

DATE

PRINT CORPORATE OFFICER NAME AND TITLE

DATE

PRINT OWNER(S) NAME

MAILING ADDRESS

CITY/TOWN

STATE

ZIPCODE

PHONE

E-MAIL

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and
4. Any timber tax bond required has been received:

\$ _____ Date _____

5. The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;

6. This form to be forwarded to DRA within 30 days.

Signature (in ink) of Assessing Official

Date

Signature (in ink) of Assessing Official

Date

Signature (in ink) of Assessing Official

Date

Signature (in ink) of Assessing Official

Date

Signature (in ink) of Assessing Official

Date

PA-7
Rev 12/12

INTENT TO CUT CHECKLIST

Date received 5/13/22

Office ID# 22-213-03-T

Owner's name Mink Hills Land LLC

Lot # 1/44, 43, 14 + 70

Route to: Highway Superintendent

Conservation Commission

Items 1 - 10 Complete ✓

Map information complete not provided

Missing items:

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Original/supplemental
- 4 Name of road using
- 5 Acreage of lot/acreage to be cut
- 6 Type of ownership
- 7 SIGNATURES OF OWNER(S) OF RECORD
ADDRESS OF OWNER(S)
TELEPHONE NUMBER OF OWNER(S)
- 8 Description of wood or timber to be cut
- 9 Personal use amount
- 10 LOGGER/FORESTER SIGNATURE
LOGGER/FORESTER PRINTED NAME
LOGGER/FORESTER PHONE NUMBER/ADDRESS

- 1 Area(s) to be cut
- 2 Road to be used
- 3 Landing(s)
- 4 Point of egress onto town road

Taxes current

Security bond required

Date paid

py

Yes

Yes

No

No

Date returned

\$ Amount

Driveway permit needed

Yes

No

Initialed

Road bond required

Yes

No

\$ Amount

Date paid

Date returned

Permission to Haul Form

Yes

No

Date received

Wetlands permit required

Yes

No

Date received

Notes/

Comments

Contiguous lots Using existing driveway
onto Rte 114

FORM

PA-7

(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR

TOWN

OP#

22-213-03-T

For Tax Year April 1, 22 to March 31, 23

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

1. Town/City of: **HENNIKER**

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.

1/44, 1/43, 1/14, & 1/70

3. Intent Type: Original ☒ Supplemental ☐

(Original Intent Number)

4. Name of Access Road: **RT 114 EXISTING DRIVEWAY**5a. Acreage of Lot: **438.50** Acreage of Cut: **100**5b. Anticipated Start Date: **SPRING**

6. Type of ownership (check only one):


a. Owner of Land and Stumpage (Sole Owner) ☐b. Owner of Land and Stumpage (Joint Tenants) ☒c. Owner of Land and Stumpage (Tenants in Common) ☐d. Previous owner retaining deeded timber rights ☐e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ☐

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER ☐ OR ☒ LOGGER / FORESTERBY MAIL ☐ OR ☒ E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 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 be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

 5-13-22

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S)

DATE SIGNED

THOMAS PATENAUDE

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S)

DATE SIGNED

MINK HILLS LAND LLC

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

PO BOX 48

MAILING ADDRESS

HENNIKER

CITY OR TOWN

NH

STATE

03242

ZIPCODE

E-MAIL ADDRESS

(603) 428-7756

HOME PHONE (Enter number without dashes)

CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and

4. Any timber tax bond required has been received.

\$ _____ Date: _____

5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.

6. This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	80	MBF
Hemlock	20	MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple	1	MBF
White Birch	.5	MBF
Yellow Birch	4	MBF
Oak	50	MBF
Ash	.5	MBF
Soft Maple	2	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	20	MBF
Other (Specify)		MBF
Pulpwood	Tons	
Spruce & Fir		
Hardwood & Aspen	360	
Pine		
Hemlock	360	
Biomass Chips	2400	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	100	Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species	Amount:
---------	---------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT

DATE

ROLAND LEMIRE JR

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

237 ELM AVE

MAILING ADDRESS

ANTRIM

CITY OR TOWN

NH

STATE

03440

ZIPCODE

(603) 588-3718

PHONE NUMBER

RLSONS@TDS.NET

E-MAIL ADDRESS

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

INTENT TO CUT CHECKLIST

Date received 5/16/22

Office ID# 22-213-03-T

Owner's name Downes, Martha

Lot # 1/586-A

Route to: Highway Superintendent

Conservation Commission

Items 1 - 10 Complete ✓

Map information complete Not Provided

Missing items:

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Original/supplemental
- 4 Name of road using
- 5 Acreage of lot/acreage to be cut
- 6 Type of ownership
- 7 SIGNATURES OF OWNER(S) OF RECORD
ADDRESS OF OWNER(S)
TELEPHONE NUMBER OF OWNER(S)
- 8 Description of wood or timber to be cut
- 9 Personal use amount
- 10 LOGGER/FORESTER SIGNATURE
LOGGER/FORESTER PRINTED NAME
LOGGER/FORESTER PHONE NUMBER/ADDRESS

- 1 Area(s) to be cut
- 2 Road to be used
- 3 Landing(s)
- 4 Point of egress onto town road

Taxes current by

Security bond required

Date paid

Yes
Yes

No
No

Date returned

\$ Amount

Driveway permit needed

Yes

No

Initialed

Approved 11/14/20

Road bond required

Yes

No

\$ Amount

Date paid

Date returned

Permission to Haul Form

Yes

No

Date received

Wetlands permit required

Yes

No

Date received

Notes/

Comments

Egress onto Craney Hill Rd

Received by
TOWN OF HENNIKER

MAY 16 2022

SELECTMEN'S OFFICE

FORM
PA-7

(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

YR TOWN OP#
22-213-03-T

For Tax Year April 1, 22 to March 31, 23

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

- Town/City of: Henniker
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
Map 4 Lot 586A
- Intent Type: Original ☒ Supplemental ☐ (Original Intent Number)
- Name of Access Road: Craney Hill Road
- a. Acreage of Lot: 10 1/2 Acreage of Cut: 2 1/2
- Anticipated Start Date: January
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Sole Owner) ☒
 - Owner of Land and Stumpage (Joint Tenants) ☐
 - Owner of Land and Stumpage (Tenants in Common) ☐
 - Previous owner retaining deeded timber rights ☐
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ☐

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER ☐ OR LOGGER / FORESTER ☒
BY MAIL ☐ OR E-MAIL ☒

- I/We hereby accept responsibility for reporting all timber cut within 60 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 be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
John Conley / Martha Dornes
Peter Conley / Martha Dornes
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

285 Craney Hill Road
MAILING ADDRESS
Henniker NH 03242
CITY OR TOWN STATE ZIP CODE
M.Dornes@comcast.net
E-MAIL ADDRESS
617-733-0080
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal Assessing Officials hereby certify that:
- All owners of record have signed the intent;
 - The land is not under the Current Use Unproductive category;
 - The form is complete and accurate; and

- Any timber tax bond required has been received.
\$ _____ Date: _____
- The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
- 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 DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

PA-7
Rev 04/2019

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	10	MBF
Hemlock	5	MBF
Red Pine	0	MBF
Spruce & Fir	0	MBF
Hard Maple	1	MBF
White Birch	1	MBF
Yellow Birch	1	MBF
Oak	1	MBF
Ash	1	MBF
Soft Maple	1	MBF
Beech/Pallet/Tie & Misc Logs/ Pine Box	1	MBF
Other (Specify)		MBF
Pulpwood		Tons
Spruce & Fir	0	
Hardwood & Aspen	0	
Pine	0	
Hemlock	0	
Biomass Chips	150	
Miscellaneous		
High Grade Spruce/Fir	0	Tons
Cordwood & Fuelwood	20	Cords

- Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species Amount:

- By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Holkinson Forester & Land Clearing
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE
Erik Holkinson 5/2/2022
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
P.O. Box 2089
MAILING ADDRESS
Henniker NH 03203
CITY OR TOWN STATE ZIP CODE
6034706285
PHONE NUMBER
Erik@HFLNH.com
E-MAIL ADDRESS

INTENT TO EXCAVATE CHECKLIST

Date received 4/22/22 Office ID# 22-213-12-E
Owner's name Pike Industries Inc Lot # 1/607
Route to: Planning Board/Consultant approval Date 5/16/22
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:21 (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 | |

Taxes current	<u>Yes</u>	<u>No</u>	
Security bond required	<u>Yes</u>	<u>No</u>	\$ Amount
Date paid		Date returned	
Driveway permit needed	<u>Yes</u>	<u>No</u>	Initialed

Notes/
Comments

Received by
TOWN OF HENNIKER

APR 22 2022

SELECTMEN'S OFFICE

FORM
PA-38NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
RSA 72-B

For Tax Year April 1, 2022 to March 31, 2023

(Assigned by Municipality)

YR TOWN OP#
22 - 213 - 12 - E

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

1. Town/City of: Henniker2. Tax Map/Block/Lot #: 116073. Name of Access Road: Old Concord Rd4. Total Acreage of Lot: 67

5. Date of Permit per RSA 155-E:2: _____

or

(Municipal Excavation Permit)

6. Date of Report, if required, per RSA 155-E:2, 1 (d): 9/20/1990

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): 4810. Excavation Area (acres) as of April 1: 1211. Reclaimed Area (acres) as of April 1: 3.7512. Remaining Cubic Yards of Earth to Excavate: 41k

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	15000
SAND	5000
LOAM	0
STONE PRODUCTS	0
OTHER (Fill)	2000
TOTAL	22000

15. CHECK THE BOX THAT DESCRIBES 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.)Pike Industries Inc

PRINT CLEARLY OR TYPE NAME OF OWNER

SIGNATURE (In Ink) OF OWNER(S) OR OFFICER(S)

DATE SIGNED

BRIAN SLEVIN - VP OF AGGREGATES

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)

PIKE INDUSTRIES, INC. 3 EASTGATE PARK RD.

MAILING ADDRESS

BELMONT

NH

03220

CITY OR TOWN

STATE

ZIPCODE

cgucwa@pikeindustries.com

E-MAIL ADDRESS

(603) 527-5135

HOME PHONE (Enter number without dashes)

CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: _____

E-MAIL REPORT & CERTIFICATE?

YES ☒ 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

FOR DRA USE ONLY

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

**STATE OF NEW HAMPSHIRE
SUPPLEMENTAL SEWER ASSESSMENTS COLLECTOR'S
WARRANT**

To Kimberly I. Johnson, Collector of Taxes, for the Town of Henniker, County of Merrimack and State of New Hampshire:

In the name of said State, and in accordance with Revised Statutes Annotated, you are directed to collect the Sewer Assessments in the list herewith committed to you, amounting in all to the sum of **\$3164.60 (Three thousand one hundred sixty four and 60 cents)** with interest at the rate of eight percent (8%) per annum, from 6/6/2022 next on all sums not paid on or before that date.

