



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, January 4, 2022
6:15 PM**

6:15 p.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ANNOUNCEMENTS**
- IV. CORRESPONDENCE**
Item 1: Letter from Marty Davis
- V. CONSENT AGENDA**
Item 2: Consent Agenda for January 4, 2022
- VI. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VII. NEW BUSINESS**
Item 3: Budget Advisory Committee Presentation
Item 4: Robert Garrison – Article 4 & 24 from Town Meeting 2021
Item 5: Joseph Damour – Sewer Abatement Request
Item 6: Road Race Request
Item 7: Town Report
Item 8: 2022 Operating Budget Discussion
- VIII. OLD BUSINESS**
Item 9: 2nd Reading - Policy on Communications Between Selectmen & Town Employees
- IX. PAST MEETING MINUTES**
Item 10: Acceptance of Board of Selectmen Meeting Minutes December 14, 2021
- X. COMMUNICATIONS**
Item 11: Town Administrator Report
Item 12: Selectmen Reports
- XI. PUBLIC COMMENT #2** (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- XII. NON-PUBLIC – If Necessary**
Item 13: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land
- XIII. ADJOURNMENT**

XIV. UPCOMING DATES

January 12, 2022, 6:30 p.m. – Planning Board Meeting

January 18, 2022, 6:15 p.m. – Board of Selectmen

January 19, 2022, 7:00 p.m. – Zoning Board of Adjustment Meeting

Visitor Orientation to the Town Selectman's Meeting

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

Hi Joe- I am not sure how to communicate directly with the Board of Selectmen. Please forward these photos of the triangle at Huntington Rd and Quaker St, taken today (12/20/21), to the Select Board. These photos clearly illustrate that, despite stakes being placed at the triangle (thank you), the snow is being deliberately pushed onto the triangle. This shows that "everything is plowed to the right", as Leo stated at the 12/14/21 meeting, is not the case on this triangle. Please send me confirmation that this information has been forwarded to the Select Board. We will expect a response. Thank you- Marty Davis







TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, January 4, 2022

Consent Agenda

Item 1: Abatement for Map 1 Lots 119-A16 & 119-A21

Item 2: Hiring of Starr Klein at the Transfer Station

Board of Selectmen Approval:

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

Telephone
603-428-3221

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

FAX
603-428-4366



TOWN OF HENNIKER, NEW HAMPSHIRE

January 4, 2022

ABATEMENT

To the Collector of Taxes.

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

ISRAEL GUINANCIO

Property Address/Map Lot: **LOT #1-119-A16, 16 ROCK N BIRCH**
LOT #1-119-A21, 21 ROCK N BIRCH

We have abated the amount of: **\$443.40 AND \$161.95**

Cause of abatement: **PREVIOUS TAX BILLS AND LIENS WERE PLACED ON PROPERTY UNDER FORMER OWNERS. NEW OWNER SHOULD NOT BE RESPONSIBLE FOR THE PRIORS. SEE ATTACHED LETTER**

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

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

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

November 24, 2021

Israel Guinancio

A16/A21 Rock N Birch Campground

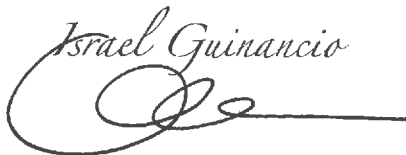
To Whom It May Concern,

I have recently bought two properties at Rock N Birch Campground. I received a bill related to charges for previous years in which I was not the owner. I believe I am not responsible for these charges.

Kindly consider reviewing this bill.

Please advise.

Thank you,

Israel Guinancio


RECEIVED

DEC 01 2021

TWN CLK/TAX COLLECTOR
HENNIKER, NH



Town of Henniker
Board of Selectmen

Motion: That the Town of Henniker hire Starr Klein to the position of Part time Transfer Station attendant at \$15 per hour.

Date: Jan 4, 2022

Kris Blomback _____

Peter Flynn _____

Tia Hooper _____

D Scott Osgood _____

Leon Parker _____



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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Fax: (603) 428-4366

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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022

TITLE: Budget Advisory Committee Presentation

INITIATED BY: Lori Marko, Chair

PREPARED BY: Wendy Baker, Executive Assistant

PRESENTED BY: Lori Marko, Chair

AGENDA DESCRIPTION:

The Budget Advisory Committee will present their recommendations for the 2022 Budget to the Board of Selectmen.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022
TITLE: Town Meeting 2021 Articles 4 & 24
INITIATED BY: Robert Garrison
PREPARED BY: Wendy Baker, Executive Assistant
PRESENTED BY: Robert Garrison

AGENDA DESCRIPTION:

Robert Garrison requested to be placed on the Agenda to discuss and get answers on items voted on at the 2021 Town Meeting, specifically Article 4 and 24. See attached letter.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.

Items to discuss and get answers for Robert L. Garrison

Items voted on at the 2021 Town Meeting

- 1) Article 4) Expenditures for Wastewater Upgrades.
- 2) Article 24) Tax breaks for the elderly.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022

TITLE: Sewer Abatement Request

INITIATED BY: Joseph Damour

PREPARED BY: Wendy Baker, Executive Assistant

PRESENTED BY: Joseph Damour

AGENDA DESCRIPTION:
See attached letter.

Legal Authority:

Financial Details:

Town Administrator Comment:
N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.

