



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, November 2, 2021
6:15 PM**

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 2, 2021

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 2: Volunteer Appointments, Denise for Concert Committee & Robert Pagano for Conservation Commission

Item 3: Deputy Finance Director Position

Item 4: Assistant Transfer Station Manager Position

Item 5: Minimum Committee Membership Requirements

VIII. OLD BUSINESS

IX. PAST MEETING MINUTES

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

X. COMMUNICATIONS

Item 7: Town Administrator's Report

Item 8: 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 9: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

XIII. ADJOURNMENT

XIV. UPCOMING DATES

November 3, 2021, 6:15 p.m. – Conservation Commission Meeting

November 10, 2021, 6:30 p.m. – Planning Board Meeting

November 16, 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 2, 2021

Consent Agenda

- Item 1:** 2021 Equalization Municipal Assessment Data Certificate
- Item 2:** Hiring Part-Time Assessing Technician
- Item 3:** Volunteer Application – Denise Conrad – Concert Committee – New
- Item 4:** Volunteer Application – Robert Pagano – Conservation Commission - New
- Item 5:** Volunteer Application – Robert Pagano – Zoning Board of Adjustment - Renewal
- Item 6:** Volunteer Application – Ronald Taylor – Zoning Board of Adjustment/Alternate – Renewal
- Item 7:** Volunteer Application – Robert Pagano – Economic Development 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

FAX
603-428-4366

2021
EQUALIZATION
MUNICIPAL ASSESSMENT DATA
CERTIFICATE



MUNICIPALITY: Henniker

We the undersigned do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF ASSESSING OFFICIALS

*(Selectmen if Town; must be signed by a majority)
(Assessor if City)*

DATE

NAME OF CONTACT PERSON: Joseph Devine, Jr. EMAIL: joe.devine@henniker.org

OFFICE PHONE NUMBER: 603-428-3221 OFFICE HOURS: M-F: 8-4

(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)

(Please check appropriate box, if applicable)

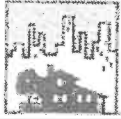
- Full Reval
- Cyclical Reval
(values updated)
- Cyclical In Progress
- Partial
- Update/
Statistical

NAME OF COMPANY DOING REVALUATION WORK: _____

(Please state if done in-house)

COMMENTS: _____

Please sign, scan, and upload this page to <https://ratiostudy.org/>



To: Selectmen, Town of Henniker
From: Monica Hurley, Assessing Agent *MH*
Subject: **2021 Equalization Report**

Honorable Board Members,

I have completed the annual equalization report for the Town of Henniker. The preliminary report is attached to this memorandum for your perusal.

The indicated equalization ratio for 2021 is **74.8%**. The final 2020 equalization ratio for Henniker was 92% after the revaluation. This means that the real estate market has increased by 17.2% over the last year. This ratio shows the Town's assessments have fallen to 25% below market value. This pattern is very typical for what we have been seeing across New Hampshire over the last year.

The Department of Revenue Administration encourages municipalities to be between 90% and 110% of market value annually. I can provide this Board with another market update report in March 2022 to see if sale prices are continuing at the same pace. It is my opinion that the market will hold steady and not continue to see large increases more than what we are seeing today. This Board may want to consider an update to values for 2022.

If you could please sign and date the attached 2021 Equalization Municipal Assessment Data Certificate as indicated and return it to the Assessing Office for processing to the State. Please feel free to reach me at mkchurley@comcast.net with any questions or concerns that you may have.

“The only Henniker on Earth”



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Henniker Select Board
From: Joseph Devine, Town Administrator
Date: October 29, 2021
Ref: **Part-Time Assessing Technician**

Details: I am looking to hire a temporary part-time Assessing Technician. I would recommend hiring Helga Winn of Henniker, NH, for the position. Helga has worked for the Town of Henniker in this role and has offered to stay part-time to help with the transition. Specifically, she will be assisting with the crossover in our assessing software

Motion: The Henniker Select Board approves the hiring of Helga Winn as a temporary part-time Assessing Technician for no more than 5 hours a week. Her rate of pay will be \$25.00 an hour.

