



TOWN OF HENNIKER, NEW HAMPSHIRE  
SELECTMEN AGENDA

---

**Tuesday, November 16, 2021**  
**6:15 PM**  
**Community Center**  
**57 Main Street**

**6:15 p.m.**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ANNOUNCEMENTS**
- IV. CORRESPONDENCE**
- V. CONSENT AGENDA**  
**Item 1:** Consent Agenda for November 16, 2021
- VI. PUBLIC COMMENT #1** – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)
- VII. PUBLIC HEARING**  
**Item 2:** Acceptance of the 2021 Homeland Security Grant
- VIII. NEW BUSINESS**  
**Item 3:** Holiday pay for per diem employees  
**Item 4:** Planning Consultant Contract  
**Item 5:** Town Hall Staffing
- IX. OLD BUSINESS**  
**Item 6:** Minimum Committee Membership Requirements Reading #2
- X. PAST MEETING MINUTES**  
**Item 7:** Acceptance of Board of Selectmen Minutes November 2, 2021
- XI. COMMUNICATIONS**  
**Item 8:** Department Reports  
**Item 9:** Town Administrator's Report  
**Item 10:** 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**

**Item 11:** Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

**XIV. ADJOURNMENT**

**XV. UPCOMING DATES**

December 1, 2021, 7:00 p.m. – Conservation Commission Meeting

December 7, 2021, 6:15 p.m. – Board of Selectmen Meeting

December 8, 2021, 6:30 p.m. – Planning Board Meeting

December 21, 2021, 6:15 p.m. – Board of Selectmen Meeting

**Visitor Orientation to the Town Selectman's Meeting**

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



---

TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

---

**Tuesday, November 16, 2021**

Consent Agenda

**Item 1:** Volunteer Application – Jaime Weston – Athletic Committee Renewal

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](http://www.henniker.org)

FAX  
603-428-4366



**TOWN OF HENNIKER APPOINTMENT**

To **Jaime Weston**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of Jaime Weston, appointing her as a Volunteer Member of the Athletics Committee until September 1, 2024.

**BOARD OF SELECTMEN:**

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



**Town of Henniker**

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



**APPLICATION FOR VOLUNTEER POSITION**

**COMMITTEE / BOARD:** Henniker Youth Athletics

NAME (as it should appear on Appointment Form):		Jaime Weston
FULL NAME:	Jaime Weston	PHONE: 603-491-3893
PHYSICAL ADDRESS:	115 Old Mill Pond Road Henniker	
MAILING ADDRESS:	Same as above	
EMAIL ADDRESS:	t_jweston@hotmail.com	

Why are you seeking this appointment?:  
I am seeking re-appointment to continue my 17 year journey with this committee.

What experience would you bring to this position?:  
I will to continue help this committee grow and transform into the best it can be for Henniker's youth programs.

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

SIGNATURE: *Jaime Weston* DATE: 11/1/21



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 11/9/2021  
**TITLE:** 2021 Homeland Security Grant Program  
**INITIATED BY:** Joseph Devine, Town Administrator  
**PREPARED BY:** Joseph Devine, Town Administrator  
**PRESENTED BY:** Joseph Devine, Town Administrator

### AGENDA DESCRIPTION:

In January 2021 the Town of Henniker had a grant submission to the NH Department of Safety division of Homeland Security. The grant was for a communication tower and building on top of Craney Hill. The town has been committed to improving our communication between fire, police and highway personnel. This grant gives us that opportunity to improve and expand communication in our community which is critically important. This grant is important to the Henniker community, but has a far wider impact. The tower will be also house equipment for Capital Area Mutual Aid Fire Compact and the Merrimack County Sheriff's Office. After its completion it will result in better dispatching and incident management throughout Merrimack County and the Town of Henniker.

I am please to report the Town of Henniker was awarded this grant in the amount of \$311,372.

**Legal Authority:** N/A  
**Financial Details:** \$311,372 Homeland Security Grant

### Town Administrator Comment:

Concur

### Suggested Action/Recommendation:

*Suggested Motion:*

*Motion to accept the terms of the 2021 Homeland Security Grant Program, as presented in the amount of \$311,372.00 to the Town of Henniker for the construction of a communication tower, adjacent building, and equipment per RSA 31:95-bIII(b).*

# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
EDDIE EDWARDS  
ASSISTANT COMMISSIONER

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305  
Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

October 28, 2021

Joseph Devine, Town Administrator  
Town of Henniker  
18 Depot Hill Road  
Henniker, NH 03240

Re: 2021 Homeland Security Grant Program – Tower - \$311,372

Dear Mr. Devine:

Congratulations! Enclosed is the award package for the above referenced grant. Please review these documents and sign where appropriate. There are 12 attachments, which I have outlined below.