And we further order you to pay all monies collected to the treasurer or to the town treasurer's designee as provided by RSA 41:29, VI at least on a weekly basis or daily, whenever tax receipts total \$1500 or more.

The list on the following pages is a correct list of the assessments of the Sewer Department for the first billing of 2022. With a usage period of 10/1/2021 thru 3/31/2022 on the ratable estates in the Town of Henniker and of all persons and corporations and residents therein as made by the Sewer Commissioners of said Town.

SEWER COMMISSIONERS OF THE
TOWN OF HENNIKER, NEW HAMPSHIRE

Kris Blomback, Sewer Commissioner

Tia Hooper, Sewer Commissioner

Peter Flynn, Sewer Commissioner

Scott Osgood, Sewer Commissioner

William Marko, Sewer Commissioner

The Sewer Commissioners authorize the Tax Collector to waive any interest on taxes that is Three Dollars (\$3.00) or less, if in the Tax Collector's judgment, the administrative and collection costs involved do not warrant collection of the amount due.

TOWN OF HENNIKER
2022 WATER/SEWER SUPPLEMENTAL WARRANT

Tax Collector: Kimberly Johnson

Issued: 05/05/2022

The final bill shown here was issued to the owner listed below so that the account could be updated to reflect a new parcel owner prior to the next billing period. In order for payment to be made to the Tax Collector, this bill must be supplemented into the Tax Collector's database. The bill should be supplemented to the most recent appropriate Water/Sewer tax warrant using the billing information listed below.

Bill To:

WALKER TIMOTHY A
PO BOX 147
HENNIKER, NH 03242-0147

Map: 00005D
Lot: 000172
Sub: 000000

Current owner information on supplement should reflect
changes made to PID in Assessing Database?: NO
(New Account Holder: WALKER TIMOTHY A)

Billing Date: 05/05/2022
Payment Due Date: 06/06/2022
Interest Rate: 8% APR

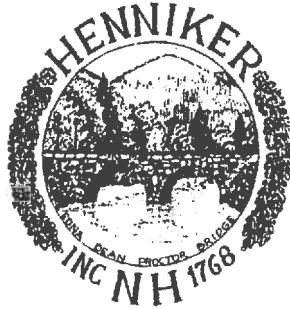
Parcel Location:

67 GOULD ST

Amount Of Supplemental Bill: \$ 3,164.60

Copy of Bill:

Billed To		2022 SUPPLEMENTAL CLOSING BILL					
<div>WALKER TIMOTHY A PO BOX 147 HENNIKER, NH 03242-0147</div> <div>This is the second of two bills for FY 2004 Questions call W.D. @ 603-823-7752</div>		WALKER TIMOTHY A					
		Map	Lot	Sub	Account #		
		00005D	000172	000000	1669S		
		Parcel Location			Invoice		
		67 GOULD ST			Supplemental		
Billing Period		Meter Readings		Billing Date		Billing Summary	
This Is a Supplemental Bill for 10/01/2021 to 03/31/2022 Issued To Close Account		Current:	1,743,940	05/05/2022		Water Bill:	\$ 0.00
		Previous:	1,568,710	Interest Rate		Sewer Bill:	\$ 3,404.60
		Usage:	175,230			Flat Fee Credit	-\$ 240.00
Bill Details				8% APR			
Water -- Unconnected		\$ 0.00					
Sewer -- 1 Flat Unit(s) @ \$ 240.00/unit		\$ 240.00					
Sewer -- 17,000gallon @ \$ 0.0000/1		\$ 0.00					
Sewer -- 158,230gallon @ \$ 0.0200/1		\$ 3,164.60		Payment Due Date			
				06/06/2022			
				Amount Due This Bill:		\$ 3,164.60	
NOTE: This bill only includes amount due for the final closing period of the account. Check with Tax Collector for any other past due balances.							



5/17/2022

ABATEMENT

To the Collector of Taxes.

By vote of the Sewer Commissioners upon the application of:

Susan Rainer & Kirk Spoffard

Residence: **722 Western Avenue lot 2-379, Sewer account#1884S**

We have abated the amount of: **\$669.60 Sewer Charges**

From 2/13/21-3/31/2022 33,480 gallons which did not make it to the WW Plant, due to a leak in their water line. 33480 gallons at .02=\$669.60

Per Order:

Henniker Sewer Commissioners

Continuous Use Report

722 Western Ave

This Report is in response to the concern of the home owner. Kurk Spofford had contacted Cogswell Spring with concern of how high his previous Water and Sewer bill were. Inspection of his meter showed that the meter was operating properly and that it was flagged as continuous usage (leak). In response it was suggested for the home owner to try and see if they can find the leak as an extraction was being performed on the meter in order to see when the leak had started and how much of the water was leaking. The home owner has contacted Cogswell Spring and informed us that a leak was found outside of the building in a line feeding the barn. Below is the explanation of the extraction along with examples of the report.

Address – 722 Western Ave

Water Account Number – 1884W

Sewer Account Number – 86227337S

Page 1 – This page shows that on February 12, 2021 there was no continuous usage going through the meter. This is evident by there being non-usage at 0100, 0300, 0500, and 1600.

Page 2 – This page shows that there is continuous usage all 24 hours throughout the day. With a leak being found in the line outside of the home it is reasonable to believe that this usage is due to that leak. The leak start off small at 1 gallon per an hour but grows within time. The pattern of 1 gallon per an hour continues until July 14, 2021.

Page 3 – This page shows the growth of the leak on July 14, 2021. Here we see the leak grow and hold at 2 gallons per an hour. This pattern of 2 gallons per an hour continues until September 10, 2021.

Page 4 – This page shows the growth of the leak on September 10, 2021. Here we see the leak grow and hold at 5 gallons per an hour. This patter of 5 gallons per an hour continues until March 5, 2022.

Page 5 – This page shows the growth of the leak on March 5, 2022. Here we see the leak grow and hold at 10 gallons per an hour. This pattern of 10 gallons per an hour continues until the day of the reading which was performed on April 28, 2022.

Usage History

Account Number: 1884S
Property Location: 722 WESTERN AVENUE
Parcel Identifier: 2-379
Route Identification: Sewer
Record Owner: SUSAN J RAINIER & KIRK C S

Account Meter List:

Meter Number	Meter Definition
86227337	Primary Meter

Read History:

Reading Date	Type	Reading	Comments
1/1/2016	ACTUAL	0	
1/23/2017	ACTUAL	217239	
3/31/2017	ACTUAL	233955	
6/30/2017	ACTUAL	254581	
10/2/2017	ACTUAL	275812	
12/31/2017	ACTUAL	292477	
4/2/2018	ACTUAL	307711	
7/2/2018	ACTUAL	325493	
10/1/2018	ACTUAL	356776	
1/2/2019	ACTUAL	376676	
4/1/2019	ACTUAL	388974	
7/1/2019	ACTUAL	402846	
9/30/2019	ACTUAL	420881	
1/2/2020	ACTUAL	453172	
3/31/2020	ACTUAL	464396	
10/2/2020	ACTUAL	489322	
7/1/2020	ACTUAL	476171	
12/31/2020	ACTUAL	499322	
3/31/2021	ACTUAL	510734	
7/1/2021	ACTUAL	528632	
10/1/2021	ACTUAL	549114	
1/3/2022	ACTUAL	577799	

2/13 - 7/14/21 / 1 gal hr /

$$149 \times 24 \times 1 = 3576 \text{ gallons}$$

7/14 - 9/10/21 / 2 gal hr /

$$58 \times 24 \times 2 = 2784 \text{ gallons}$$

9/10 - 9/30 5 gal hr

$$20 \times 24 \times 5 = 2400 \text{ gallons}$$

$$8760 \times .02 = \$175.20 \quad \text{Oct 21 1600}$$

10/1 - 3/5/22 5 gal hr

$$156 \times 24 \times 5 = 18720$$

3/6 - 3/31 10 gal hr

$$25 \times 24 \times 10 = 6000$$

$$24720 \text{ gallons @ } .02 = \$494.40$$

$$\$669.60$$

8d.

DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, Town of Henniker (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

Wastewater Upgrades Project

(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

The Henniker Board of Selectmen

the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Town Administrator, currently held by Diane Kendall, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Town Administrator	Diane Kendall

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

Diane Kendall, Town Administrator

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

Kris Blomback, Chairman

Peter Flynn, Selectman

Tia Hooper, Selectwoman

D. Scott Osgood, Selectman

Bill Marko, Selectman

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: _____

Town Clerk

Henniker
Tax Totals

Tax Warrant: 2022P01 of 2
Number of Parcels: 2,389

Valuations

Non-Utility Land Value:	199,510,729	
Current Use Credits:	(34,185,639)	
Non-Utility Improvements Value:	366,343,480	
Utility Value:	11,992,500	
Exempt Property Value:	(25,696,415)	
Valuation Before Exemptions:	517,964,655	*
Exemptions Applied:	(36,293,142)	*
Net Valuation:	481,671,513	
Net Non-Utility Valuation:	469,679,013	
Net Utility Valuation:	11,992,500	

* These values include one or more Religious, Charitable, and/or Educational Exemption(s). When comparing these values to the corresponding values on the MS-1 Report, note that on the MS-1 Report Religious, Charitable, and Educational Exemptions are deducted from the Total of Taxable Buildings and thus the Total Valuation Before Exemptions rather than included as a portion of the Total Dollar Amount of Exemptions.

Tax Rates

Total: 16.28	Municipal: 5.34	State Education Tax: 0.95
	School: 8.73	County: 1.26

Taxes

Property Tax:	7,830,219.00
Veterans Credits Applied:	(18,262.00)
Commitment Amount:	7,811,957.00
Penalties:	0.00

Total Tax Bills:	7,811,957.00
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**TAX COLLECTOR'S WARRANT
PROPERTY TAX LEVY
STATE OF NEW HAMPSHIRE**

Merrimack ss.

TO: Kimberly Johnson , Collector of Taxes for Henniker, New Hampshire in said county.

In the name of the State you are hereby directed to collect the property taxes in the list herewith committed to you, amounting to the sum of Seven Million Eight Hundred Eleven Thousand Nine Hundred Fifty Seven Dollars (\$7,811,957.00) and with interest at eight (8%) percent per annum from July 6, 2022 thereafter, on all sums not paid on or before that day.