Kris Blomback, Chairman

Tia Hooper, Vice Chair

Peter R. Flynn, Selectman

D. Scott Osgood, Selectmen

Leon Parker, Selectmen



TOWN OF HENNIKER APPOINTMENT

To **Denise Conrad**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Denise Conrad, appointing her as a Volunteer Member of the Concert 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: Concert Committee

NAME (as it should appear on Appointment Form): Denise Conrad	
FULL NAME: Denise Conrad	PHONE: 978-728-2927
PHYSICAL ADDRESS: 53 Crescent St, #2, Henniker, NH 03242	
MAILING ADDRESS same as above	
EMAIL ADDRESS: spirituallyfluid@gmail.com	

Why are you seeking this appointment?:
To become more involved in the community.

What experience would you bring to this position?:
My own personal love of music and years of attending music events. I have served on committees that organized events and hired music acts. I am familiar with many local musicians and venue owners that host music events.

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:
To have fun and share my love of music!

SIGNATURE:  DATE: 10-18-2021



TOWN OF HENNIKER APPOINTMENT

To **Robert Pagano**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Robert Pagano, appointing him as a Volunteer Member of the Conservation Commission 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

Received by
TOWN OF HENNIKER
New Hampshire

AUG 09 2021

Selectmen's Office

APPLICATION FOR VOLUNTEER POSITION

COMMITTEE / BOARD: Conservation Commission

NAME (as it should appear on Appointment Form):

FULL NAME: Robert E. Pagano

PHONE: 603-428-3524

PHYSICAL ADDRESS: 286 Depot Hill Rd., Henniker, NH 03242

MAILING ADDRESS: SAA

EMAIL ADDRESS: tangoyankee_llc@yahoo.com

Why are you seeking this appointment?:

Winding down my business and have the time to help with the town's committee staffing needs. And I need to know that government oversight is present where it should be.

What experience would you bring to this position?:

A decade of teaching conservation in the Boy Scouts of America. My farming experience featured resource conservation underlying all other aspects.

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

To help ensure the proper utilization and protection of the natural resources of our beautiful town.

SIGNATURE:

REP

DATE: 8/09/21

N

Wendy Baker

From: Holly Green <hgreen.nh@gmail.com>
Sent: Monday, October 25, 2021 10:10 AM
To: Wendy Baker
Subject: Fwd: 2021-10-06 Draft ConCom Minutes
Attachments: 2021-10-06 Draft ConCom Minutes.docx

Hi Wendy - Sorry for the oversight in getting back to you. I didn't realize Ross didn't send our draft meeting minutes to you for posting. You will see these minutes indicate that the Conservation Commission voted affirmatively to recommend the Selectmen appoint Bob Pagano to the Conservation Commission. - Holly

----- Forwarded message -----

From: **Bennett, Ross** <ross_bennett@golder.com>
Date: Wed, Oct 6, 2021 at 8:44 PM
Subject: 2021-10-06 Draft ConCom Minutes
To: Holly Green (hgreen.nh@gmail.com) <hgreen.nh@gmail.com>, Mitch, Mark <mmitch@nec.edu>

Attached are draft minutes.



TOWN OF HENNIKER APPOINTMENT

To **Robert Pagano**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Robert Pagano, appointing him as a Volunteer Member of the Zoning Board of Adjustment until September 1, 2024.

BOARD OF SELECTMEN:

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



Received By
TOWN OF HENNIKER
OCT 18 2021
Building
Planning & Zoning

APPLICATION FOR VOLUNTEER POSITION

Committee/Board: ZBA

Name (as it should appear on Appointment Form): _____

First BOB M.I. _____ Last PAGANO

Phone: 603 428 3524 Email: TANGOYANKEE-LLC@YAHOO

Physical Address: 286 DEPOT HILL

Mailing Address: _____

Why are you seeking this appointment? TO CONTINUE SERVING HENNIKER

What experience would you bring to this position? PREVIOUSLY ON SD

Do you have any specific goals or objectives you would seek to implement if you are appointed to this position? TO DO MY BEST!

Signature: REP Date: 10/18/21



TOWN OF HENNIKER APPOINTMENT

To **Ronald Taylor**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Ronald Taylor, appointing him as an Alternate Volunteer Member of the Zoning Board of Adjustment until September 1, 2024.