Joseph P. Damour
333 Western Avenue
Post Office Box 67
Henniker, NH 03242
(603) 428-4220

Board of Sewer Commissioners
Town of Henniker

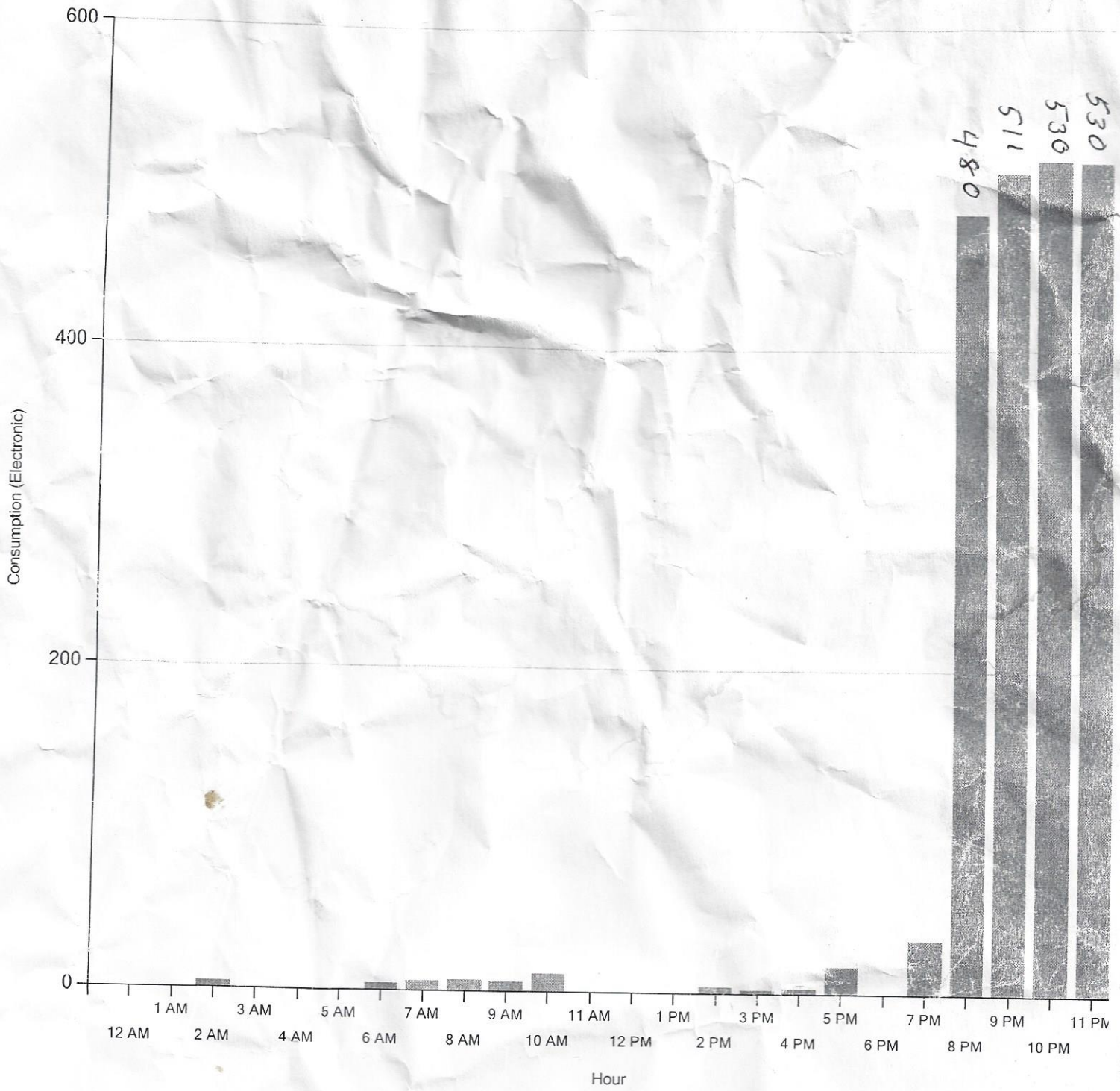
Dear Commissioners,

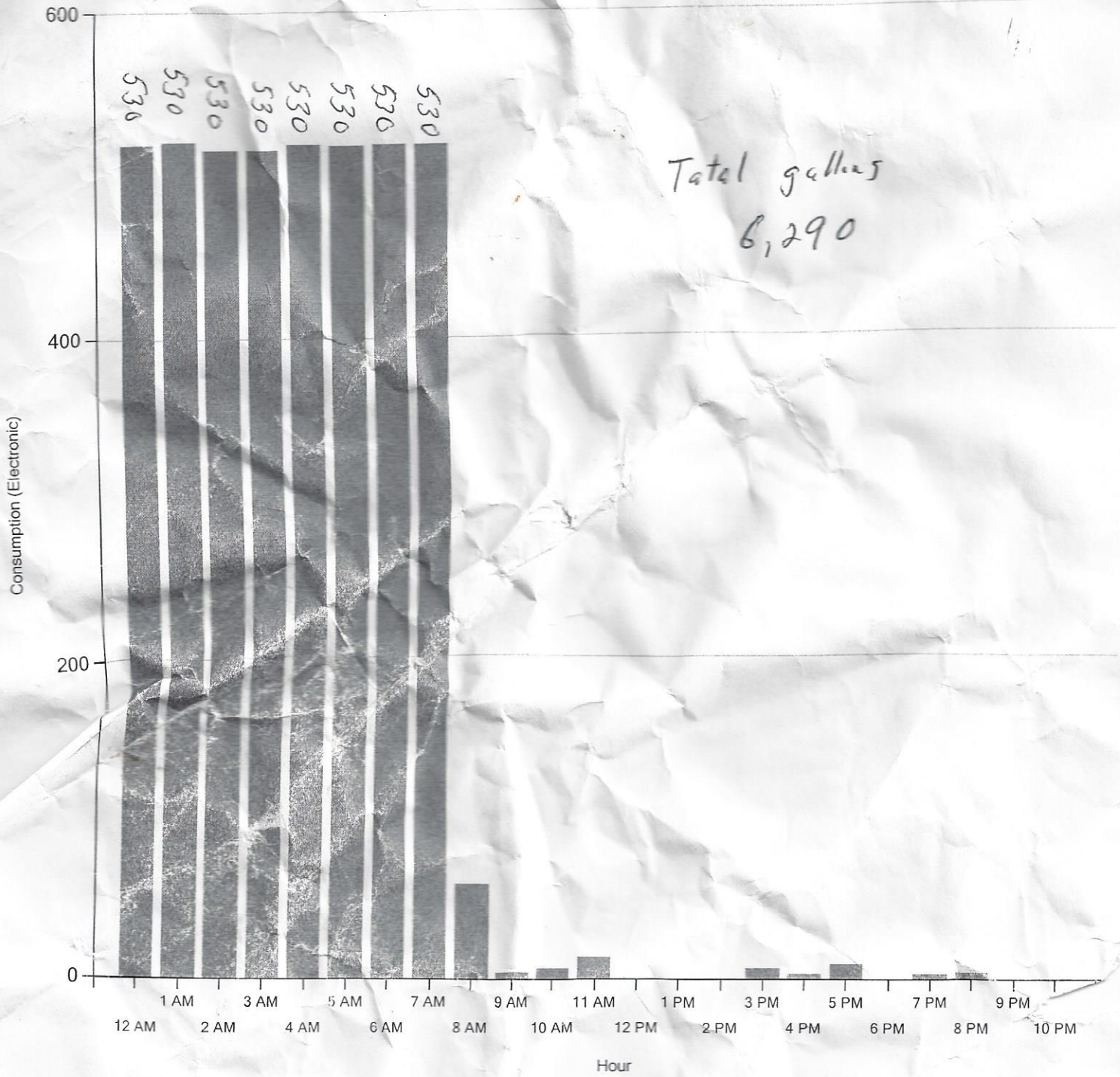
I am writing to request an abatement from my April 2021 sewer bill. During the evening of December 3, 2020 the hot water heater started leaking. The leak was not discovered until the morning of December 4, 2020. I requested the water department to extract the flow data from my meter. I have attached