And we further order you to remit all monies collected to the Town Treasurer, or to the Town Treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total One Thousand Five Hundred Dollars (\$1,500.00) or more.

Given under our hands at Henniker, New Hampshire, this Seventeenth day of May in 2022.

Kris Blomback, Chair

Peter Flynn, Vice Chair

Tia Hooper

Scott Osgood

Bill Marko

Board Of Selectmen
Henniker, New Hampshire

5/10/22

Diane Kendall

Town of Henniker

18 Depot Hill Road

Henniker, NH 03242

Dear Diane,

Please accept this letter as my formal resignation from the Deputy Finance Director position. My last day will be May 25th, 2022.

I regret any inconvenience this may cause and will do my best to have my current projects finished before my last day.

If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in dark ink, appearing to be 'KH' or 'Kelly Henley', written in a cursive style.

Kelly Henley

MEMORANDUM

Henniker Police Department

To: Chief Matthew French
From: Gail Abramowicz, Admin. Asst.
Date: May 4, 2022
Subject: River Lot Parking

Received by
TOWN OF HENNIKER

MAY 12 2022

SELECTMEN'S OFFICE

I was asked to provide you with the number of parking permits each landlord on Main Street is allotted.

Prior to 20 Main Street being sold to New England College, I was told by Kevin Daniel the number of permits allowed to each of the three landlords.

Jeffrey K. Towle - 8 Main Street - 4 parking spaces, may have up to 6, if they need more he will work it out with Jeff.

K. Daniel Realty- 20 & 48 Main St- 28 parking spaces.

(My note shows 28 allotted so that may be for #48. I believe at one time there were a total of 54 permits we could issue, but the combined landlord spaces here totals just 41)

Frank Chen - 58 Main St. - 9 spaces.

At the start of the first semester after the college purchased 20 Main Street, we learned that there would be students in the dorms above Sonny's but they would not be issued NEC parking permits specifically for that lot, and the students were instructed not to park there. Any student who came in for a permit to the River Lot was told to get it from NEC.

Decal File Listing
FROM: 08/01/2021 THRU: 05/04/2022
Sort by Decal Number

Page: 1

For Designation(s): ALL

For Type(s): ALL

For Lot(s): ALL

Decal Number	City	St	Lot	Yr	Make	Color	St	Registration
21-0296	HAMPTON	NH	RL	22	HYUN	BLK	NH	4975036
21-0299	HENNIKER	NH	RL	21	SUBA	BLU	ID	777777
21-0300	DELTONA	FL	RL	10	NISS	GRY	NH	4820362
21-0301	HENNIKER	NH	RL	10	FORD	GRY	NH	4820363
21-0302	WILMOT	NH	RL	06	VOLV	BLU	NH	4734308
21-0303	CHESTER SPRINGS	PA	PA	14	14	BMW	SIL	PA
KRB 6657								
21-0304	STOUGHTON	MA	RL	09	NISS	RED	MA	3JCG21
21-0305	NORTHWOOD	NH	RL	12	VOLK	SIL	NH	4697623
21-0306	HENNIKER	NH	RL	01	TOYT	BLU	NH	4907771
21-0307	HILLSBORO	NH	RL	13	HYUN	WHI	NH	5031622
21-285	HENNIKER	NH	RL	16	RNGR	GRY	NY	JMJ6342
21-286	HENNIKER	NH	RL	16	VOLK	BLU	NJ	N18KFY
21-287	HENNIKER	NH	RL	16	FORD	SIL	NC	PMB-6192
21-288	HENNIKER	NH	RL	05	FORD	BLK	MA	2LBZ56
21-289	HENNIKER	NH	RL	13	VOLK	BLK	NH	BOLADO 3
21-290	HENNIKER	NH	RL	18	FORD	WHI	NH	BOLADO
21-291	HENNIKER	NH	RL	18	FORD	BLK	NH	4506060
21-292	HENNIKER	NH	RL	18	FORD	SIL	NH	3938434
21-293	HENNIKER	NH	RL	16	FORD	WHI	NH	4577366
21-294	HENNIKER	NH	RL	08	VOLV	BGE	NH	4950904
21-295	HENNIKER	NH	RL	17	TOYT	SIL	MD	8CX9218
21-308	HENNIKER	NH	RL	10	HOND	GRY	NH	3707104
22-0309	HENNIKER	NH	RL	11	HOND	BLK	NH	991209
22-0310	CONCORD	NH	RL	05	CADI	SIL	NH	2663429

* Business owner x3

Henniker Commons 8

Davis Towle 4

Daniels 6

HENNIKER POLICE DEPARTMENT
Violation Breakdown
FROM: 05/01/2016 THRU: 05/04/2022

Page: 1
05/04/2022

Rivera lot

<u>Violation</u>	<u>Fine Total</u>	<u>Occurrences</u>
Overtime Parking	0.00	1
Restricted Area	100.00	7
Other Improper Parking	3,140.00	190
Handicap Parking Only	270.00	2
Total:	3,510.00	200

Parking Ticket Totals

Number of PAID Tickets:	117
Amount Paid Including Penalties:	3,370.00
Amount Paid Not Including Penalties:	2,560.00
Number of UNPAID Tickets:	83
Amount Including Penalties:	960.00
Amount Not Including Penalties:	960.00
Number of UNCOLLECTABLE Tickets:	0
Amount Including Penalties:	0.00
Amount Not Including Penalties:	0.00

HENNIKER POLICE DEPARTMENT
Location/Street Breakdown
FROM: 01/01/2022 THRU: 05/04/2022

Page: 1
05/04/2022

<u>Street/Location Name</u>	<u>Fine Total</u>	<u># Tickets</u>
Bridge St	260.00	13
Circle St	0.00	1
Hillside Dr	20.00	1
Main St	440.00	23
Western Ave	60.00	3
Community Parking Lot	20.00	1
River Lot	40.00	3
Total:	840.00	45

HENNIKER POLICE DEPARTMENT
Tickets by Date
FROM: 01/01/2022 THRU: 05/04/2022

Page: 1
05/04/2022

<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
01/02/2022	0545	HENAB	16526	Bridge St
			Violation(s)>	Other Improper Parking
01/03/2022	0347	HENCB	16508	Main St
			Violation(s)>	Other Improper Parking
01/03/2022	0337	HENCB	16507	River Lot
			Violation(s)>	Restricted Area
01/06/2022	0427	HENAB	16528	Community Parking Lot
			Violation(s)>	Other Improper Parking
01/06/2022	0413	HENAB	16527	River Lot
			Violation(s)>	Other Improper Parking
01/10/2022	1430	HENJC	16663	Circle St
			Violation(s)>	Restricted Area
01/13/2022	0255	HENAB	16529	Western Ave
			Violation(s)>	Other Improper Parking
01/27/2022	0210	HENJC	16666	Main St
			Violation(s)>	Other Improper Parking
01/27/2022	0205	HENJC	16665	Main St
			Violation(s)>	Other Improper Parking
01/27/2022	0155	HENJC	16664	Main St
			Violation(s)>	Other Improper Parking
01/28/2022	0320	HENJC	16667	Main St
			Violation(s)>	Other Improper Parking
02/01/2022	0429	HENAB	16530	Western Ave
			Violation(s)>	Other Improper Parking
02/13/2022	0245	HENJC	16668	Main St
			Violation(s)>	Other Improper Parking
02/13/2022	0255	HENJC	16669	Main St
			Violation(s)>	Other Improper Parking
02/13/2022	0255	HENJC	16670	Main St
			Violation(s)>	Other Improper Parking
02/13/2022	0302	HENJC	16671	Main St
			Violation(s)>	Other Improper Parking
02/13/2022	0310	HENJC	16672	Bridge St
			Violation(s)>	Other Improper Parking
02/20/2022	0325	HENJC	16675	Main St
			Violation(s)>	Other Improper Parking

HENNIKER POLICE DEPARTMENT
Tickets by Date
FROM: 01/01/2022 THRU: 05/04/2022

Page: 2
05/04/2022

<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
2/20/2022	0320	HENJC	16674	Main St Violation(s)> Other Improper Parking
2/20/2022	0315	HENJC	16673	Main St Violation(s)> Other Improper Parking
2/22/2022	0347	HENAB	16538	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0415	HENAB	16542	Western Ave Violation(s)> Other Improper Parking
2/22/2022	0354	HENAB	16539	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0340	HENAB	16536	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0408	HENAB	16541	Main St Violation(s)> Other Improper Parking
2/22/2022	0336	HENAB	16535	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0335	HENAB	16534	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0330	HENAB	16533	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0327	HENAB	16532	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0343	HENAB	16537	Bridge St Violation(s)> Other Improper Parking
2/22/2022	0323	HENAB	16531	Bridge St Violation(s)> Other Improper Parking
2/28/2022	313	HENAB	16543	Main St Violation(s)> Other Improper Parking
3/02/2022	1250	HENAB	16544	Hillside Dr Violation(s)> Other Improper Parking
3/03/2022	0115	HENJC	16676	Main St Violation(s)> Other Improper Parking
3/04/2022	0230	HENJC	16677	Bridge St Violation(s)> Other Improper Parking
3/06/2022	0522	HENAB	16545	Main St

HENNIKER POLICE DEPARTMENT
Tickets by Date
FROM: 01/01/2022 THRU: 05/04/2022

Page: 3
05/04/2022

<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
				Violation(s)> Other Improper Parking
3/28/2022	0519	HENAB	16548	Main St
				Violation(s)> Other Improper Parking
3/28/2022	0515	HENAB	16547	Main St
				Violation(s)> Other Improper Parking
4/11/2022	0258	HENJC	16678	Main St
				Violation(s)> Other Improper Parking
4/11/2022	0310	HENJC	16679	Main St
				Violation(s)> Other Improper Parking
4/11/2022	0326	HENJC	16682	Main St
				Violation(s)> Other Improper Parking
4/11/2022	0342	HENJC	16683	Bridge St
				Violation(s)> Other Improper Parking
4/11/2022	0315	HENJC	16680	Main St
				Violation(s)> Other Improper Parking
4/11/2022	0320	HENJC	16681	Main St
				Violation(s)> Other Improper Parking
5/03/2022	0100	HENJC	16684	River Lot
				Violation(s)> Restricted Area

HENNIKER POLICE DEPARTMENT
Location/Street Breakdown
FROM: 05/01/2016 THRU: 05/04/2022