BOARD OF SELECTMEN:

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

Office of Selectmen



Incorporated
November 10, 1768

APPLICATION FOR VOLUNTEER POSITION

Committee/Board: ZONING BOARD OF ADJUSTMENT (ZBA)

Name (as it should appear on Appointment Form): _____

First RONALD M.I. C Last TAYLOR

Phone: 848-7037 / 428-7037 Email r_taylor@mcttelecom.com

Physical Address: 237 DAVISON ROAD, HENNIKER NH 03242

Mailing Address: P.O. BOX 221, HENNIKER N.H. 03242

Why are you seeking this appointment? TO CONTINUE CONTRIBUTING MY SERVICE AND EXPERIENCE TO THE TOWN OF HENNIKER

What experience would you bring to this position? MY 45+ YEARS SERVING ON ON VARIOUS BOARDS AND COMMITTEES INCLUDING: BOFS, PLANNING BOARD, ZBA, SCHOOL BOARD, ETC.

Do you have any specific goals or objectives you would seek to implement if you are appointed to this position? NO!

Signature: Ronald C Taylor Date: 10/19/2021

Telephone
603-428-3221

18 Depot Hill Road
Henniker, NH 03242
www.henniker.org

FAX
603-428-4366



TOWN OF HENNIKER APPOINTMENT

To **Robert Pagano**, of Henniker, NH, in the County of Merrimack:

Town of Henniker Board of Selectmen:

Motion: To accept the Volunteer Application of Robert Pagano, appointing him as a Volunteer Alternate Member of the Economic Development 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: Economic Development

NAME (as it should appear on Appointment Form):

FULL NAME: Bob Pagano

PHONE: 306-425-3524

PHYSICAL ADDRESS: 286 Depot Hill Rd. Henniker 03242

MAILING ADDRESS SAA

EMAIL ADDRESS: tangoyankee_llc@yahoo.com

Why are you seeking this appointment?:

To continue serving Henniker

What experience would you bring to this position?:

Previous appointment

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

To continue serving Henniker.

SIGNATURE:

DATE: 27 OCT 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: 11/2/2021
TITLE: Volunteer Appointments
INITIATED BY: Wendy Baker - Executive Assistant
PREPARED BY: Wendy Baker - Executive Assistant
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

The following are two new appointments to the Committees/commissions listed. They have both been approved by each Committee/Commission.

Robert Pagano – Conservation Commission
Denise Conrad – Concert Committee

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

Concur.

Suggested Action/Recommendation:

Suggested Motion: move to accept the Volunteer Application of Robert Pagano appointing him as a Volunteer Member of the Conservation Commission until September 1, 2024.

Suggested Motion: move to accept the Volunteer Application of Denise Conrad appointing her as a Volunteer Member of the Concert Committee until September 1, 2024.



Town Hall
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Incorporated November 10, 1768
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 10/28/2021
TITLE: Deputy Finance Director Position
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

In follow up to the Board's October 25 meeting, a conditional offer of employment was developed for the position of Deputy Finance Director. I am pleased to report the Board's proposal has been accepted, and we can move forward in filling the Deputy Finance Director position.

As a result, I would ask the Board to formally appoint Kelly Henley of Warner to the full-time position of Deputy Finance Director for the Town of Henniker.

In accepting the position, Kelly will begin working on Monday, November 15, 2021.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

I would request the Board approve the motion as presented.

Suggested Action/Recommendation:

Suggested Motion:

Move to appoint Kelly Henley of Warner as a full-time Deputy Finance Director effective November 15, 2021, and set the position's salary as \$62,500 initially.

Kelly A. Henley

EDUCATION:

New England College, Henniker, NH
B.S. Degree, Business Administration, Dec 2002

New Hampshire Technical Institute, Concord, NH
A.S. Degree, Business Administration, May 2001

EXPERIENCE:

Town of Warner Warner, NH 2018-Present
Bookkeeper (was Deputy Town Clerk for 6 months before being offered bookkeeper position)
● Responsible for accounts payable, accounts receivable, bank reconciliations, generating reports, making journal entries, payroll, quarterly payroll tax returns, annual audit, insurance, personnel files, NHRS reporting, capital reserves, and more. Assist with budgeting, tax rate setting, MS-434s.

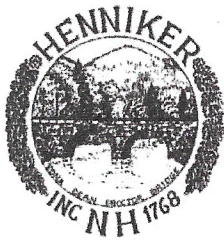
Kelly Henley Bookkeeping & Payroll Warner, NH 2010-Present
Owner/Bookkeeper
● Handle bookkeeping for small to midsize business' with varying needs.
● Accounts payable, accounts receivable, bank reconciliations, credit card reconciliations, generating reports, making journal entries, payroll, quarterly payroll tax returns, maintaining organized files, Insurance, answering any questions from CPA at tax time, and more.