a scan of that extraction. It clearly shows the large increase in usage from around 8 PM December 3, 2020 until 8 AM on December 4, 2020. All of the water from this leak ended up in my basement and none ever went to the sewer system.

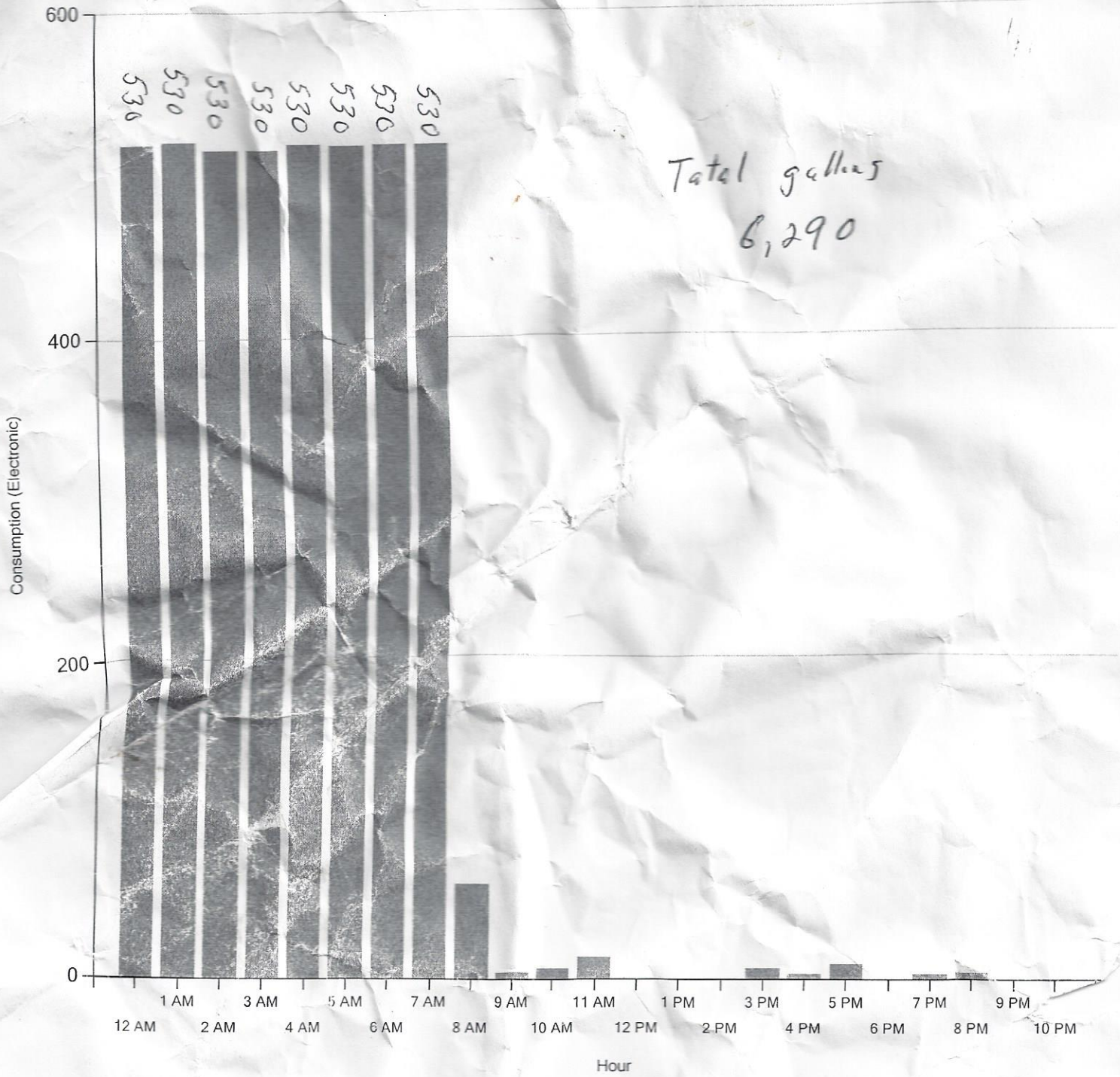
Based upon the attached information there was approximately 6,200 gallons of water that was not sent to the sewer system. I would appreciate your consideration of a reduction of the sewer bill based upon the amount of water that leaked from the water heater.