Page: 1
05/04/2022

<u>Street/Location Name</u>	<u>Fine Total</u>	<u># Tickets</u>
	140.00	10
Bridge St	2,560.00	135
Circle St	190.00	11
Colby Crossing Rd	20.00	1
Crescent St	1,600.00	84
Cressey St	80.00	4
Depot Hill Rd	14,690.00	834
Dodge Hill Rd	20.00	1
Elm St	0.00	1
Flanders Rd	20.00	1
Hall Ave	220.00	11
Hillside Dr	80.00	4
Main St	11,770.00	648
Maple St	20.00	1
Old Concord Rd	40.00	2
Old Hillsboro Rd	20.00	1
Park St	240.00	13
Pike St	500.00	25
Prospect St	20.00	1
Quaker St	20.00	1
Route 114	0.00	1
Rush Rd	100.00	6
The Oaks Rd	20.00	1
Water St	40.00	2
Western Ave	480.00	33
Azeala Park	20.00	1
Circle	20.00	1
Community Center	20.00	1
Community Lot	60.00	3
Community Parking Lot	20.00	1
Grange	40.00	3
Henniker Community Lot	20.00	1
Henniker Municipal Lot	20.00	1
Highlan Dr	20.00	1
In Front Of Gould Street Apartments	20.00	1
Main Street	20.00	1
Municipal Lot	0.00	1
Municipal Lot	20.00	1
Municipal	40.00	3
Municipal Lot	280.00	19
Municipal	20.00	1
Municipal Lot	20.00	1
River Lot	3,520.00	200
Riverlot	300.00	17
The Grange	20.00	1
Town Hall	120.00	6
Town Hall Lot	100.00	5
Town Hall Parking Lot	20.00	1
Town Lot	40.00	2
Total	37,670.00	2105

HENNIKER POLICE DEPARTMENT
Tickets by Date
FROM: 05/01/2016 THRU: 05/04/2022

Page: 1
05/04/2022

River lot

<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
1/08/2016	0303	0027	14009	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0304	0027	14010	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0307	0027	14011	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0310	0027	14012	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0312	0027	14013	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0314	0027	14014	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0315	0027	14015	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0318	0027	14016	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0320	0027	14017	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0321	0027	14018	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0322	0027	14019	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0326	0027	14020	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0327	0027	14021	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0330	0027	14022	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0331	0027	14023	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0336	0027	14024	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0337	0027	14025	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0339	0027	13652	River Lot
			Violation(s)>	Other Improper Parking

HENNIKER POLICE DEPARTMENT
Tickets by Date
FROM: 05/01/2016 THRU: 05/04/2022

Page: 2
05/04/2022

<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
1/08/2016	0341	0027	13653	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0342	0027	13654	River Lot
			Violation(s)>	Other Improper Parking
1/08/2016	0344	0027	13655	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0342	0032	13988	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0342	0032	13989	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0345	0032	13990	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0352	0032	13991	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0352	0032	13992	River Lot
			Violation(s)>	Other Improper Parking
1/20/2016	0355	0032	13993	River Lot
			Violation(s)>	Other Improper Parking
1/30/2016	0231	0027	14452	River Lot
			Violation(s)>	Other Improper Parking
1/30/2016	0240	0027	14454	River Lot
			Violation(s)>	Other Improper Parking
1/03/2017	0225	0032	14557	River Lot
			Violation(s)>	Restricted Area
1/03/2017	0226	0032	14558	River Lot
			Violation(s)>	Restricted Area
1/17/2017	0334	0032	13809	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0336	0032	13810	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0337	0032	13811	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0342	0032	13812	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0344	0032	13813	River Lot

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
			Violation(s)>	Other Improper Parking
1/17/2017	0345	0032	13814	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0350	0032	13815	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0352	0032	13816	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0353	0032	13817	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0354	0032	13818	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0355	0032	13819	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0400	0032	13820	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0401	0032	13821	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0402	0032	13822	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0403	0032	13823	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0404	0032	13824	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0404	0032	13825	River Lot
			Violation(s)>	Other Improper Parking
1/17/2017	0406	0032	13998	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0417	0032	15159	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0353	0032	15151	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0356	0032	15152	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0400	0032	15153	River Lot
			Violation(s)>	Other Improper Parking

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
2/08/2017	0401	0032	15154	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0405	0032	15155	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0409	0032	15156	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0409	0032	15157	River Lot
			Violation(s)>	Other Improper Parking
2/08/2017	0409	0032	15158	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0359	0013	15292	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0401	0013	15293	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0416	0013	15296	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0417	0013	15297	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0433	0013	15298	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0435	0013	15299	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0436	0013	15300	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0408	0013	15294	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0355	0013	15291	River Lot
			Violation(s)>	Other Improper Parking
1/22/2019	0410	0013	15295	River Lot
			Violation(s)>	Other Improper Parking
1/29/2019	0410	0013	15689	River Lot
			Violation(s)>	Other Improper Parking
1/29/2019	0412	0013	15690	River Lot
			Violation(s)>	Other Improper Parking
1/29/2019	0414	0013	15691	River Lot
			Violation(s)>	Other Improper Parking

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
01/29/2019	0420	0013	15692	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0421	0013	15693	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0423	0013	15694	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0426	0013	15695	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0427	0013	15696	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0429	0013	15697	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0430	0013	15698	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0437	0013	15700	River Lot
			Violation(s)>	Other Improper Parking
01/29/2019	0436	0013	15699	River Lot
			Violation(s)>	Other Improper Parking
02/15/2019	0815	HENJC	14399	River Lot
			Violation(s)>	Other Improper Parking
02/15/2019	0730	HENJC	14396	River Lot
			Violation(s)>	Other Improper Parking
02/15/2019	0800	HENJC	14397	River Lot
			Violation(s)>	Overtime Parking
02/15/2019	0810	HENJC	14398	River Lot
			Violation(s)>	Restricted Area
02/18/2019	0520	HENCL	15860	River Lot
			Violation(s)>	Other Improper Parking
02/18/2019	0500	HENCL	15859	River Lot
			Violation(s)>	Other Improper Parking
02/18/2019	0520	HENCL	15862	River Lot
			Violation(s)>	Other Improper Parking
02/18/2019	0520	HENCL	15864	River Lot
			Violation(s)>	Other Improper Parking
02/18/2019	0500	HENCL	15858	River Lot

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			Violation(s)>	Other Improper Parking
2/18/2019	0520	HENCL	15865	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	500	HENCL	15853	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0500	HENCL	15852	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0500	HENCL	15854	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0500	HENCL	15857	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0520	HENCL	15861	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0520	HENCL	15863	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0500	HENCL	15855	River Lot
			Violation(s)>	Other Improper Parking
2/18/2019	0500	HENCL	15856	River Lot
			Violation(s)>	Handicap Parking Only
2/26/2019	0715	HENJC	15876	River Lot
			Violation(s)>	Restricted Area
3/02/2019	0440	0013	15777	River Lot
			Violation(s)>	Other Improper Parking
3/02/2019	0445	0013	15779	River Lot
			Violation(s)>	Other Improper Parking
3/02/2019	0451	HENAB	15781	River Lot
			Violation(s)>	Other Improper Parking
4/02/2019	0441	0013	15778	River Lot
			Violation(s)>	Other Improper Parking
9/18/2019	0342	HENLMB	15307	River Lot
			Violation(s)>	Other Improper Parking
9/18/2019	0329	HENLMB	15304	River Lot
			Violation(s)>	Other Improper Parking
9/18/2019	0337	HENLMB	15306	River Lot
			Violation(s)>	Other Improper Parking

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05/18/2019	0333	HENLMB	15305	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0252	HENLMB	15945	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0257	HENLMB	15946	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0302	HENLMB	15947	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0323	HENLMB	15950	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0308	HENLMB	15948	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0320	HENLMB	15949	River Lot
			Violation(s)>	Other Improper Parking
05/18/2019	0247	HENLMB	15944	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0342	HENLMB	15956	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0405	HENLMB	15959	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0418	HENLMB	15962	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0423	HENLMB	15963	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0336	HENLMB	15955	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0350	HENLMB	15957	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0401	HENLMB	15958	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0410	HENLMB	15960	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0414	HENLMB	15961	River Lot
			Violation(s)>	Other Improper Parking
05/19/2019	0328	HENLMB	15954	River Lot
			Violation(s)>	Other Improper Parking

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
9/19/2019	0319	HENLMB	15953	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0355	HENLMB	15975	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0353	HENLMB	15974	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0349	HENLMB	15973	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0347	HENLMB	15972	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0342	HENLMB	15971	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0338	HENLMB	15970	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0331	HENLMB	15969	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0311	HENLMB	15968	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0307	HENLMB	15967	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0300	HENLMB	15965	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0411	HENLMB	15310	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0254	HENLMB	15964	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0405	HENLMB	15309	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0358	HENLMB	15308	River Lot
			Violation(s)>	Other Improper Parking
9/20/2019	0304	HENLMB	15966	River Lot
			Violation(s)>	Other Improper Parking
9/24/2019	0358	HENLMB	15311	River Lot
			Violation(s)>	Other Improper Parking
9/24/2019	0401	HENLMB	15312	River Lot

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
			Violation(s)>	Other Improper Parking
09/24/2019	0410	HENLMB	15313	River Lot
			Violation(s)>	Other Improper Parking
09/24/2019	0413	HENLMB	15314	River Lot
			Violation(s)>	Other Improper Parking
09/24/2019	0424	HENLMB	15315	River Lot
			Violation(s)>	Other Improper Parking
09/24/2019	0426	HENLMB	15316	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0232	HENLMB	16076	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0253	HENLMB	16077	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0258	HENLMB	16078	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0308	HENLMB	16079	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0311	HENLMB	16080	River Lot
			Violation(s)>	Other Improper Parking
09/30/2019	0314	HENLMB	16081	River Lot
			Violation(s)>	Other Improper Parking
00/01/2019	0324	HENLMB	16083	River Lot
			Violation(s)>	Other Improper Parking
00/01/2019	0312	HENLMB	16082	River Lot
			Violation(s)>	Other Improper Parking
00/02/2019	0344	HENLMB	16084	River Lot
			Violation(s)>	Handicap Parking Only
00/03/2019	0255	HENLMB	16085	River Lot
			Violation(s)>	Other Improper Parking
00/07/2019	0242	HENLMB	16086	River Lot
			Violation(s)>	Other Improper Parking
00/07/2019	0259	HENLMB	16087	River Lot
			Violation(s)>	Other Improper Parking
00/07/2019	0308	HENLMB	16088	River Lot
			Violation(s)>	Other Improper Parking