Please carefully review the grant Terms and Conditions. Many special grant conditions must be fulfilled before you can proceed. We also will update fiscal, program management, and agency contacts at that time. Please be sure the most current contacts are those who are listed and sign these grant award documents as they are authorized to do. If you have questions, please contact my office at any time. Please note we have included a summary of who can legally sign these grant documents which are equivalent to a contract.

**REMINDER: Do not undertake any activities related to your application at this time. Any work outside of the official grant performance period cannot be reimbursed. Work completed before the final execution of the grant documents is also prohibited.** Several of the special conditions must be fulfilled before any grant work can begin. Once you review the grant award documents, sign them, and return them to my office, you will be given an official "OK to proceed" in writing from my office via e-mail. At that time, you may begin. If applicable, you may start the process of EHP reviews (first project which must be completed and approved by DHS HQ- before any work can begin), then you could draft bids for work etc., but bids cannot be posted until you have an OK to Proceed.

Here is a list of the attachments. Signatures and/or initials are needed on #s: 1, 2, 3, 4, 5, at this time 6, 7, 8 and 11, 12 are for reference. #9 is for EHP/NEPA work.

1. Local Special Conditions
2. Terms and Conditions
3. FFATA Form
4. Lobbying Assurance 424b
5. Acceptance of Audit Requirements
6. Procurement Method \$0 to \$10,000
7. Procurement Method \$10,001 to \$250,000
8. Sole Source Procurement
9. EHP Screening Form
10. List of Items to be Purchased
11. Cyber Survey background sheet
12. Town Manager vs Town Administrator

We are looking forward to working together on this program with you! Please return these signed documents, required purchasing method form(s), and cyber security certificate within 30 days.

Best regards,



Pamela Urban-Morin  
Grants Administrator





Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 11/10/2021  
**TITLE:** Holiday pay for per diem employees  
**INITIATED BY:** Gregory Aucoin, Chief  
**PREPARED BY:** Gregory Aucoin, Chief  
**PRESENTED BY:** Gregory Aucoin, Chief

**AGENDA DESCRIPTION:**

It has been challenging to get per diem employees to work on Holidays. Offering holiday pay rates would help create an incentive to fill these open shifts. Section 4 of the Henniker Personnel Policies permanent employees that are required to work on a holiday the hours are paid at time and one half of their regular wage.

**Legal Authority:** N/A  
**Financial Details:** Fits within budgetary guidelines.

**Town Administrator Comment:**

Concur

**Suggested Action/Recommendation**

*Suggested Motion:*

*Move to pay per diem Rescue Department employees at time and one half of their regular wage when working on a town established holiday.*



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 11/9/2021  
**TITLE:** Planning Consultant Contract  
**INITIATED BY:** Joseph Devine, Town Administrator  
**PREPARED BY:** Joseph Devine, Town Administrator  
**PRESENTED BY:** Joseph Devine, Town Administrator

**AGENDA DESCRIPTION:**

Fougere Planning has submitted a contract for 2022. Currently, our planner provides planning services for the Planning Board, Zoning Board, Economic Development, Historic District, and Conservation Commission. The current contract is identical to the agreement last year. I am asking the Board if they would like to authorize the Town Administrator to sign the contract for 2022 or if the Board would like to place this contract out to bid. According to the Selectmen Policies under the Procurement Policy, "professional services" is an exception to the bid process.

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:**

Our planning consultant has always worked within our budget and doesn't bill us for all calls and emails he receives. He has an intimate knowledge of the Town of Henniker and planning services that have to occur.

**Suggested Action/Recommendation:**

*Suggested Motion:*

*Motion to authorize the Town Administrator to sign the 2022 Planning Consultant Contract*



## Appendix 1

### Description of Services

- Holding office hours in the Town Office and attendance at appropriate land use committee, board or commission meetings as mutually identified. (i.e. other special occasions such as budget and selectmen's and special public hearings as deemed necessary); Office space will be provided in the general meeting room at the Town Hall. Additional office space is available when necessary, in the private selectmen's office. This desk is located behind the land use coordinator.
- Preparation of staff reviews of subdivision, site plan, lot line adjustment, and voluntary merger applications to ensure comprehensiveness, and noting potential problem areas, missing components, and other required documentation;
- Preparation, review and report of all Zoning Board applications prior to their review before the Zoning Board;
- Coordination with and follow-up contact with applicants, surveyors, engineers and developers;
- Explanation of Planning Board regulations, rules, procedures and decisions to the public, applicants/agents and abutters;
- Explanation of the Zoning Ordinance and the procedures on applying to the Zoning Board to the public, applicants/agents, and abutters;
- Preparation of agendas and coordination of Planning Board and Zoning Board activities;
- Act as delegate of the Planning Board, Zoning Board and all Historic District Commission, Economic Development Committee and Conservation Commission to assist with administrative duties as needed;
- Undertaking any necessary research and writing on projects or procedures;
- Assist the Planning Board in updating the Site Plan Review and Subdivision Regulations, Rules and Procedures application forms and fee schedules;
- Assistance with Zoning Ordinance updates as requested by the Planning Board; and Zoning Board.
- Undertake other related assignments as deemed appropriate by the Land Use Boards, Board of Selectmen and Town Administrator.
- All invoices will be itemized with time kept by project/task.