Thank You

Joseph P. Damour









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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022
TITLE: Road Race Request
INITIATED BY: Andy Gould, State 9 Racing Board of Directors
PREPARED BY: Wendy Baker, Executive Assistant
PRESENTED BY: See attached Letter

AGENDA DESCRIPTION:

See the attached letter for a request to have a 50-mile bicycle race on some Henniker, Weare and Deering dirt roads on April 2, 2022.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion: Move to approve State 9 Racing to hold a bicycle race on April 2, 2022 and to coordinate with the Henniker Police Chief.

No formal action is required.

State 9 Racing
45 Iron Works Rd
Concord, NH 03301
(978) 992 2529

12/28/21

Town of Henniker, Board of Selectmen
18 Depot Hill Rd
Henniker, NH 03242

Dear Town of Henniker; Board of Selectmen,

In conjunction with Pats Peak Ski Area, we would like to host a 50 mile bicycle race on some of the dirt roads in Henniker, Weare and Deering. The date for the event is Saturday April 2, 2022 with a 10:00am start from Pats Peak. Racers will be on course for approximately 3 hours before returning to Pats Peak. We expect up to three hundred racers. Announcements will be made prior to the race to remind people that the roads are open to traffic and to follow the usual bike riding rules such as riding on the right side of the road and stopping at stop signs. We plan to stay off the main state roads. We will have volunteers at any busy road crossings and I will be having a meeting with Police Chief French in March. Feel free to contact me with any questions you might have. Thank you for considering our event.

Roads that we may use:

Craney Hill Rd
Flanders Rd
Butter Rd
Mt Hunger Rd
Huntington Rd
Baker Rd
Quaker St
Gulf Rd
Peasley Rd

Sincerely,

Andy Gould and the State 9 Racing Board of Directors



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022
TITLE: Town Report
INITIATED BY: Wendy Baker, Executive Assistant
PREPARED BY: Wendy Baker, Executive Assistant
PRESENTED BY: Wendy Baker, Executive Assistant

AGENDA DESCRIPTION:

Board discussion regarding the dedication page and any other things the Board would like to see in the report.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022
TITLE: 2022 Operating Budget Discussion
INITIATED BY: Wendy Baker, Executive Assistant
PREPARED BY: Wendy Baker, Executive Assistant
PRESENTED BY: Discussion of the Board

AGENDA DESCRIPTION:

Board discussion regarding the 2022 Operating Budget if they so choose to start during this meeting.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 1/4/2022

TITLE: 2nd Reading- Policy on Communications Between Selectmen & Town Employees

INITIATED BY: Kris Blomback, Chairman

PREPARED BY: Wendy Baker, Executive Assistant

PRESENTED BY: Kris Blomback Chairman

AGENDA DESCRIPTION:

2nd reading and discussion on a policy on communications between Selectmen and Town employees. See attached policy.

Legal Authority:

Financial Details:

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is required.

Town of Henniker

Policy on Communications Between Selectmen and Town Employees

It is understood that the select board acts as a body, and no member of the board may seek individually to influence the job performance of the town administrator, any department head, or any other town employee. Therefore, the board adopts the following policy:

1. Except as stated below, all communications between an individual selectman and any town employee that relate to the employee's official duties shall be through the town administrator.
2. Except as stated below, only the board acting as a body or a member specifically authorized by the board may attempt to direct any town employee's job performance or assign tasks to any town employee, including the town administrator or any department head.
3. When action by the town administrator or another town employee is required and it is impractical to call a meeting of the board, the chair may give instructions as necessary and will report on any such instructions at the next board meeting. When possible, communication to another employee in such situations shall be through the town administrator.
4. Nothing in this policy shall prohibit an individual selectman from requesting assistance from the town administrator in performing the selectman's duties or requesting that an item be placed on the agenda for a meeting of the board.
5. An individual selectman may communicate with an employee regarding performance of the employee's duties when specifically authorized by the board.
6. No town employee, including the town administrator or any department head, shall be subject to discipline, termination, or other adverse action for failure to comply with any request or instruction from an individual selectman that is not authorized by this policy.