MicroDAQ.com, Ltd. Contoocook, NH 2005-2018
Customer Service Representative/ Operations Assistant/Marketing Assistant
● 2011-2018 Served as Marketing Assistant:
● Managing Google and Bing advertising campaigns, adding new products to website, assisting in other IT tasks as needed, reviewing website content for accuracy.
● 2006-2011 Served as a Operations Assistant responsible for:
● All purchasing and managing of inventory, making sure inventory and pricing is accurate in QuickBooks, researching discrepancies, supervising employees in the Vice Presidents absence (2 days every week and vacations), overseeing receiving as well as checking every order before it leaves the building, making sure we meet all shipping regulations, and implementing cycle counting
● 2005-2006 Served as a Customer Service Representative responsible for:
● Answering phones, filing, helping customers, taking orders, processing payments, invoicing, packing and shipping both domestic and international orders.

Concord Litho Group Concord, NH 2002-2005
Administrative Assistant
● Served as an Administrative Assistant responsible for:
● Making travel arrangements for executives, sales support, data entry, telephone reception, office equipment maintenance, ordering and managing inventory of office supplies, coordinating business lunches and offsite meetings, organizing office parties, assisting the Chairman of the board with many administrative tasks, also worked with other departments such as Human Resources, Finance, and Customer Service when the need arose.

COMPUTER & SOFTWARE:

Very knowledgeable with MuniSmart, Quickbooks (became a proadvisor in 2010), Word, Excel, Power Point. I also have some experience with Wordpress and am very quick to pick up new software systems.



APPLICATION FOR EMPLOYMENT

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

603-428-3221

The Town of Henniker considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Date of application: 9/12/21

Position(s) applied for: Deputy Finance Director/HR Coordinator

How did you learn about us: Advertisement Employment Agency Friend Relative Walk-in
 Other NHGFOA email

Name: Kelly Henley

Address: 27 Kearsarge Mtn. Road, Warner, NH 03278

Telephone: 603-568-1226

Email: kellnoce@hotmail.com

If less than 18 years of age, can you provide required proof of your eligibility to work? Yes No
Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? *Proof of citizenship or immigrations status will be required upon employment.* Yes No

On what date would you be available for work? 2 Weeks Notice

Are you available to work: Full-time Part-time Shift work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? *Conviction will not necessarily disqualify an applicant from employment.* Yes No

If Yes, please explain: _____

References

Please provide names, addresses, and telephone numbers of three references who are not related to you and are not previous employers.

1. Katie Turyn 603-493-0803

2. Stacy Davis 603-491-3348

3. Katie Cayer 603-731-9693

Education

	Name and Address of School	Years Completed	Did you Graduate?	Subject Studied and Degrees Received
High School	Hopkinton High School	4	Yes	Diploma
	Hopkinton, NH 03229			
College	NH Technical Institute	2	Yes	Associates Degree Business Management
	Concord, NH 03301			
Post College	New England College	2	Yes	Bachelors Degree Business Administration
	Henniker, NH			
Trade, Business, or Correspondence School				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities: _____

I am currently completing the NH Government Accounting Certificate Program
with only 3 classes remaining due to Covid delays

Describe any honors you have received: _____

State any additional information you feel may be helpful in considering your application: _____

Indicate any foreign languages you can speak, read and/or write: _____

List professional, trade, business, or civic activities and offices held. *You may exclude memberships which would reveal sex, race, national origin, age, ancestry, or handicap or other protected status:*

In the past I have served as treasurer on Warner Cooperative Preschool and Warner PTO boards.

I am currently on Warner's Parks and Rec board and volunteer my bookkeeping services
for MainStreet Warner, Inc. non profit.