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 11/9/2021  
**TITLE:** Town Hall Staffing  
**INITIATED BY:** Joseph Devine, Town Administrator  
**PREPARED BY:** Joseph Devine, Town Administrator  
**PRESENTED BY:** Joseph Devine, Town Administrator

### AGENDA DESCRIPTION:

With the staff turnover in Town Hall, it was decided it might be a good time to review current staffing levels to ensure we are correctly managing the Town Hall. After reviewing staffing and the processes that occur, my recommendation is below. The synopsis is we do not fill the full-time Assessing Technician position. I would recommend hiring a part-time land use clerk and moving the assessing roles to the Executive Assistant. With the reduction of staff in the Town Clerk/Tax Collectors Office, I would recommend we close again on Thursdays and Tuesdays; the staff in that office work a modified schedule of 10 AM – 6 PM. By making these changes and reallocating staff members, we would see a reduction to the Town Hall budget of \$85,454, which is a 35.6% reduction.

**Legal Authority:** N/A  
**Financial Details:** (\$85,454) reduction to Town Hall Staffing

### Town Administrator Comment:

Concur

### Suggested Action/Recommendation:

*Suggested Motion:*

*Authorize the Town Administrator to make the necessary changes to adopt the following plan for the Town Hall*

**Building/Planning/Assessing Office**

Executive Assistant (FT)

Land Use Clerk (16 Hrs.)

Deputy Town Clerk (12 Hrs.)

*Annual Hours 3,536*

*Total Cost \$98,780*

**Town Clerk/Tax Collector Office**

Town Clerk/Tax Collector (FT)

Deputy Town Clerk/Tax Collector (28 Hrs.)

*Annual Hours 3,536*

*Total Cost \$141,474*

*Town Hall Hours:*

*Monday – 8:00 AM – 4:00 PM*

*Tuesday – 8:00 AM – 4:00 PM*

*Wednesday – 8:00 AM – 4:00 PM*

*Thursday – 8:00 AM – 4:00 PM*

*Friday – 8:00 AM – 4:00 PM*

*Town Clerk Hours:*

*Monday – 8:00 AM – 4:00 PM*

*Tuesday – 10:00 AM – 6:00 PM*

*Wednesday – 8:00 AM – 4:00 PM*

*Thursday - CLOSED*

*Friday – 8:00 AM – 4:00 PM*

***Total Annual Hours – 7072***

***Total Cost - \$240,254\****

***TOTAL DIFFERENCE FROM CURRENT STAFFING LEVELS - \$85,454 (35.6% Reduction)***

*\*Includes wages, retirement, and benefits*

**Highlights**

- Elimination of FT Assessing position
- Assessing role would move to Executive Assistant position
- Land Use Clerk – 16 Hrs.
- Deputy Town Clerk – 28/12 Split Hours
- Town Clerks Office closed on Thursday and open late on Tuesday
- Both offices have an equal number of staffing hours.



Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

Incorporated November 10, 1768  
"Only Henniker on Earth"

## TOWN OF HENNIKER, NEW HAMPSHIRE

---

# STAFF REPORT

---

**DATE:** 11/16/2021  
**TITLE:** Minimum Committee Membership Requirements-Reading #2  
**INITIATED BY:** Peter Flynn - Selectman  
**PREPARED BY:** Wendy Baker - Executive Assistant  
**PRESENTED BY:** Peter Flynn – Selectman

**AGENDA DESCRIPTION:**

Continued Board discussion regarding the minimum number of committee members required per the Selectmen's Policies. Second reading of recommendation of reducing the Henniker Athletics Committee members from 20 to 11 members

**Legal Authority:** N/A

**Financial Details:** N/A

**Town Administrator Comment:** N/A

*Concur*

**Suggested Action/Recommendation:**

*Suggested Motion: move to decrease the number of Henniker Athletics Committee members from 20 to 11 members.*

**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, November 2, 2021  
Henniker Community Center**

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

**Member's Excused:**

**Town Administrator:** Joseph R. Devine Jr.

**Recording Secretary:** Nadine Scholes

**Guests:** Denise Conrad, Kelly Henley, Debra Dimond, Ruth Zax 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 November 2, 2021

**Vice Chair Hooper moved to approve the consent agenda as presented. Selectman Leon Parker seconded. Motion carried 5-0.**

Correspondence

There was no correspondence.

Public Comment #1

There was no public comment.

New Business

**Item 2:** Volunteer Appointment, Denise Conrad for Concert Committee and Robert Pagano for Conservation Commission

Selectman Flynn asked Denise Conrad to present to the Select Board the reasons she would be a benefit as a member on the Concert Committee and the Board may ask her some questions before accepting the appointment.