Approved: December ____, 2021

DRAFT

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



**Town of Henniker
Board of Selectmen Meeting
Tuesday, December 14, 2021
Henniker Community Center**

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

Member's Excused:

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Nadine Scholes

Guests: Marty Davis, Lisa Spahl, Marc Aucoin, Highway Superintendent Leo Aucoin, Kristen MacLean, Bill and Lori Marko and Heidi Aucoin.

Call to order/Pledge of Allegiance

Chairman Blomback called the meeting to order at 6:15pm

Consent Agenda

Item 1: Consent Agenda for December 14, 2021

Selectwoman Hooper moved to approve the consent agenda as presented. Selectman Parker seconded. Motion carried 5-0.

Correspondence

There was no correspondence.

Public Comment #1

There was no public comment.

New Business

Item 2: Snow Removal at Quaker and Huntington Road

Joe Devine noted that he received a request from Marty Davis to be placed on the agenda to discuss snow removal at the triangle corner of Quaker and Huntington Roads. The letter she submitted addressing her concern is attached to the report.

DRAFT

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Marty Davis, 98 Huntington Road, addressed and presented the request for an alternate paving pattern around the triangle located at the corner of Quaker and Huntington Roads. She noted that the triangle had been restored and then after the poor plowing during the winter, it needed to be restored a second time in the spring. She presented photos she had taken to show how the snow is plowed and cleaned, included photos to compare the differences of plowing patterns at another neighborhood intersection, Baker and Matthews. She pointed out the high amount of snow and dirt deposited in the said triangle and not in the other intersection. She requested the Board of Selectmen consider another plowing pattern on the triangle for the season ahead.

Selectman Osgood noted that the triangle should be protected; it is part of the neighborhoods history and has been there for many years. The Superintendent should look at different possible options to plow the triangle.

Chairman Blomback asked if Marty Davis could elaborate the paragraph included in her letter, stating 'Attempts to negotiate and work directly with the Road Agent, Leo Aucoin, about the triangle restoration and preservation have been unsuccessful.' Marty Davis explained that after the neighborhood meeting to discuss restoring the triangle, she tasked with reaching out to the Road Agent and another neighbor had sent the Town Administrator an email to inform the Town and provide information regarding the plan. The work was done by the neighborhood residences, and per the Towns request, made the triangle smaller and was sure there are no obstructions in roadway. The Road Agent visited her at home, unannounced, to discuss the restoration, and he made her feel uncomfortable, he acted very disrespectful towards her at her home and made her cry.

The Board reviewed and discussed the photos Marty Davis had taken and discussed the history of how the triangle was previously plowed.

Leo Aucoin, Henniker Highway Superintendent, assured the Board that his crew's paving pattern for this triangle has never been changed. Every storm the conditions maybe a little different but the same exact pattern is followed each time through and always plowed snow to the right. The statement made that he was disrespectful or harsh, he does not believe occurred, the last time this situation came up, about a year ago, he met with Joe Devine and a solution was agreed upon, but he had not spoke to Marty Davis since this time. He explained that the first storm of season last week, he had taken a different route because he was instructed to clear routes for the school buses and the crew had not gone back to some areas to push back the snow along the right side of the roads because it would soon melt. He explained the normal plow routine on Quaker and Huntington Roads including the triangle intersection.

Leo Aucoin noted that he guaranteed his crew would never intentionally push dirt on lawns or destroy anyone's plantings but when plowing dirt roads, dirt is to be expected to be pushed with the snow, there is no way to prevent that from occurring. There is really no other logical solution for plowing the triangle, there are other obstacles preventing snow to be moved out of

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the triangle. He stated that the way the triangle had been plowed for many years would need to continue.

Chairman Blomback asked Leo Aucoin about the situation Marty Davis mentioned; he opined this was a bigger concern than the plowing situation. Selectwoman Hooper noted that the Board should discuss any personnel performance matters in Non-Public.

Leo Aucoin said if anyone had reached out to him, he responded, and it's been around a year since he and Joe met on-site and discussed that snow is pushed on every island around town and all are treated the exact same. He had actually taken precautions at the Quaker/Huntington Road triangle, even stopped using the heavier equipment on that route.

Joe Devine confirmed that he met Leo Aucoin on-site, discussed the crew's routes and compared other islands. He believed that Leo had done whatever possible to help the situation, but the fact is there will be snow that needs to be plowed on to the center island of these types of intersections and the Highway Department has a job to do and plowing during storms they concentrate on keeping a clean path along the roadway, then once the storm is over the additional clean-up is done. Leo Aucoin mentioned that last year's high snow totals, the snow had added up in areas but noted majority of the snow is pushed out to the sides of the roadway with the least amount possible plowed into the islands. Leo Aucoin stated that he was fortunate to have the crew he has; they do a really great job for the town and should be recognized.

Marty Davis stated that after hearing Leo Aucoin explain the plowing process, she understands the difficulty of plowing the triangle. She respected his crew. She pointed out the plow marks in one of the photos she had taken that seemed to be intentional and not to the right direction as Leo had explained. She only was asking for mutual respect from Leo Aucoin.

Vice Chair Flynn noted that he does not have an opinion in the matter at this time, he would like to take it under advisement and the opportunity to visit site himself and discuss further with the Road Agent before he could address an opinion or solution. He explained that a formal complaint in writing should be submitted in regards to the complaint, and then the Board could have discussion in Non-Public as Selectwoman Hooper previously recommended.