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
0/07/2019	0313	HENLMB	16089	River Lot Violation(s)> Other Improper Parking
0/07/2019	0317	HENLMB	16090	River Lot Violation(s)> Other Improper Parking
0/07/2019	0321	HENLMB	16091	River Lot Violation(s)> Other Improper Parking
0/10/2019	0254	HENLMB	16092	River Lot Violation(s)> Other Improper Parking
0/11/2019	0205	HENLMB	16093	River Lot Violation(s)> Other Improper Parking
0/14/2019	0319	HENLMB	16095	River Lot Violation(s)> Other Improper Parking
0/14/2019	0312	HENLMB	16094	River Lot Violation(s)> Other Improper Parking
0/18/2019	0426	HENLMB	16097	River Lot Violation(s)> Other Improper Parking
0/22/2019	0339	HENLMB	16099	River Lot Violation(s)> Other Improper Parking
0/22/2019	0330	HENLMB	16098	River Lot Violation(s)> Other Improper Parking
0/24/2019	0215	HENLMB	16100	River Lot Violation(s)> Other Improper Parking
0/31/2019	0404	HENMJM	16032	River Lot Violation(s)> Other Improper Parking
1/09/2019	0320	HENLMB	16104	River Lot Violation(s)> Other Improper Parking
1/09/2019	0309	HENLMB	16102	River Lot Violation(s)> Other Improper Parking
1/09/2019	0317	HENLMB	16103	River Lot Violation(s)> Other Improper Parking
1/09/2019	0323	HENLMB	16105	River Lot Violation(s)> Other Improper Parking
1/10/2019	0329	HENLMB	16109	River Lot Violation(s)> Other Improper Parking
1/10/2019	0327	HENLMB	16108	River Lot Violation(s)> Other Improper Parking

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<u>Date</u>	<u>Time</u>	<u>Officer</u>	<u>Ticket Number</u>	<u>Location</u>
1/10/2019	0314	HENLMB	16107	River Lot
			Violation(s)>	Other Improper Parking
1/17/2019	0411	HENLMB	16117	River Lot
			Violation(s)>	Other Improper Parking
1/23/2019	0428	HENLMB	16125	River Lot
			Violation(s)>	Other Improper Parking
1/23/2019	0435	HENLMB	16251	River Lot
			Violation(s)>	Other Improper Parking
1/24/2019	0441	HENLMB	16255	River Lot
			Violation(s)>	Other Improper Parking
1/24/2019	0448	HENLMB	16256	River Lot
			Violation(s)>	Other Improper Parking
1/12/2020	0240	HENLMB	16263	River Lot
			Violation(s)>	Other Improper Parking
1/12/2020	0243	HENLMB	16262	River Lot
			Violation(s)>	Other Improper Parking
1/20/2020	0329	HENAB	15794	River Lot
			Violation(s)>	Other Improper Parking
3/08/2020	0309	HENLMB	16273	River Lot
			Violation(s)>	Other Improper Parking
3/09/2020	0251	HENLMB	16274	River Lot
			Violation(s)>	Other Improper Parking
3/09/2020	0259	HENLMB	16275	River Lot
			Violation(s)>	Other Improper Parking
2/22/2020	0215	HENJC	15891	River Lot
			Violation(s)>	Other Improper Parking
2/22/2020	0210	HENJC	15890	River Lot
			Violation(s)>	Other Improper Parking
1/29/2021	0043	HENMJM	16356	River Lot
			Violation(s)>	Other Improper Parking
1/29/2021	0058	HENMJM	16358	River Lot
			Violation(s)>	Other Improper Parking
1/29/2021	0053	HENMJM	16357	River Lot
			Violation(s)>	Other Improper Parking
1/31/2021	0126	HENMJM	16366	River Lot

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			Violation(s)>	Other Improper Parking
1/31/2021	0133	HENMJM	16367	River Lot
			Violation(s)>	Other Improper Parking
2/03/2021	0320	HENJC	15894	River Lot
			Violation(s)>	Restricted Area
1/03/2022	0337	HENCB	16507	River Lot
			Violation(s)>	Restricted Area
1/06/2022	0413	HENAB	16527	River Lot
			Violation(s)>	Other Improper Parking
5/03/2022	0100	HENJC	16684	River Lot
			Violation(s)>	Restricted Area



TOWN OF HENNIKER, NEW HAMPSHIRE

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

STAFF REPORT

DATE: 5/17/2022

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 2nd Reading

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 second reading of the policy update. Ms. Conforti-Adams will be present to answer questions.

SUGGESTED ACTION/MOTION: Read and review updated policy over next two weeks; move to a third reading on June 7th.

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.

IV. 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.

VI. 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.
2. 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 the following 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 amounhas 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:

1. 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.

VI. 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.

VII. 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.

IX. 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;
 - c. 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).
 - b. 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) and 42 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 full-time 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 could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 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 an inability 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 at the 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.
2. **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 current expenses, 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 Director will assist clients in applying for these other financial resources. When an applicant requests non-hospital 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 in a 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 will result 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—shelter need 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.**
 - a. State categorical assistance benefits, OASDI payments, Social Security Payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
 - b. 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 be considered 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. RSA165:1-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 emergency situation. 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 same for nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable. The applicant's 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 program are 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 workfare participation 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 the household, 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 any burial 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/or cremation 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 RSA 165:1-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

1. 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 the application 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 comply with 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 Service Director; and
 - d. Within 10 days, apply for other public assistance, as required by the Human Service 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 re-determined, 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 which ended 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 carry out 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 any person 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. The person(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.

1. 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 personal injuries (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 Health and Human Services for this purpose.

XVI. 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 landlord for 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.

XVII. 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

	0 BR	1 BR	2 BR	3 BR	4 BR
Rent	\$ 876	\$ 1,118	\$ 1,498	\$ 1,506	\$ 1,781
Heat	\$ 122	\$ 146	\$ 184	\$ 206	\$ 250
Electricity	Monthly				

(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	Monthly Non-Food
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

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.

XXI. 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 Board of Selectmen Meeting Tuesday, May 3, 2022 Henniker Community Center

Members Present: Chairman Kris Blomback, Vice Chair Peter Flynn, Selectman Bill Marko, Selectman Scott Osgood
Member's Excused: Selectwoman Tia Hooper
Town Administrator: Diane Kendall
Recording Secretary: Nadine Scholes, absent
Guests: Doreen Connor, Kim Jackson, Ross Bennett, Patrick Paterson, Bill Sullivan, Tim McComish, Leo Aucoin, Heidi Aucoin, Danny Aucoin, Bruce Trivellini, Lori Marko, Kevin Daniels, Leon Parker

Call to order/Pledge of Allegiance

Chairman Kris Blomback called the meeting to order at 6:15pm and noted that Selectwoman Tia Hooper has been excused from attendance.

Consent Agenda

Item 1: Consent Agenda for May 3, 2022

Selectman Flynn moved to approve the consent agenda for May 3, 2022. Selectman Osgood 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

Doreen Connor asked if the public should address agenda item 9 now or would the Board rather wait to take public comments during the discussion scheduled later on the agenda.

The Board allowed public comment to be heard.

Chairman Blomback recused himself for discussions regarding this item.

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Doreen Connor noted she was presenting on the behalf of Patrick and Melanie Connor, on Temple Road and had comments regarding **Item 9: Tax Map 1 Lot 59-C Notice of Ordinance Violation September 15, 2021 – Status**. Doreen asked the Select Board to enforce the September 2021, town issued cease and desist order with regards to the motorcycle track at the Patenaude's property, grandfathered gravel pit, located on Tax Map 1 Lot 59-C.

She explained the letter sent ordered to cease all unpermitted dirt bike activities within 14 days of receipt of the notice, the letter was dated September 15, 2021. Following the notice, the town was notified on multiple occasions that the activity continued at the track. The activity did temporarily stop after snow fall and started back up again in April 2022.

There has been a representation by counsel on behalf of the Patenaude's, and they are only supposed to have a maximum of 7 bikes in the pit and last weekend there were 12 bikes counted on the track at that time. She noted the Board all had opined the noise was a nuisance last year and that has not changed.

Legal Counsel has advised that the track would not be considered a permitted use in the zoning and violates section 133-7, which prohibits noise. At Town Meeting it was made clear that the Board of Selectmen should be enforcing the Zoning and has the duty to take legal action, if needed. On behalf of the Connor's, the Board is asked to enforce the order to cease and desist activity.

Ross Bennett presented the section of the Zoning Ordinance with highlighted references for noise levels. He had a video recording he would like to play for the Board of the dirt bikes he had recorded tonight at 5:08 p.m. The decibel reader he had recorded the noise levels at 75 dB, and this was recorded from his property 500 feet away from the pit. He noted he has lived in Henniker for 40 years and the last 2 years have been difficult, he has never experienced anything like this in years past.

Ross noted that the ordinance is very clear and the noise levels that are coming from the activity at the pit are a violation of the ordinance. He asked the Board to also enforce the Zoning Ordinance.

Bruce Trivellini asked why the Chairman had been CC'd on an email back on or around October 5, 2021, regarding legal options for this topic, he continuously since the start has recused himself from discussions.

Kris Blomback responded to Bruce's question as part of public comment and noted that he had deleted the email because he knew it was sent to him in error.

Patrick Paterson stated he lives the closest to the pit and not only the noise but also the dust that comes off the pit makes his property unlivable. He has his own off-road vehicles and has

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common courtesy when close to homes. The activity effects many of the neighbors but he is in the process of selling his house because of the nuisance caused by the track at the Patenaude's.

The Board would discuss the topic during the scheduled agenda item.

Kim Jackson noted that there was a group of people that had gone to the Henniker Cemetery and took it upon themselves to clean up and throw away items off the gravestones that family and friends had placed. The Henniker Cemetery is privately owned, and her husband is buried in the cemetery. She expressed that this has been personally painful for her and was not sure who in town she would be able express her grave concerns.

Kim noted that she went straight down to the cemetery on after seeing a post on social media to find that every single personal item that was placed on the headstone had been removed. There were some items that were saved but she only found one of her items salvaged. There was even a candle that had been lite every year until it melted down into just wax on the gravestone, that was even scrapped off and she could not understand why this was done, as the items that were placed by herself, family and friends were not violating the restrictions. Other grave sites in the cemetery that did not have any items removed and some of those items are violating the cemetery rules and restrictions. When she spoke to Tim McComish, he was empathetic and upset to hear what had happened, he genuinely seemed to feel terrible about what happened.

Kim presented handouts including photos and documents to show the items that were removed. She explained that she had done some research into who had cleaned the items from the cemetery and when she discovered who it was, all she can say it is horrific and out of line. On the town's website there is Policies of the Henniker Cemetery Association that were finalized June of 2020. She was never notified that there was a new policy and there is noting noted in the deed regarding that policy.