## DRAFT

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

Denise Conrad, 53 Crescent St, #2, said that she had recently moved to Henniker and got to enjoy the concerts held in town this summer. She noted that she would like to be more involved in the community and the Concert Committee would be perfect for her. She loves music, has attended many music events, and has served on other committees that organized events and hired music acts. She is familiar with many local music musicians and venues in the area that could host events and could be a benefit to the Concert Committee.

**Selectman Flynn moved to accept and approve the appointment for Denise Conrad as a member on the Concert Committee. Vice Chair Hooper seconded. Motion carried 5-0.**

**Selectman Flynn moved to accept and approve the appointment for Robert Pagano as a member on the Conservation Commission and reappointments on the Zoning Board of Adjustment and the Economic Development Committee. Vice Chair Hooper seconded.**

**Discussion:** Selectman Osgood noted that he felt uncomfortable with how many different new volunteer appointments that the Board approved for Robert Pagano recently and feared it could become overwhelming for him and be an issue with the time frame to complete projects with the committees. He believes the new application for appointment on the Conservation Committee should not be considered based on how many appointments the Board had approved for Robert Pagano recently. The Board further discussed Robert Pagano's appointments, his volunteer history and how beneficial he was on those committees, which the Board greatly appreciated. Robert had recently expressed that once he closed his business and retired, he would have additional time to volunteer on other committees and he would know how much time he had to volunteer.

**Motion carried 4-1, Selectman Osgood opposed.**

### **Item 3: Deputy Finance Director Position**

Joe Devine requested that Kelly Henley come up to introduce herself and provide her background. He explained that at the Board of Selectmen meeting on October 25, 2021, a conditional offer of employment was developed for the position of Deputy Finance Director and Kelly Henley had accepted the proposal offered.

Kelly Henley noted that she currently was the bookkeeper in the Town of Warner and had 3 years of experience of municipal finance. She also has her own bookkeeping business that she started 10 years ago, and expressed her excitement for the opportunity she had been offered.

Chairman Blomback mentioned that the Board had previously interviewed Kelly Henley and she had done well through the interviewing process.

Chairman Blomback opened for public comment. There were none.

Selectman Flynn noted that the Board unanimously agreed that Kelly Henley would be offered the position and look forward to working with her.

## DRAFT

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

**Selectman Flynn moved to appoint Kelly Henley of Warner as a full-time Deputy Finance Director effective November 15, 2021 and set the positions salary as \$62,500 initially. Selectman Parker seconded. Motion Carried 5-0.**

Chairman Blomback welcomed Kelly Henley to the Town of Henniker.

### **Item 4: Assistant Transfer Station Manager Position**

Chairman Blomback stated that following the Board's October 19 meeting, a conditional offer of employment was developed for the Assistant Transfer Station Manager position.

Joe Devine requested Debra Dimond to come up to introduce herself and give her background.

Debra Dimond explained that she started working for the Transfer Station in February 2020, which was unexpected to be something she would enjoy continuing because she had applied for the job based on at that time, she wanting to do something different, she is a carpenter by trade. She noted that she enjoyed working for the Town and decided she would apply for the assistant manager position when it was established.

Selectman Flynn expressed his support for Debra Dimond for the position. He noted that the work he had seen that Debra Dimond had previously completed around town was done with great quality, she has shown she would be beneficial as the assistant manager at the Transfer Station.

**Selectman Flynn moved to appoint Debra Dimond of Weare as a full-time Assistant Transfer Station manager effective November 1, 2021, and initially set the position as a Labor Grade 18 Step 2 (\$20.36 an hour). Selectman Parker seconded. Motion Carried 5-0.**

### **Item 5: Minimum Committee Membership Requirements**

Selectman Flynn noted that this topic was brought up at the Athletic Committee meeting and the Committee unanimously agreed that the number of members be changed from 20 to 11, under section '11.4 Town Committee and Boards' included in the Selectmen's Policy. He requested that this proposal be considered as a first reading and the second reading be scheduled for the next Board of Selectmen meeting to approve the change of members for the Athletic Committee.

Vice Chair Hooper mentioned that the other committees appear to be out of date, the last revision identified was in 2017. She noted that she knew some of the committees listed no longer exist and recommended the Board revisit updating the list of active committees and the number of members for each of the committees.

## DRAFT

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

**Selectman Flynn moved to request a second reading on the proposal to reduce the Athletic Committee membership from 20 to 11 members. Selectman Parker seconded. Motion Carried 5-0.**

### Past Meeting Minutes

**Item 6:** Acceptance of Board of Selectmen Minutes October 19, 2021

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

### Communications

**Item 7:** Town Administrator's Report

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

Highway Department - Joe Devine noted the Highway Department was wrapping up the last paving project on Old Hillsboro Road for 2021. The work completed this year included Elm, Bennett, Depot Hill/Circle Street, Western Ave from Cote Hill to the Town Line, plus all the grading work, ditch line work and calcium spread around town. He thought the Highway Department deserved to be recognized for their hard work to complete the road projects and all the other work this season.