Selectwoman Hooper noted she lived on a road with a similar intersection and snow builds up in the center area also, this is consistent throughout town and should continue to be consistent as it had been done previous years when plowing around islands. The Board of Selectmen may not want to micro manage the Highway Department when it comes to how they have done their jobs.

Selectman Parker noted that these types of situations are difficult to deal with, the size of the plows makes it harder to plow these intersections. He thought Leo Aucoin has done his best and there is no easy solution.

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Selectwoman Hooper mentioned that Leo had some recommendations which could be an alternative, but Henniker has a Road Management Committee that could take a look at this situation to come to a solution but ultimately the Highway Superintendent is the expert and knowledgeable enough to be given the authority to come up with a plan to navigate this situation.

Vice Chair Flynn noted that he had not thought to consider the Road Management Committee and thought that recommendation could be a good solution.

Selectwoman Hooper moved to refer the recommendation to the Henniker Road Management Committee. Vice Chair Flynn seconded. Motion carried, 4-1, Selectman Parker opposed.

Marty Davis asked for clarification if the Road Management Committee was the same as the Highway Safety Committee. Selectwoman Hooper said no, they are separate Committees.

Item 3: Historic Town Records Digitalization/Preservation

Kristen MacLean presented for the Henniker Historical Society. She read the presentation noting that Town business affairs have been recorded since Henniker's incorporation in 1768 and recording has continued to present day. This includes Select Board minutes, Town Warrant Articles, Assessing and Tax records and so much more. All 250+ years of records for the Town's business is achieved in the Town Hall. Majority of the records exist on paper, either in long hand or typed form, there are no copies, no transcripts, no backups, only the original documents. She said that the Town is very fortunate that all these unique records had survived but would not last forever as ink fades and paper deteriorates over time.

Therefore, the Historic Society would request the Board of Selectmen to approve the recommendation for the professional conservation of several of the oldest original Town record books with digital imaging and preservation, specifically ledger books dating: 1768-1795, 1799-1802, 1802-1808 and 1808-1814. Secondly, also would request permission from the Board of Selectmen to remove the original documents to an off-site location for the conservation work. Third, to see if the Town would allow the Historical Society to pay for the cost to digitize these four books and finally while they are in the digitizing process to see if the Town would like to take the opportunity to preserve these books.

Selectwoman Hooper noted that the previous Record Management Committee before it was reformed, had discussed and recommended that these books be scanned and believed it would be in the best interest for the Town's historical purposes, that these documents are preserved. This is a valuable piece of Henniker's history.

Vice Chair Flynn asked if the Historic Society had secured the funds for the preservation cost. Kristen MacLean replied that the Historic Society had secured the funds to digitize the documents only. Essentially the professional company came to see the documents to provide a

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quote and he mentioned that the documents may not even be able to be digitized and capture the full image. The quote also included the cost for preservation of the books with digitizing, for the total of \$11,578. \$1,488 for digitizing, plus \$10,050 for the preservation, and \$40 for shipping. She explained that the company would hand carry the books to the lab in Vermont and when done the books would be shipped back to the town.

Selectwoman Hooper questioned preservation, noting that other towns have used the National Archive Center in Massachusetts to protect historic documents. She questioned if there are any National Archive Centers closer to the Town of Henniker for safe storage after they are digitized and/or preserved. Kristen noted that storage could be an issue because one ledger book could end up being two books after preserved, the Town Hall storage has limited space, it is dark but not temperature controlled. Selectwoman Hooper said that she could investigate the cost for storage at the National Archive. Kristen said that would be ideal and digitized copies could be made available online.

Chairman Blomback asked how many books/pages are there that would need preservation. Kristen replied that some ledgers could have up to three hundred (300) pages and she only would estimate there could be three (3) dozen of these books. The price provided would be for the oldest four books.

Selectman Parker asked if the digital document would be indexed, he noted that would be helpful, but he assumed that would be more costly.

Kristen explained that some towns have a plan to do so many books each year which she highly recommended that Henniker does something similar. She noted that she was the most concerned with the four oldest books when getting quotes because they are all at the same state of deterioration and she did not open any other books beyond 1814, they could all be in the same state but she thought starting with the oldest books first would be the most logical.

Selectwoman Hooper suggested setting up a donation page to help with the cost of preservation of historic documents.

The Board discussed what was requested and noted the cost for just digitizing would be \$2,088 and the cost to preserve and digitize would be \$11,578.

Selectwoman Hooper moved to authorize the Henniker Historical Society to digitally image and preserve the Town business ledger books, dated 1768-1795, 1799-1802, 1802-1808 and 1808-1814, and allow the books to be moved from the Town Hall to the off-site location for the services, at a cost of \$11,578. Vice Chair Flynn seconded.

Discussion: Chairman Blomback asked Joe Devine if the budget had the funds available to cover the cost for the preservation services. Joe Devine noted that Russ had already confirmed the money was available for the cost to cover the preservation, and Russ also thought it would be a good idea to plan on sending more books each year to be preserved until all the documents archived at the Town Hall are all digitized and preserved if necessary.

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Selectman Osgood asked if this were considered as step 1, how many more steps would be needed to complete. Kristen said she does not have the exact count; some books may not need to be preserved but hard to give an exact count and the condition of each book.

Motion carried, 5-0.