She said that since the personal items that were removed had been thrown away, there is no way to rectify the situation. She thought the people impacted at least deserve an explanation and an apology to acknowledge the pain caused to families and friends of the loved ones buried in the cemetery.

Chairman Blomback apologized on behalf of the Select Board and guaranteed that an investigation into what and how that was allowed to take place. There would need to be a notice sent to plot owner as to the findings. He believed there needed to be an explanation of why the items were removed and thrown away.

Mike McManus first stated that he appreciated Chairman Blomback's constant position to protect town employees, he currently works part-time but had been working full-time for the town previously and he sees how much Chairman Blomback protected and appreciated the town employees.

Second, and the main reason Mike had attended the meeting was because his son is also buried in the Henniker Cemetery and also had items removed from his son's headstone. He would echo Kim Jackson's statements and he said who he heard had done the cleanup, he was beyond

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disturbed. There was someone in the audience who was involved and a member of the Select Board that was not sitting at the table tonight. He would appreciate an explanation and if there is no good reason for it, that member should resign.

Mike noted he also would question the potential for legal actions since the plots are privately owned, maybe could be considered theft. He would need to reach out to the Police Department on that question, which he had not done yet.

Tim McComish, Chair of the Cemetery Committee, and a town employee, expressed how terrible he felt for everyone that was impacted by the activities that took place at the Henniker Cemetery. The committee would have a discussion at the next upcoming meeting regarding this matter.

The Board would absorb and find the best avenue to handle this situation. Where the cemetery is privately owned, the Select Board may not have purview over the cemetery or investigate the situation. The Board asked Tim McComish to come back to the Board on the agenda for a follow up. Tim McComish agreed.

New Business

Item 3: Highway bid awards: roadside mowing, chip seal Flanders Rd, paving, Liberty Hill Rd. culvert

Roadside mowing. Leo Aucoin noted that only one bid was received, and he recommended awarding the job to Field Works of NH.

Selectman Flynn moved to award roadside mowing bid to Field Works of NH, not to exceed \$24,575.00. Selectman Marko seconded. Motion carried, 4-0.

Chip Seal of Flanders Road. Leo noted that only one bid again was received, and he would recommend the Board award All States Construction the job.

Selectman Flynn moved to award Chip Seal of Flanders Road bid to All States Construction not to exceed \$73,150.95. Selectman Marko seconded. Motion carried, 4-0.

Paving bid. Leo noted that based on unit pricing and experience, he would recommend awarding the job to Bugsy Construction.

Leo Aucoin noted the proposed 2022 paving projects, as follows:

- Shim & Overlay on Davison Road
- Total reclaim on Liberty Hill Road, in the event the culvert is installed
- Old Hillsboro Road to Browns Way
- Echo Lane reclaimed and paved
- Baker Road reclaimed and put back to gravel
- Main Street shim, mill & fill

Selectman Flynn moved to award Paving and Reclaiming bid to Busby Construction based on current pricing as presented in bid. Selectman Marko seconded. Motion carried, 4-0.

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Liberty Hill Road culvert construction, recommended to be awarded Hall's Excavation. Selectman Osgood questioned why the bid would not be awarded to the lowest bid. LA explained that contractor has two projects in town that need to be completed before they would be awarded any new projects.

Selectman Marko moved to award Liberty Hill Rd Culvert Construction bid to Hall's Excavation, not to exceed \$242,015. Selectman Flynn seconded.

Discussion: Chairman Blomback asked if there were any grants or ARPA funds available for the culvert. Leo Aucoin was not sure. The TA would get with the Finance Director regarding grants or other funding that would be available for road projects.

Motion carried, 4-0.

Item 4: Document Shred at Highway - Bill Sullivan, Henniker Chamber of Commerce

Bill Sullivan noted the Henniker Chamber of Commerce is looking to host a town wide paper shredding event. The Chamber would like to do the event on a Saturday to encourage maximum participation. The Chamber identified the Highway Department as the best location to have the event on a Saturday. The Chamber requests permission to hold the event at the Highway Department facility on Saturday, July 16th or 24th, from 9am to 12pm. The only assistance that may be needed would be a traffic cop.

Selectman Osgood asked if there would be a fee to bring paper to shred. Bill Sullivan noted that there were discussions about charging a small fee but that would be only to pay for the rental of the truck, the Chamber was not doing this to make a profit. If there were to be a profit at the end of the event, the extra would be donated to a committee in town.

Selectman Flynn moved to authorize Document Shredding Event at the Highway Department to be scheduled and coordinated by the Chamber of Commerce with the Town Administrator and Highway Superintendent. Selectman Marko seconded. Motion carried, 4-0.

Item 5: Tim McComish donation time and materials to restore Veteran's Memorial before Memorial Day

Tim McComish first explained that NH DOT was contacted regarding the curb damage caused by plows, and they were in town today to repair those curbs.

Tim McComish offered to revitalize the WWII Veteran's memorial in Woodman Park and a donation of kind in the amount of \$3,800. He would restore landscaping, have stone cleaned and plaque repaired; and trimming of bushes in appropriate season. Most of the work would be completed in time for Memorial Day this year but some things may need to wait for seasons and or an outside service.

Selectman Osgood moved to authorize work and accept donation from Tim McComish to revitalize WWII Veteran's memorial in Woodman Park. Selectman Marko seconded. Motion carried, 4-0.

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Item 6: Stantec Consulting Landfill Post-Closure Water Monitoring Agreement

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

Selectman Osgood moved to authorize Town Administrator to execute Stantec Consulting Services Inc work scope and cost proposal agreement to conduct 2022 groundwater monitoring. Selectman Marko seconded. Motion carried, 4-0.

Item 7: Human Services General Assistance Guidelines 1st Reading

The Town Administrator noted that the last update to these guidelines was in September 2004.

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. [NHHousing-Rental-Survey-Report-2021.pdf \(nhhfa.org\)](#)

Diane Kendall noted this would be the first reading of the policy update and Carol Conforti-Adams will be present on May 17th to answer questions.

She recommended the Board to read and review updated policy over next two weeks and have a second reading on May 17, 2022, to discuss and take public comment.

The Board asked for a summary of the changes made from the 2004 version for the next meeting, so there is an understanding what would be updated.

Selectman Flynn moved the updated Human Services General Assistance Guidelines to a 2nd reading. Selectman Osgood seconded. Motion carried, 4-0.

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Item 8: Rental of Community Center Grange Policy Review

Diane Kendall noted that periodic review of existing policies are recommended to ensure up to date, adequate and contains appropriate risk management.

The Select Board 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. As an 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.

The Board consensus would be to review the policy after the Safety & Loss Prevention Committee reviewed the policy and advised recommendations. A cost analysis would evaluate effectiveness of fees.

Item 9: Tax Map 1 Lot 59-C Notice of Ordinance Violation September 15, 2021 - Status

Chairman Blomback recused himself.

Selectman Flynn reminded that this was not a public hearing on the topic, the Board will discuss and will need to decide on an action move forward on the Notice of Violation that was issued on September 15, 2021.

Selectman Flynn noted that on 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.

Diane Kendall noted that there is an update on a subsequent response that she will go over with the Board.

Selectman Flynn continued that 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 doorstep.” 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

DRAFT

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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,” which Selectman noted these complaints were heard earlier in Public Comment. 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”

Diane Kendall noted that Bob Garside had gone to the property to discuss the situation. The property owner stated that he was closing the gate to prevent uninvited visitors, and the track would be changed to remove a turn to help reduce the noise. They are serving their position that the use was recreational, which is a permitted use. Diane mentioned that mediation was offered to the owner with other parties, and they were not willing to do that.

Selectman Marko noted that after viewing the history, he found there to be some missing and conflicting information throughout the timeline. He would question why the first notice was not followed up on. He believed the use was private in nature and not an organization. Legal response suggests that the Town work out a solution with the property owner instead of court action. There seems to be a gray area of if the use was an actual violation. This appears to be more of a civil matter because the town may not have purview over enforcement if the use is not in violation of zoning. He noted he believes the cease-and-desist order be rescinded and if there is an actual violation, another order could be issued.

Selectman Osgood mentioned that although zoning may allow the use, there is clear evidence that there is a nuisance with the activities because of the noise and dust. This impacted the abutters, and they cannot enjoy their own properties.

Selectman Flynn noted that he personally had been to experience the noise firsthand. He also would be concerned with the town enforcement because the use may not be a violation.

The Selectmen consensus would be to rescind the notice of violation, and cease and desist order that was issued September 15, 2021, and assist with pursuing amicable solution between property owners.

Old Business

Item 10: Overnight Parking Ordinance 3rd Reading

Leo Aucoin noted the changes proposed to the parking on Main Street. He had sent out notice to the four property owners that would be affected with the changes as requested at the 2nd reading. There were two that he had heard from that had no issues and two that did not respond.

DRAFT

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Kevin Daniels complimented Leo Aucoin as the Highway Superintendent, this was a difficult position and he appreciated the efforts from Leo, he was great for the town. He continued to question how the policy update process worked. He only received notice after the 2nd reading and he would request that the Board postpone approval because there are many parking issues in this area that need to be included in the policy updates.

The Board further discussed the parking issues with Leo Aucoin and Kevin Daniels and agreed to postpone the approval of the revised Parking Ordinance and allow a group to discuss issues and options on how to enforce the parking.

Chairman Blomback moved to all the creation of a group of interested parties to discuss parking, the group will include the Chief of Police, Highway Superintendent and property owners that have issues with parking.

Selectman Flynn additionally moved to a 4th reading, with the date to be determined but shall be back on the agenda before August 2022, before the college students return. Selectman Marko seconded. Motion carried, 4-0.

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

Selectman Marko moved to amend the Board of Selectmen Public Meeting Minutes of April 5, 2022, 6:15pm. Selectman Flynn seconded. Motion carried, 4-0.

Item 12: Motion to approve the Selectmen Public Meeting Minutes April 5, 2022, 6:15pm as amended

Selectman Marko moved to approve the Board of Selectmen Public Meeting Minutes of April 5, 2022, 6:15pm, as amended. Selectman Flynn seconded. Motion carried, 4-0.

Item 13: Acceptance of Board of Selectmen Non-public Meeting Minutes April 19, 2022, 6:00pm

Selectman Marko moved to approve the Board of Selectmen Non-Public Meeting Minutes of April 19, 2022, 6:00pm, as presented. Selectman Flynn seconded. Motion carried, 4-0.