Joe Devine mentioned that the Highway Department had returned to a 5-day work week to prepare for winter.

Rt. 202 and Rt. 114 Overpass – Joe Devine noted that two breakers popped in the Wastewater Superintendents' hand this week. Moonlight electric checked the heat tape and found a conduit that had been attached to the bridge falling. Two of the junction boxes were corroded and appeared to have a significant amount of water damage.

Joe explained that Underwood Engineering would be replacing the heat tape as part of the upgrades should the bond pass Town Meeting, but Dave Mercier from Underwood, expressed that this should be looked at for emergency repair to at least get through the winter. Joe explained that Dave had said he felt the heat tape should be okay, but he recommended going through the electrical thoroughly and reestablish continuity and making sure the pipes do not freeze. Joe noted that he asked Dave to assist with drafting a contract in order to get a vendor and electrician on-site. Joe said he planned to have cost and contracts in hand for the Board at the next meeting.

The Board agreed to allow Joe to move forward with the engineer and get pricing from contractors on the repair.

Winter Parking Ban – Joe Devine noted that just as a reminder beginning November 1, the Town of Henniker's winter overnight parking ban has started. No person shall park or leave

## DRAFT

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

standing any motor vehicle on a public street or highway from November 1 to April 15, between the hours of 11:00 PM and 7:00 AM.

### Item 8: Selectmen Reports

Chairman Blomback and Selectman Osgood had nothing to report.

Vice Chair Hooper asked Joe Devine to be sure that the agendas are readily available for everyone on the Town website. When she had went on the website a few times the link to the agenda for tonight's meeting was not easily available, she found that to be able to get to the agenda she had to go through many pages. Joe Devine noted that he will check with Wendy Baker because she uploads the agenda onto the website.

Vice Chair Hooper asked if the Highway Department would be filling the part time position because the winter is coming, and need that part time person to assist with preparation. Joe Devine noted that he had heard back from them on Friday and did not have enough time to get on the agenda for this meeting.

Selectman Flynn noted that he met with Historic District Commission, and they had a request from the Historical Society to plant a tree and shrub at the Historical Society. The request went through the permitting process based on the ordinance with the District Commission and the request was approved.

Selectman Parker noted that he had received a letter through the Town's email system from a resident on Dodge Hill Road regarding a complaint of speeding and he had suggested that the Highway Safety Committee address the complaint.

Selectman Parker noted that the Highway Department will be going back to blast rock on Dodge Hill Road by the Hemlock Corner Loop and another up on Mount Hunger that had been ongoing.

#### Public Comment #2

There was no public comment.

### Item 9: Non-Public Session

**Chairman Blomback moved to go into Non-Public Session, at 6:46 p.m., under RSA 91-A:3, II (a) personnel. Selectman Flynn seconded. Motion carried 5-0.**

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

**Motion made to seal the minutes made by Selectman Flynn, seconded by Selectman Parker.**

## DRAFT

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

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

**Meeting adjourned at x:xx pm**

**The following are department reports for the month of  
October 2021**

**Building**

**Fire**

**Highway**

**Police**

**Town Clerk / Tax Collector**

**Transfer Station / Parks Department**

**Wastewater**



Monthly Building Department Report  
October 2021

TO: Joseph Devine, 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	6	3,578.46
Building Permits - Commercial	1	\$221.00
Electrical Permits	9	\$500.00
Plumbing Permits	2	\$100.00
Mechanical Permits	7	\$350.00
Demolition Permits	0	
Driveway Permits	7	\$225.00
Sign Permits	0	
Assembly Permits	0	
Tent Permits	0	
Hawk & Peddler	0	
Certificates of Occupancy	1	
Inspections Performed	20	
Consult	3	
<b>Total Revenue</b>		<b>\$4,974.45</b>