Kristen MacLean stated the Historic Society would be willing to assist with any other projects to help the preservation of Town Hall historic documents.

Item 4: Town Administrator Job Advertisement

Chairman Blomback said the Board should review, discuss and agree on the salary range to be advertised and how the hiring process would be conducted.

Vice Chair Flynn stated that in light of what other towns were advertising, he recommended the salary range be advertised \$90k up to \$110k.

Selectwoman Hooper stated that \$80k starting point could encourage someone with not as much experience and open the door to more candidates that may not meet all the requirements but had potential to grow.

The Board discussed and agreed with advertising the salary range and what the starting and ending values to advertise for the Town Administrator position.

Selectwoman Hooper moved to accept the salary range scale starting at \$90k to cap out at \$110k per year for advertisement of the Town Administrator job opening. Selectman Parker seconded. Motion carried, 5-0.

SELECTWOMAN Hooper noted that the link included in the advertisement would need to be updated.

Chairman Blomback explained that he asked Joe Devine if he would be willing to put a proposal together to offer working for a period of time to assist the Board during the transition period.

Joe Devine noted that he would assist Wendy preparing the Board's meetings and Agendas, making sure deadlines are met through the budget and town meeting season.

Chairman Blomback stated that Joe Devine requested a rate of \$700 per week.

Selectwoman Hooper asked if the Board could get a project summary with status as it currently stands before Joe Devine moved over to this position. Joe said he would share all reports he had with the Board.

The Board discussed and agreed to a 2-month term for Joe Devine's temporary position.

DRAFT

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

Chairman Blomback moved to employ the services of Joe Devine on temporary bases with reduced capacity, at the cost of \$700 per week for a 2-month period. Vice Chair Flynn seconded. Motion carried, 5-0.

The Board discussed where the advertising would be posted and how the received applications would be handled. The Board agreed to conduct the interviews and the hiring for the position. They agreed they would review each application received to determine if the candidate would be interviewed.

Selectwoman Hooper mentioned that because it had happened in the past, she would recommend the Board agree now that if any sitting Board member were going to apply for the Town Administrator position, they would be required to recuse themselves from the hiring process completely if they are to be considered for the position. They should not even be allowed to review a single application before submitting an application.

The Board discussed appropriate parameters for any Board member that wants to apply and the possibility for conflict of interest with the Board conducting the hiring of the Town Administrator versus a Hiring Committee.

Bill Marko, 38 Evergreen Circle, mentioned that during the hiring process last time with the Hiring Committee, they received legal correspondence regarding a case along the lines of possible conflicts, and he believed there could be conflict of interest if one of the sitting members applied for the position after reviewing candidates.

Vice Chair Flynn moved that Board members are immediately disqualified from applying to the Town Administrator job opening once the Board received the first application to review. Selectman Parker seconded. Motion carried, 5-0.

Item 5: 1st Reading - Policy on Communications Between Selectmen & Town Employees
Chairman Blomback noted that he had reached out to Cordell Johnston to draft up language to ensure that the Board is speaking as one body. The first reading of the presented draft is to accept or oppose the policy proposed. There would need to be a public hearing at the second reading, if the Board had any comments or changes to propose, they would need to wait for the second reading to present comments.

Vice Chair Flynn asked to clarify that Cordell Johnston was acting in his capacities at New Hampshire Municipal Associate or as a resident of Henniker. Chairman Blomback said he presented the draft acting through New Hampshire Municipal Association.

The Board discussed the situation that led to the proposed drafted policy.

Chairman Blomback provided an additional memo from Joe Devine with some items regarding the policy that the Board should review and consider before the second reading.

DRAFT

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Vice Chair Flynn moved to a second reading on the proposed draft policy as presented. Selectmen Osgood seconded. Motion carried, 3-2, Selectwoman Hooper and Selectman Parker opposed.

Old Business

None

Past Meeting Minutes

Item 6: Acceptance of Board of Selectmen Meeting Minutes December 7, 2021

Selectwoman Hooper noted that she had the details for Non-Public that would need to be added to the minutes, she would clearly articulate the details of that section of the meeting minutes for the Recording Secretary.

Selectman Parker moved to approve the minutes as amended. Selectman Osgood seconded. Motion Carried 5-0.

Item 7: Acceptance of Board of Selectmen Special Meeting minutes December 11, 2021

Selectman Osgood moved to approve the minutes as amended. Vice Chair Flynn seconded. Motion Carried 5-0.

Selectwoman Hooper noted the Board would need to approve the minutes provided for Non-Public minutes, as follows:

Board of Selectman October 19, 2021 meeting, Non-Public minutes.

Selectman Parker moved to approve the Non-Public minutes, as presented. Vice Chair Flynn seconded. Motion carried, 5-0.

Board of Selectman November 16, 2021 meeting, Non-Public minutes drafted and supplement to be included in record.

Selectman Parker moved to approve the Non-Public minutes, as presented. Vice Chair Flynn seconded. Motion carried, 5-0.

Board of Selectmen December 7, 2021 meeting, Non-Public minutes.

Vice Chair Flynn moved to approve the Non-Public minutes, as presented. Selectman Parker seconded. Motion carried, 4-0, Selectman Osgood abstained.

Communications

Item 8: Department Reports

Joe Devine noted department reports included are Building, Fire, Highway, Police and Wastewater.

The Board would discuss the status of hiring a Building Inspector in Non-Public.

DRAFT

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Joe Devine reported on COVID updates and statistics for active cases and rates of vaccination.