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

Selectman Flynn moved to approve the Board of Selectmen Public Meeting Minutes of April 19, 2022, 6:15pm, as edited. Selectman Marko seconded. Motion carried, 4-0.

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

Selectman Osgood moved to approve the Board of Selectmen Non-Public Meeting Minutes of April 19, 2022, 8:30pm, as presented. Selectman Marko seconded. Motion carried, 4-0.

DRAFT

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Communications

Item 16: Town Administrator Report

The Town Administrator went over some updates of her report presented on the agenda.

Item 17: Selectmen Reports

Selectman Marko would like to recognized and congratulated Keaton Gagne. He noted that the Road Management Committee met, and the proposed road projects were discussed.

Selectman Flynn had nothing to report.

Selectman Osgood had nothing to report.

Chairman Blomback had nothing to report.

Public Comment #2

Item 18: NON-PUBLIC – If Necessary Non-public Session 91-A:3 II (b) the hiring of any person as a public employee

Selectman Flynn moved to go into Non-Public Session, at 8:57 p.m., under RSA 91-A:3, II (b) personnel. Selectman Marko seconded. Roll call vote to go into Non-Public: Chairman Blomback (yes), Vice Chair Flynn (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

Xx motion to exit Non-Public Session at xx p.m. xx seconded. Motion carried, 4-0.

xx 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. xx seconded. Roll Call vote: Chairman Blomback (yes), Vice Chair Flynn (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).

xx moved to adjourn the meeting at xx p.m. xx seconded. Motion carried, 4-0.

Respectfully submitted,
Nadine Scholes

Minutes Approved: xx.xx.xx

**The following are department reports for the month of
April 2022**

Building

Fire

Highway

Police

Town Clerk/Tax Collector

Wastewater



Monthly Building Department Report
April 2022

TO: Diane Kendall, Town Administrator

FROM: Wendy Baker, Land Use Coordinator

The following is a record of permits, certificates of occupancy, inspections and revenue collected for the month listed above.

Permits /COs/Inspections	Quantity	Revenue
Building Permits - Residential	11	\$3,045.73
Building Permits - Commercial	2	\$3,275.00
Electrical Permits	7	\$500.00
Plumbing Permits	5	\$350.00
Mechanical Permits	6	\$350.00
Demolition Permits	1	\$50.00
Driveway Permits	4	\$300.00
Trench Permits	0	
Sign Permits	0	
Assembly Permits	0	
Tent Permits	0	
Hawk & Peddler	0	
Certificates of Occupancy	0	
Inspections Performed	16	
Total		\$7,820.73

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)	4 Food Pantry open 2x week	N/C for AA Food Pantry- permanent
Bandstand		

Respectfully submitted,
Wendy Baker

Town of Henniker, NH

Permits Issued April 2022

Date in	Owner	Address	Map/Lot	Type	Description	Contractor	Fee	Issued
3/29/2022	Jarrold Gleason	246 Tanglewood Drive	1/110-A-16	Demolition	Demo of 12 x 16 foot deck	Owner	\$50.00	4/4/2022
4/1/2022	Stephen & Jennifer Dennis	397 Bacon Road	1/355-A8	Building	Construct a 28 x 36 foot 3-bay garage	T. Dennis Builders	\$302.00	4/4/2022
4/5/2022	Jessica Quinn	388 Western Ave Unit B1	2/397-B1	Building	3 Replacement windows	242 Construction	\$50.00	4/5/2022
4/5/2022	West Street Property LLC	19 Hall Ave	2/160-B	Plumbing	Plumbing for 4 dental chairs	JP Master P,umbing & Heating	\$100.00	4/5/2022
4/6/2022	Jarrold Gleason	246 Tanglewood Drive	1/110-A16	Building	Install 12 x 16' deck & 8 x 6' portico	Kilted Builders LLC	\$110.00	4/6/2022
4/6/2022	Robert Lukasiak	1289 Rush Road	1/51C	Building	Roof replacement	Queen City Roofing	\$50.00	4/6/2022
4/6/2022	William Dunlap (NH Real Estate Investment LLC)	13 Maple Street	2/208	Building	Roof replacement	Queen City Roofing	\$50.00	4/6/2022
4/6/2022	Pat's Peak	686 Flanders Road	1/588-A	Building	12,000 sf facility maintenance building	Owner	\$3,100.00	4/7/2022
4/6/2022	Pat's Peak	686 Flanders Road	1/588-A	Plumbing	Plumbing for facility maintenance building	LDG Corp Mechanical Contractors	\$100.00	4/6/2022
4/6/2022	Pat's Peak	686 Flanders Road	1/588-A	Mechanical	Mechanical for facility maintenance building	LDG Corp Mechanical Contractors	\$100.00	4/6/2022
4/6/2022	Pat's Peak	686 Flanders Road	1/588-A	Electrical	Electrical for facility maintenance building	Oates Electric, Inc.	\$100.00	4/6/2022
4/6/2022	Scott Dias	245 Flanders Road	1/582	Plumbing	Plumbing for new single family home	AMP Plumbing & Heating	\$50.00	4/6/2022
4/11/2022	Nicole Currier	147 Peasley Road	1/629-D	Building	633.7 sf roof top solar array	Sunrun	\$208.43	4/12/2022
4/11/2022	Nicole Currier	147 Peasley Road	1/629-D	Electrical	Electrical for solar array	Sunrun	\$50.00	4/12/2022
4/11/2022	Mark Lewis	228 French Pond Road	1/289-A	Electrical	100 Amp overhead pedestal	Neal Electric	\$50.00	4/28/2022
4/8/2022	NH Real Estate Investment LLC	6 Western Ave	2/209	Building	ADA improvements	Spirk Brothers	\$175.00	4/12/2022
4/12/2022	Sean Leary	49 Pine Hill Road	2/141-A8	Driveway	Pave existing driveway	Young's Hot Top	\$75.00	4/14/2022
4/12/2022	Will Burroughs	341 Plummer Hill Road	1/611-B10	Driveway	Pave existing driveway	Young's Hot Top	\$75.00	4/14/2022
4/15/2022	Suzanne Richards	46 Village Green	2/232-T	Plumbing	Install plumbing for bathroom and kitchen	Stephen Richards	\$50.00	4/20/2022
4/15/2022	Suzanne Richards	46 Village Green	2/232-T	Mechanical	Install stove gasline	Stephen Richards	\$50.00	4/20/2022
4/18/2022	Dawn Amaya	287 Old Hillsboro Road	1/355-X2	Electrical	Electrical for above ground pool	A. Pro Electric LLC	\$50.00	4/18/2022
4/18/2022	Curtis Parker	594 Foster Hill Road	1/306-D	Electrical	Electrical for accessory dwelling	A. Pro Electric LLC	\$50.00	4/18/2022
4/18/2022	Jason Travers	116 Snowshoe Drive	1/583-J	Driveway	Pave existing driveway	Young's Excavating & Paving	\$75.00	4/19/2022
4/18/2022	Ashley Peltier (Malila)	122 Snowshoe Drive	1/583-K	Driveway	Pave existing driveway	Young's Excavating & Paving	\$75.00	4/19/2022
4/19/2022	Megan & Seth Lawrence	402 Mt Hunger Road	1/723-D	Building	3 Bay Garage	Pro-Line Companies	\$462.00	4/20/2022
4/20/2022	Brian Mazerski	35 Emery Hill Road	1/361	Building	Roof replacement	Queen City Roofing	\$50.00	4/21/2022
4/21/2022	Robert Dow	186 French Pond Road	1/310	Building	Roof top Solar Panels	Venture Home Solar	\$240.55	4/21/2022
4/21/2022	Robert Dow	186 French Pond Road	1/310	Electrical	Electric for roof top solar panels	Venture Home Solar	\$50.00	4/21/2022
4/21/2022	West Street Property LLC	19 Hall Avenue	2/160-B	Electrical	Electric for Dental Office, fire alarm etc	AB Precision Electric	\$100.00	4/28/2022
4/22/2022	Stuart Bernstein	316 Tanglewood Drive	1/110-A12	Mechanical	Install Gas Fireplace	Greer Enterprises LLC	\$50.00	4/28/2022
4/25/2022	Tyler Dawson	Diamond Drive	1/102-X2	Building	New single family home with 2 car garage	North East Builders	\$1,473.75	4/28/2022
4/28/2022	John McManus	337 Tanglewood Drive	1/110-A10	Mechanical	Install gas fired boiler	Christianson Plumbing & Heating	\$50.00	4/28/2022
4/28/2022	Kyle Gringras	97 Chelsea Court	1/279-5	Mechanical	Install Bryant LP Furnace	Al Terry Plumbing & Heating	\$50.00	4/28/2022
4/28/2022	Casper Riske-Nielson	56 Hemlock Lane	1/318-B	Plumbing	Hot Water Heater	Paradigm Plumbing & Heating	\$50.00	4/28/2022
4/28/2022	Tara Holbrook	408 Highland Drive	1/554	Building	Roof replacement	Queen City Roofing	\$50.00	4/28/2022
4/28/2022	Scott Dias	245 Flanders Road	1/582	Mechanical	Install ductwork, boiler, range and gas heater	Pickman & Sons	\$50.00	4/28/2022



The month of April 2022 consisted of 18 calls for Henniker Fire. The calls ranged from

- 5 fire alarm activations
- 3 EMS assists
- 4 motor vehicle accidents
- 1 structure fires
- 2 smoke investigation (illegal burns)
- 1 Brush fire
- 1 smoke in building
- 1 Search for missing person

Training for this month consisted of Hose line packing and organization on Engine 2.

With very dry conditions please be very careful with any outside fires.

Thank you,

Chief Morse

Thank you,

Chief Morse



5/4/2022

To Town Administrator Diane Kendall and the Henniker Select Board,

The Highway Department started the month of April crossing our fingers hoping we get no more snow, a couple of close calls but it worked out. Moving forward Highway focused on culvert clearing, ditch lines, and road grading. Bellemore Basin Service was hired in for two days to clean basins on Mian Street, Old Concord Road, Western Ave, Hall Street, Union Street, Depot Hill, Prospect Street, and a few other locations. Gravel was added to several roads including six hundred yards spread on Patch Road. Request for bids were written, advertised, and received throughout the month. We ended the month clearing beaver dams from several locations including Newton Road, Colleague Pond Road, and Old Concord Road.

Leo Aucoin
Superintendent
Henniker Highway

HENNIKER POLICE DEPARTMENT

Memo

To: Diane Kendall

From: Chief Matthew French

Date: May 9, 2022

April 2022 summary.