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	3	\$150.00

Respectfully submitted,  
*Wendy Baker*

## Town of Henniker, NH

Permits Issued October 2021

Date in	Owner	Address	Map/Lot	Type	Description	Contractor	Fee	Issued
9/30/2021	Stuart & Barbara Bernstein	316 Tanglewood Drive	1/110-A12	Building	316 sf deck	Kyle Parker	\$129.00	10/1/2021
10/1/2021	Keith & Jennifer Boden	77 Patterson Hill Road	2/383	Electrical	Upgrade 100amp to 200amp	Robert W. Morse, Jr.	\$50.00	10/1/2021
10/1/2021	Granite State Holdings of Deering	1105 Old Concord Road	1/549-FX	Building	Install 484 sf roof top solar array	Blay Electric LLC	\$100.00	10/4/2021
10/1/2021	Granite State Holdings of Deering	1105 Old Concord Road	1/549-FX	Electrical	Electrical for roof top solar array	Blay Electric LLC	\$100.00	10/4/2021
10/5/2021	Techbuilt Construction	11 Highland Drive	1/554-56	Electrical	200 amp service and wiring for new house	Pellerin Electric	\$50.00	10/5/2021
10/5/2021	Michael & Tami Pelletier	Ray Road (703)	1/77-X5	Driveway	New construction	BJ Excavating	\$75.00	10/12/2021
10/5/2021	Michael & Tami Pelletier	703 Ray Road	1/77-X5	Electrical	New service	Matt Murphy Electrical LLC	\$50.00	10/12/2021
10/5/2021	Norman McFall	138 Elm Street	1/540-X3	Building	New single family with detached garage	Northeast Builders	\$937.75	10/14/2021
10/6/2021	Norman McFall	Elm Street (138)	1/540-X3	Driveway	New construction	Northeast Builders	\$75.00	10/12/2021
10/6/2021	Mark Decroteau	843 Western Ave	1/385	Mechanical	500 Gal Propane tank, Rinnai I120 Boiler and 1 Rinnai I090 heater	Huckleberry	\$50.00	10/6/2021
10/6/2021	Lisa & Eddie Drouse	355 Plummer Hill Road	1/701-B3	Plumbing	New construction - 3 baths, appliances	CR Trembly Plumbing & Heating	\$50.00	10/7/2021
10/6/2021	Lisa & Eddie Drouse	355 Plummer Hill Road	1/701-B3	Mechanical	New construction	CR Trembly Plumbing & Heating	\$50.00	10/7/2021
10/6/2021	Tech Built Inc	11 Highland Drive	1/554-56	Plumbing	New construction - appliances	CR Trembly Plumbing & Heating	\$50.00	10/7/2021
10/6/2021	Tech Built Inc	11 Highland Drive	1/554-56	Mechanical	New construction - Rinnai and appliances	CR Trembly Plumbing & Heating	\$50.00	10/7/2021
10/8/2021	Jonathan Fitzherbert	240 Patterson Hill Road	1/351-C	Electrical	New service	Ledger Electric	\$50.00	10/8/2021
10/12/2021	Brian & Laren Langdon	78 Chelsea Court	1/279-8	Mechanical	Install gas piping for fireplace	WK Nault Plumbing & Heating	\$50.00	10/12/2021
10/12/2021	Richard Dreher	150 Maple Street	2/194-B	Mechanical	Install 500 gal propane tank, Weil McLain Boiler and Rinnai hot water heater	Huckleberry Propane & Heating	\$50.00	10/12/2021
10/13/2021	Paul & Lianna LaLiberte	1493 Western Ave	1/569	Building	14 x 36 shed	Old Hickory Buildings	\$176.00	10/14/2021
10/13/2021	Paul & Lianna LaLiberte	1493 Western Ave	1/569	Driveway	Grade existing driveway and pave	Howards Paving	\$75.00	10/14/2021
10/14/2021	Brian & Karen Langdon	78 Chelsea Court	1/279-8	Electrical	Wiring new family room	Hallee Electric	\$50.00	10/14/2021
10/15/2021	Madigan Group	23 Lone Pine Rd	1/117	Electrical	Temp Service	Blay Electric LLC	\$50.00	10/15/2021
10/15/2021	Mike & Tami Pelletier	703 Ray Road	1/77-X5	Building	New home and garage	Woodhill Group LLC	\$1,006.21	10/19/2021
10/18/2021	Romie Conroy	174 Tanglewood Drive	1/110-A20	Mechanical	Generator	Heritage Home Service	\$50.00	10/22/2021
10/18/2021	Romie Conroy	174 Tanglewood Drive	1/110-A20	Electrical	Generator	Heritage Home Service	\$50.00	10/22/2021
10/18/2021	Ross D'Elia	1065 Bear Hill Road	1/625-A	Building	518 sf shed addition	Owner	\$179.50	10/21/2021
10/19/2021	Madigan Group	23 Lone Pine Road	1/117	Building	New home and garage	Northeast Builders	\$1,155.00	10/19/2021
10/19/2021	John Letaras	24 Quarry Hill Court	1/742-D	Mechanical	Gas line to house	Eastern Propane	\$50.00	10/21/2021
10/20/2021	Katherine Wyman	293 Dodge Hill Road	1/279-C	Electrical	Upgrade 100amp to 200amp	Hamblett Electric	\$50.00	10/20/2021





October 2021, consisted of 17 calls for Henniker Fire. The calls ranged from 4 Fire Alarm activations, 3 EMS assists, 2 motor vehicle accident, 1 outside fire, 2 CO Calls, 2 Mutual Aid building fires, 1 interior Oil Spill, 1 bulk plant propane leak and 1 mutual aid patient carry out.



Training this month consisted of hose and personal protective clothing training with air packs.

As a reminder, we change the clocks on November 7<sup>th</sup> for day light saving time. This is a great time to change your batteries in smoke and CO2 detectors.