Selectwoman Hooper asked if there were an area breakdown available to show the area for the service calls, to see if the increase came from a particular area. Joe Devine said he would reach out to ask about reporting.

Selectwoman Hooper wanted to publicly congratulate Chaz Freeman for passing the Wastewater Exam, which is hard to pass, and he deserved to be acknowledged. Joe Devine stated that he was one of the two in class of about 15 that had passed. The Board congratulated Chaz Freeman.

Item 9: Selectmen Reports

Selectman Parker had nothing to report.

Vice Chair Flynn had nothing to report.

Vice Chair Hooper stated that the CIP had met with Christopher Roy, Business Manager for SAU24 and the discussion had an excellent outcome. The Board would see more details when CIP is presented this year.

Selectman Osgood had nothing to report.

Chairman Blomback had nothing to report.

Public Comment #2

There was no public comment.

Item 9: Non-Public Session

Chairman Blomback moved to go into Non-Public Session, at 8:04 p.m., under RSA 91-A:3, II (a) personnel and (e) legal. Vice Chair Flynn seconded. Roll call vote: Chairman Kris Blomback (yes), Vice Chair Peter R. Flynn (yes), Selectwoman Tia Hooper (Yes), Selectman Scott Osgood (yes), Selectman Leon Parker (yes).

******Non public motions below to be completed**

Motion made to seal the minutes made by XXXX, seconded by XXXX.

Roll call vote to seal the non-public minutes: Chairman Kris Blomback (yes), Vice Chair Peter R. Flynn (yes), Selectwoman Tia Hooper (yes), Selectman Scott Osgood (yes), Selectman Leon Parker (yes).

Meeting adjourned at x:xx pm

"The only Henniker on Earth"



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

To: Board of Selectmen
From: Joseph Devine, Town Administrator
Date: December 30, 2021
Ref: **Town Administrator's Report**

A handwritten signature in blue ink, appearing to read "Joseph R. Devine, Jr.", is written over the "From:" line of the header.

I am pleased to report on the following items:

- **COVID-19 Update** – We have fourteen active cases as of December 29, 2021. We have had thirty-five new cases in the past fourteen days, a total of 538 cumulative cases. The positivity rate over the past seven days is 16.4%.

As for vaccinations, we see minimal new vaccinations. We are still lagging behind the State of NH Average (55%) and several surrounding communities.

Town Name	Population	1 Dose	% Of 1 Dose	Fully Vaccinated	% Fully Vaccinated
Henniker	4,969	2,534	51%	2,310	46.4%

- **Town Report Pictures** - We are looking for your photos of Henniker to include in this year's Town Report and on the cover! Please email any you would like to be considered to be used to wendy.baker@henniker.org. Photo credit will be given, and I will also let you know of any chosen photos ahead of time.
- **Filling Period for Elected Positions** - The filing period for these Town Office openings is January 19, 2022, through January 28, 2022, at 5:00 pm. Please see the Town Clerk at Town Hall, 18 Depot Hill Road, for filing paperwork. The open positions are all as follows:
 - Selectmen: One (1) 3-year term
 - Town Treasurer: One (1) 1-year term
 - Cemetery Trustee: One (1) 3-year term
 - Water Commissioner: One (1) 3-year term
 - Planning Board: Two (2) 3-year term
 - Trustees of the Trust Funds: One (1) 3-year term
 - Trustees of the Tucker Free Library: One (1) 3-year term
 - Supervisors of the Checklist: One (1) 6-year term
 - Moderator: One (1) 2-year term

- **2022 School Budget Meetings** – The school has provided the following dates for their budget public hearings and deliberative session for Henniker and John Stark School districts:
 - **Henniker School District Board Meeting**
January 11, 2022 @ 6:15 in the school cafeteria. This meeting will RECESS @ 7 PM for the PUBLIC HEARING on the Proposed 2022-2023 budget. The Henniker School Board District Meetings are available via live stream at <https://bit.ly/SAU24LiveStream>. The public may communicate with Henniker board members outside of meeting times via email at HSD.Board@sau24.org
 - **John Stark District Board Meeting**
January 14, 2022 @ 6:30 PM in the school cafe. **This meeting will RECESS @ 7 PM for the PUBLIC HEARING on the Proposed 2022-2023 budget.*** The John Stark District Board Meetings are available via live stream at <https://bit.ly/SAU24LiveStream>. The public may communicate with John Stark board members outside of meeting times via email at JSD.Board@sau24.org.
 - **February 2022 Board Meetings**
The following are the February School District Board Meeting dates. Please note that each School Board meeting in February will recess at 7 PM for the DELIBERATIVE SESSION: SESSION I MEETING for that District’s Proposed 2022-2023 Budget.
 - **Henniker School District Board Meeting**
February 7, 2022.*
 - **Weare School District Board Meeting**
February 9, 2022.*
 - **John Stark District Board Meeting**
February 11, 2022.*

Ongoing Projects

- Vacation time vs. PTO Time
- Craney Hill Communications Tower

Town Meeting Countdown

- January 18, 2022 – Public Hearing for any bond article over \$100K/CIP Presentation/Budget Review
- February 1, 2022 – Public Hearing on proposed Operating Budget and Warrant Articles
- February 1, 2022 - Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition the select board to include an article in the warrant.

Upcoming Dates

- January 10 – Capital Improvement Program Committee Meeting
- January 12 – Economic Development Committee Meeting
- January 12 – Planning Board Meeting
- January 18 – Board of Selectmen Meeting