There were 11 arrests which include, a subject wanted on a warrant for sexual assault, reckless Operation/Inhaling toxic vapors for effect resulting in a mv crash, transporting alcoholic beverages, misuse of plates, open container resisting arrest, driving after suspension, breach of bail conditions, 3 domestic violence related assaults, three other subjects wanted on warrants, driving with a suspended registration, criminal trespassing, theft from a building.

We continue to search for officer candidates to fill the open positions. Most recently we had two candidates scheduled for interviews, one called just hours before and couldn't recall either of the names of the supervisors he spoke with to cancel his interview.

We had 716 Calls for Service (707 in 2021, in 658 2220) which include

8 MV Crashes	2 Unwanted subject
24 Motor vehicle complaints	4 Welfare Check
155 MV stops.	1 Psychological problem
39 Directed Patrols	1 Suicidal Person
11 Disabled MV/Assist Motorist	1 Unattended death
2 Domestic Disturbance	14 Animal Complaints
4 Noise complaint/Disturbance	9 Alarm Calls/911 Hangup
4 Harassment	24 Walk and Talk
6 Serve Paperwork/Subpoena	9 Parking Complaints/tickets
20 Follow ups	212 Building/Business checks
7 Return phone call	21 Vacant/Vacation House Checks
18 Assist Citizen	1 OHRV Complaint
10 Assist Other agencies	1 OHRV stop
21 Assist Rescue/Fire	
23 Suspicious person/vehicles	

MEMORANDUM

To: Diane Kendall, Town Administrator

From: Kimberly I. Johnson – Town Clerk/Tax Collector

Date: May 9, 2022

Subject: Town Clerk/Tax Collector Report as of 04/30/2022

PROPERTY TAXES

Total Committed 2021	\$15,448,393.00
Uncollected	\$ 216,906.59

TAX LIENS

	<u>2020 LIENS</u>	<u>2019 LIENS</u>	<u>2018/PRIOR LIENS</u>
Liened Amount	\$190,769.84	\$252,332.58	
Uncollected	\$108,001.72	\$ 59,880.58	\$147,248.28

WATER & SEWER -

	<u>2021</u>	<u>2022</u>
Water Billed	\$535,784.20	\$262,471.63
Sewer Billed	\$573,966.55	\$290,873.40
Uncollected	\$ 84,019.15	\$283,673.49

TOWN CLERK REVENUE

	<u>2021</u>	<u>2022</u>
MV	\$306,299.76	\$334,738.69
non-MV	\$4,920.00	\$5,182.45

Wastewater Department Report April, 2022

- 4/01/22 –Sent timecards to Town Hall.
Working on MOR and Management Report.
Spoke with Dan Higginson, he asked us to put grade stakes marking the area for the 2 new potential easements on the Water Street trail, we will do that next Monday.
Chazz made a dump run.
Cleaning day.
- 4/04/22 –Purchased a bundle of grade stakes to mark the location of the new easements.
Ken & Rich went to mark the areas on Water St. for Dan.
- 4/05/22 –Ken wrote letters to the sewer clean & tv bidders, will mail them once the Selectboard approves the results.
We found the stone bound on Water St. that we could not locate yesterday.
Received 3 pallets of Caustic.
- 4/06/22 –Ken at class today at Franklin Training Center.
- 4/07/22 –Ken completed WW license renewal paperwork, Russ will send to the State with a check.
Sent monthly management report to Diane and Wendy.
Dave Mercier will stop by with their Structural Engineer to see our facility before design work.
- 4/08/22 –Sent timecards to Town Hall.
Attend a meeting with Underwood & Diane to discuss Preliminary Engineering Contract.
- 4/11/22 –Chazz had trouble starting the Press today, it took over an hour to get things working.
Ken & Chazz replaced a fan belt and greased the bearings at RRPS mushroom blower.
Rich and Ken completed and submitted the Monthly Discharge Monitoring Report to the US-EPA and NHDES.
Checked on 2 Dig Safes today with Rich.
- 4/12/22 – Ken Vacation Day
- 4/13/22- Ken & Chazz marked a Dig Safe on Maple Street for the second time this year.
Rich and Chazz Cleaned the UV system and replaced 4 lamps.
Ken working on Management report.
- 4/14/22- Chazz off today, Dentist and Doctor appointments.
Ken in 1 Hour late, blood work.
Rich cleaned the Lab.
Ken cleaned and washed the Skid Steer & pumped caustic.
- 4/15/22- Sent timecards to Town Hall.
Ken set up a rolloff shipment for 4/20/2022.
Added some oil to drive side of blower #2 in the blower building. Will monitor.
Cleaning day.
- 4/18/22- Still having trouble with the Belt Press, I think the problem is a float switch in the day tank, I have ordered a new one.
We are also having a problem with the PLC in the Blower Building, we have no control with the touch screen, we will have someone come and look at it on Wednesday.
- 4/19/22-Rich in late today, Doctor appt.
Ken doing daily labs, etc.

4/20/22- Rich Laviolette from Laviolette Controls is here to check the Panel View Monitor at PLC#2 in the Blower Building. He disconnected the power from the monitor to reset it and it started working again. He suggested that after 15 years of service we should replace the monitor. I asked him to order a new one (we have to have it). The estimated cost installed is about \$3,700.00.
Rich and Chazz cleaned Return pump #2.
We brought 4 drums of caustic to the Grit Room.

4/21/22- Trouble starting the Press again, we will install the new float switch in the day tank.
All 3 of us worked on installing 2 new float switches, everything works fine now.

4/22/22- Chazz started the Belt Press, no problems encountered.
Cleaning day.

4/25/22- Chazz started the Belt Press.
Ken ordered Laytex gloves and Polymer.
Rich leaving at 1:15 today.

4/26/22- Updating Confined Space Permits.
Researching 2 Dig Safes.
Chazz and Ken marked 2 Dig Safes.
Chazz ran the Belt Press today.

4/27/22- Chazz & Rich cleaned Selector Mixer #2 and the Grit Room.
Ken working on Management Report and cleaned and vacuumed the Blower Building.

4/28/22-Ken pumped caustic, checked the Blower Building & Blower #2 oil, All OK.
Working on MOR

4/29/22-Sent timecards to Town Hall.
Cleaned brush and trash from drying beds.
Chazz made a dump run.
We brought 4 drums of Caustic to the Grit Room.
Cleaning Day.

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

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

Facility Henniker Wastewater Treatment

Chief Operator Richard Slager

Month April Year 2022

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In (MGD) (1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		D.O. mg/L	Turb. NTU	Total Suspended Solids		Coli- form (#/100 ml)	
		INF.	EFF.(2)		EFF.										(mg/L)			
		TOTAL	MIN.	MAX.	TOTAL	A.M.	P.M.	Lbs.	INF.	EFF.	INF.	EFF.	EFF(3)	EFF(3)	INF.	EFF.	EFF.	
1	F		0.170	0.080	0.340	0.194						7.4	6.8		0.9			
2	S		0.166	0.080	0.260	0.161							6.8					
3	S		0.165	0.080	0.230	0.158							6.8					
4	M		0.166	0.080	0.240	0.161						7.5	6.8		0.9			1.0
5	T		0.162	0.070	0.360	0.173						7.6	6.8		1.0	179.0	3.0	1.0
6	W		0.164	0.060	0.250	0.143						7.6	6.8		1.0	176.0	5.0	1.0
7	TH	1.25r	0.154	0.050	0.220	0.133						7.6	6.8		1.0			
8	F		0.161	0.080	0.290	0.173						7.4	6.8		0.9			
9	S	.25r	0.200	0.110	0.260	0.192							6.9					
10	S		0.180	0.100	0.270	0.182							6.8					
11	M		0.168	0.090	0.240	0.162						7.5	6.9		1.0			1.0
12	T	.25r	0.180	0.070	0.270	0.178						7.6	6.8		1.0		4.0	1.0
13	W		0.172	0.070	0.230	0.158						7.6	6.8		1.0		3.0	1.0
14	TH		0.172	0.070	0.250	0.153						7.5	6.8		1.1			
15	F		0.177	0.080	0.250	0.161						7.5	6.8		1.0			
16	S		0.172	0.080	0.260	0.157							6.7					
17	S	.9r	0.173	0.080	0.290	0.166							6.7					
18	M		0.164	0.070	0.230	0.147						7.5	6.9		0.9			1.0
19	T	.75r	0.169	0.070	0.300	0.179						7.3	6.8		1.1		4.0	1.0
20	W	.1r	0.199	0.090	0.290	0.188						7.4	6.8		1.0		4.0	1.0
21	TH		0.189	0.090	0.240	0.166						7.5	6.8		0.8			
22	F		0.183	0.080	0.300	0.172						7.4	6.8		0.8			
23	S		0.209	0.070	0.310	0.212							6.8					
24	S		0.173	0.070	0.230	0.148							6.8					
25	M		0.144	0.060	0.210	0.125						7.3	6.8		0.6			1.0
26	T	.34r	0.166	0.060	0.300	0.172						7.4	6.8		0.7		5.0	1.0
27	W		0.169	0.060	0.280	0.173						7.3	6.8		0.8		3.0	1.0
28	TH		0.167	0.070	0.240	0.148						7.4	6.8		0.7			
29	F		0.164	0.070	0.220	0.149						7.4	6.9		0.8			
30	S		0.172	0.070	0.200	0.145												
31	(W)																	
				Max	0.360	0.212						min	6.7					
Totals			5.170	---	---	4.929	---	---		---	---	max	6.9	---	---	---	---	---
Averages			0.172	---	---	0.164						---	---	ERR	0.9	177.5	3.9	1.0

(1) Show Units (MGD or GPD)

% Removal: 98%

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

(3) Before Chlorination

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
1 F							
2 S							
3 S							
4 M							
5 T	127.0	2.9		171.6	4.2	241.8	4.3
6 W	128.0	3.5		175.1	4.2	240.7	6.0
7 TH							
8 F							
9 S							
10 S							
11 M							
12 T		3.9			5.8		5.9
13 W		2.8			3.7		4.0
14 TH							
15 F							
16 S							
17 S							
18 M							
19 T		3.5			5.2		6.0
20 W		3.5			5.5		6.3
21 TH							
22 F							
23 S							
24 S							
25 M							
26 T		3.1			4.4		7.2
27 W		3.0			4.3		4.3
28 TH							
29 F							
30 S							
31 (W)							
Totals	---	---	---	346.7	37.3	482.6	43.9
Avg.	127.5	3.3		173.3	4.7	241.3	5.5

% Removal: 97%

Signature: _____

Additional Information:

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

Report personnel changes, chlorine or power outages, equipment break-downs, etc. below.

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