Thank you,

Chief Morse

10/30/2021

To Town Administrator Joe Devine and the Henniker Select Board

Henniker Highway devoted a good portion of the month of October completing the drainage on the first section of Old Hillsboro Road, from the town line to roughly 450 feet beyond Morrison Road. A total forty-one hundred feet of under drain, two hundred feet of cross culverts and three concrete structures were installed. A couple days were given to locating and removing rocks from the same stretch of road. Another day was given to tree removal and pruning. Mid October we started fall road grading, this included the sidewalk tractor with the debris blower removing leaves from the ditch lines for better grading and water flow. As we had been in a dry spell, a couple of loads of calcium were spread over the roads we graded. Freeing up some of the staff, we also dove into some maintenance on the equipment. Beaver patrol and dam removal is a never-ending battle. Busby Construction Co. has returned to town to start the reclaim and paving the first portion of Old Hillsboro Road, paving of two and a half inches of winter binder will be completed Monday the first. Highway is hopeful that winter bypasses us and we move directly to spring so we can continue making Henniker roads great again.

Leo Aucoin  
Superintendent  
Henniker Highway

# HENNIKER POLICE DEPARTMENT

## Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** November 9, 2021

---

October 2021 summary

There were 9 arrests which include, DUI, driving with a suspended license, Open container reckless driving and violation of a domestic violence order. Of note, we had 2 DUI arrests within the construction zone on 202/9. One driver pulled thru the sign and cone package up to the roller during night paving.

Sadly, we had 2 suicide calls in a week. We also had a rough call assisting DCYF removing multiple children from a home.

COVID hit our ranks and we have been down 2 full time officers. The full time candidate we were working on has withdrawn from the process. So we are running 3 full time officers down and with our part time officers unavailable we are continued to be stretched thin.

We have a high visibility within our business checks due to a string of thefts in the area.

We had 1115 Calls for Service (789 in 2020, 860 in 2019) which include

4 MV Crashes	16 Assist Citizen
31 Motor vehicle complaints	14 Assist Other agencies
232 MV stops.	24 Assist Rescue/Fire
5 OHRV Complaints	36 Suspicious person/vehicles
1 OHRV stop	4 Welfare Checks
67 Directed Patrols	2 Suicidal Person
8 Disabled MV/Assist Motorist	1 Juvenile issue
4 Road Hazards	13 Noise Complaint
2 Domestic Disturbance	8 Animal Complaints
1 Assaults	14 Alarm Calls/911 Hangup
1 Burglary	4 Civil matter
6 Serve Paperwork/Subpoena	2 Civil standby
1 Serve Domestic Violence Order	21 Walk and Talk
1 Violation DV order	7 Parking Complaints
10 Follow ups	455 Building checks
16 Return phone call	47 Vacant/Vacation House Checks

**MEMORANDUM**

To: Joseph Devine, Town Administrator  
From: Kimberly I. Johnson – Town Clerk/Tax Collector  
Date: November 3, 2021  
Subject: Town Clerk/Tax Collector Report as of 10/31/2021

**PROPERTY TAXES**

Total Committed 2021	\$7,432,486.00
Uncollected	\$264,823.17

**TAX LIENS**

	<u>2020 LIENS</u>	<u>2019 LIENS</u>	<u>2018/PRIOR LIENS</u>
Liened Amount	\$190,769.84	\$252,332.58	
Uncollected	\$166,365.14	\$ 78,280.06	\$190,031.03

**WATER & SEWER -**

**2021**

Water Billed	\$535,784.20
Sewer Billed	\$573,966.55
Uncollected	\$323,516.12

**TOWN CLERK REVENUE**

	<u>2020</u>	<u>2021</u>
MV	\$816,784.92	\$866,689.32
non-MV	\$9,572.96	\$12,459.24

## **Transfer Station & Parks Department**

### **October 2021**

In the month of October we continued to make progress getting the Transfer Station back to being a clean facility. We have done this by getting rid of non-essential items and we have also been working with a local electrician on up-grading safety lights in town buildings. Two fans were replaced at the Transfer Station and we were preparing for Household Hazard Waste Day, for the collection of waste from residents and two other neighboring towns. We made arrangements to have tree stumps ground, two at the Community Center, one near the batting cage at Town Hall and one at the Historical Society.

Marc Boisvert  
Transfer Station Manager

## Wastewater Department Report October, 2021

- 10/01/21 –All of us at NHWPCA Trade Fair, Manchester, NH.  
Before we left Rich completed daily labs & Ken and Chazz did pump station rounds.
- 10/04/21 –Received 2021 Toxicity test results, everything was good, will send to NHDES this afternoon along with 2021 graded report from DMR-QA Study 41.
- 10/05/21 –Chazz at class today.  
Working on budget prep.  
Received 12 - 55 gal. drums of 50% caustic.
- 10/06/21 –Rich called out today, Ken doing daily labs, BOD, TSS, etc. Ken got a bug in his left eye at Ramsdell Rd. P.S., it swelled up, I was told by Joe to go to Urgent Care to get it looked at.  
Ken left work at 1:00 pm.
- 10/07/21 –Searching for a Dig Safe on Rush Rd.  
Ken taking lab water samples to State lab for analysis.  
Rich transported to Concord Hospital on the recommendation by Henniker rescue squad.
- 10/08/21 –Rich out today, Ken doing daily lab work.  
Cleaning day.
- 10/12/21 –Rich is expected to be out of work for at least 3 weeks, Chazz at class today, Ken is doing daily labs & process control.  
Spoke with Steve Connor about a Dig Safe on Depot Hill Rd./Park St.  
Marked a Dig Safe on Western Ave with Justin from Highway Dept.  
Completed and submitted monthly Discharge Monitoring Report to US-EPA and NHDES .
- 10/13/21- Completed daily labs plus BOD, TSS and E-Coli.  
Checked plant D.O.'s, Cleaned A.T. D.O. probe.
- 10/14/21- Completed daily labs plus BOD, TSS and E-Coli, washed filters for lab TSS.  
Cleaning everything in the Lab/Office  
Working on Budget prep.
- 10/15/21- Completed daily labs, working on budget, Cleaning day.
- 10/18/21-Completed daily labs, set up e-coli, read red BOD.  
Working on budget.  
Chazz and Ken cleaned RAS#1.  
Chazz picking up leafs and pine needles w/tractor and bagger.
- 10/19/21-Completed daily labs, set up e-coli, read blue BOD, set up dilution H2O.  
Chazz in his last class in Franklin today.  
Checked 2 Dig safes, 1 on Davidson Rd. and 1 on Old Hillsboro Rd.
- 10/20/21-Ken in at 9:00 am, Doctors appt.  
Chazz running the belt press today.  
Ken set up BOD, TSS and E-Coli.
- 10/21/21-Completed daily labs.  
Checked plant D.O.'s and cleaned A.T. D.O. probe.  
Chazz cleaning up outside.  
Citizens Leadership Academy tonight, 6-8 pm.
- 10/22/21-Completed daily labs.  
Chazz cleaned bar racks and Influent channel.  
Turned on heat at Ramsdell Rd. P.S. Air Make-up unit.  
Tried to turn on Heat tape at 202/9 bridge, both breakers tripped, will have Gerry Gilbert take a look.

- 10/25/21-Completed daily labs.  
Chazz cleaned bar racks & Inf. Channel.  
Brought 4 drums of caustic to Grit Rm.  
Ken working on budget and CIP program with Chazz.
- 10/26/21-Completed daily labs.  
Chazz completed daily cleaning.  
Ken & Chazz checked 3 Dig Safes.
- 10/27/21-Completed daily labs, Set up BOD & TSS.  
Having trouble with lab vacuum pump, got it working enough to use for now but will have to Order a new one.  
A&D Instruments here for annual flow meter calibrations.  
Chazz cleaned bar racks and Inf. & Eff channels.
- 10/28/21-Chazz started the belt press.  
Completed daily labs, set up BOD and TSS, read e-coli.  
Checked plant D.O's  
Called Rich Laviolette for some help with PLC #2 D.O. controls, he can be here on Monday.  
Ordered a new vacuum pump for the lab.
- 10/29/21-Completed daily Labs.  
Ken & Chazz brought 3 grease barrels to WWTP.  
Set up paperwork for next week.  
Chazz made a dump run.  
Cleaning day.

No Rolloff container of sludge was sent to Merrimack, NH Composting Facility for processing in October.

"The only Henniker on Earth"



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

To: Board of Selectmen  
From: Joseph Devine, Town Administrator  
Date: November 10, 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** – As of November 9, 2021, we have fourteen active cases. We have had 22 new cases in the past fourteen days, a total of 390 cumulative cases. The positivity rate over the past seven days is 10.9%. In speaking with New England College, they have had no cases on campus in 4 weeks and have had seven since the semester began. The students will be returning home at Thanksgiving until mid-January.

As for vaccinations, we see minimal new vaccinations. We are still lagging behind the State of NH Average (54.7%) and several surrounding communities.

Town Name	Population	1 Dose	% of 1 Dose	Fully Vaccinated	% Fully Vaccinated
Henniker	4,969	2,472	49.7%	2,278	45.8%

**Ongoing Projects**

- Vacation time vs. PTO Time

**Town Meeting Countdown**

- December 7, 2022 – Follow Up with Departments reference operating budget
- January 8, 2022 – Budget Advisory Committee Recommendations/Budget Review
- January 18, 2022 – Public Hearing for any bond article over \$100K/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**

November 17 – Library Trustees Meeting  
December 1 – Conservation Commission  
December 7 – Board of Selectmen Meeting