Have you ever had any job-related training in the United States Military? Yes No

If Yes, please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you
are applying? Yes No

Employment Experience

Please start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer:	<u>Town of Warner</u>		
Address:	<u>5 E Main Street, Warner, NH 03278</u>	Telephone:	<u>603-456-2298</u>
Job Title:	<u>Bookkeeper/Deputy Town Clerk</u>	Supervisor:	<u>Diane Ricciardelli/Michele Courser</u>
Reason for leaving:	<u>Current Employer</u>		
Work Performed:	<u>AP, AR, Payroll, Reconciliations, Reporting, Journal Entries, and more</u>		
From:	<u>Dec 2018</u>	To:	<u>Present</u> Hourly Rate/Salary: Starting: <u>17.89</u> Final: <u>25.26</u>
Employer:	<u>Self Employed Bookkeeper</u>		
Address:	<u>PO Box 183, Warner, NH 03278</u>	Telephone:	<u>603-568-1226</u>
Job Title:	<u>Owner</u>	Supervisor:	<u>Myself</u>
Reason for leaving:	<u>Still in business</u>		
Work Performed:	<u>Full charge bookkeeper for small to mid-size businesses</u>		
From:	<u>August 2010</u>	To:	<u>Present</u> Hourly Rate/Salary: Starting: <u>30.00</u> Final: <u>35.00</u>
Employer:	<u>MicroDAQ.com, Inc.</u>		
Address:	<u>879 Maple Street, Hopkinton, NH</u>	Telephone:	<u>603-746-5524</u>
Job Title:	<u>Various (See Resume)</u>	Supervisor:	<u>Ed Lombardi/Jerry Donvoan</u>
Reason for leaving:	<u>Left to focus more on accounting</u>		
Work Performed:	<u>Various jobs over 10 years (see resume)</u>		
From:	<u>2005</u>	To:	<u>2017</u> Hourly Rate/Salary: Starting: <u>12.00</u> Final: <u>21.00</u>

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Voluntary Survey

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Name: _____ Social Security #: _____

Address: _____

✓	Complete only the sections below that have been checked
	Current job:
	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Check one of the following ethnic origins: <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
	Check if any of the following are applicable: <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped individual

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

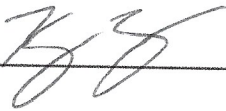
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by any authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____



Date: _____

9/17/21

For Personnel Department Use Only

Arrange an Interview: Yes No

Remarks: _____

Interviewer: _____

Date: _____

Employed: Yes No

Date of Employment: _____

Hourly Rate/Salary: _____

Department: _____

Job Title: _____

Notes: _____



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: 10/28/2021
TITLE: Assistant Transfer Station Manager Position
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

Following the Board's October 19 meeting, a conditional offer of employment was developed for the Assistant Transfer Station Manager position. I am pleased to report the Board's proposal has been accepted, and we can move forward in filling the Assistant Transfer Station Manager position.

As a result, I would ask the Board to formally appoint Debra Dimond of Weare to the full-time Assistant Transfer Station Manager position for the Town of Henniker.

In accepting the position, Kelly will begin working on Monday, November 1, 2021.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

I would request the Board approve the motion as presented.

Suggested Action/Recommendation:

Suggested Motion:

Move 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).



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

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

AGENDA DESCRIPTION:

Selectman Flynn would like to have a Board discussion regarding the minimum number of committee members required per the Selectmen's Policies.

Legal Authority: N/A
Financial Details: N/A
Town Administrator Comment: N/A

Suggested Action/Recommendation:

No formal motion is necessary at this time.

II.4 Town Committees and Boards

Adopted August 2, 2005. Revised September 2, 2008; September 15, 2009; May 12, 2010; July 20, 2010; August 17, 2010; Feb. 15, 2011; July 19, 2011; Dec. 20, 2011, June 19, 2012; April 2, 2013, April 15, 2014, September 20, 2016, February 22, 2017, June 20, 2017

APPOINTMENT

The following standing committees/Boards, and special committees (with set end dates), with the following maximum number of members, shall be appointed by the Henniker Board of Selectmen. Those committees with an asterisk (*) will include a member of the Board of Selectmen:

- Athletic Committee for Youth** – 20* (standing)
- Azalea Park / Riverwalk Committee** – 9 (standing) + 3 alternates
- Budget Advisory Committee** – 11 (standing)
- Byway Advisory Committee*** – (standing*, to include member of business community, NEC rep, selectman, planner and/or land use coord., Planning Board member, Conservation Commission member, Historical Society or Historic District Commission member, highway safety comm. member, & paper mill restoration committee member)
- Capital Improvements Program Committee** – 11* (standing; to include Planning Board, Budget Committee, School Board and residents)
- Community Center Activities Committee** – 11* (standing)
- Community Concerts Committee** – 5 (standing)
- Conservation Commission** – 7* + 3 Alternates (standing)
- Contoocook River Local Advisory Committee** – 1 (standing)
- Economic Development** – 7* + 3 Alternates (standing) Planning Board Member, Conservation, Commission Member, Chamber of Commerce Rep, New England College Rep, & Two Citizen Reps. (to be nominated by the Town Moderator), and Three Alternates with the primary advisor (non-voting) being the Town Planning Consultant
- Energy Committee** – 5* (standing)
- Fair Hearings Authority** – 3 (standing)
- Highway Safety Committee** – 11* (standing; Automatically includes the Chief of Police, Fire Chief, Rescue Chief and Highway Dept. Head)
- Historic District Commission** – 7* regular members and 5 alternates (standing)
- Municipal Records Committee** – 7* regular members and 5 alternates (standing; to include Municipal Officer, Clerk, Tax Collector, Assessor & Treasurer and two Citizens)
- OHRV Committee** – 11* regular members (standing; to include Chamber of Commerce Rep, Road Agent, Police Chief, Economic Development, two Contoocook ATV Valley Riders, two Conservation, two Citizen Reps. Est. 2-21-17
- Road Management Committee** – 9 regular members* (standing; to include Road Agent, one Planning Board member and residents)
- Safety and Loss Prevention Committee** – 7* (standing; Includes equal representation of employee & employer, representing the following departments: Admin., Highway, Fire, Wastewater/water, Transfer/parks & buildings, Police)
- Spirit of Henniker Organizational Team (S.H.O.T.)** – 13 (standing)
- Trails Committee** – 7 members (special committee; Includes a conservation commission member, one hiker enthusiast, one snowmobile enthusiast, one ATV enthusiast, one mountain bike enthusiast and two at large)
- Zoning Board of Adjustment** – 5 regular members and 5 alternate members (standing)

DRAFT

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**Town of Henniker
Board of Selectmen Meeting
Tuesday, October 19, 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: Chazz Freeman, Jack Bopp, Lynn Piotrowicz, and Mark Colby.

Call to order/Pledge of Allegiance

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

Consent Agenda

Item 1: Consent Agenda for October 19, 2021

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

Correspondence

There was no correspondence.

Public Comment #1

There was no public comment.

New Business

Item 2: Volunteer Appointment, Jack Bopp for Concert Committee

Selectman Flynn asked Jack Bopp to present to the Select Board the reasons he would be a benefit as a member on the Concert Committee and the Board may ask him some questions before accepting the appointment.

Jack Bopp, 78 Village Green, said that he has been a Henniker resident since 1980. He noted that he is a lifelong lover of music, started playing musical instruments in the 8th grade. His musician skills and contacts with other close bands and musicians in the area could benefit the Concert Committee greatly.

DRAFT

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Selectman Osgood asked Jack if his personal band had ever played anywhere in Town. Jack Bopp replied yes, a few times.

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

Item 3: Moose Plate Grant for – Library

Lynn Piotrowicz, Library Director, noted that the application for the Moose Plate Grant for the first phase of projected four (4) year project to rehabilitate the granite and masonry on the exterior of the library. She noted that Graham Pendlebury and his son Alex from New Boston, will be the contracted providers through the Moose Plate Program. On Friday, a site walk was conducted with Amy Dickenson, from the Department of Cultural Resources, to assist with getting the scope figured out. Lynn explained that they had applied for an amount of \$9,950, of which \$1,300 immediately will be allocated for an analysis of the mortars to be sent out to get the exact formula for replication of the existing mortars to replace the missing mortars.

Lynn stated that the grant approval had come back in late August and the work would most likely begin in April of 2022, or whenever it would be safe enough to get the equipment to the library. She explained the extent of the proposed work to be completed.

Selectman Osgood questioned if in the past another contractor had been hired to take care of the mortars. She replied that Dan Paul had taken care of the mortars back in 1986 but not as a preservationist would have, there are other areas that were untouched back in 1986 with issues. She invited the Board of Selectmen to come by the library and she will show them some of the issues in person. Selectman Osgood noted the State had many mortar buildings with the same issues as the library. Lynn noted that Graham Pendlebury had been chosen because he is a preservationist with the knowledge of how to restore, protect and preserve. He came highly recommended. Selectman Flynn stated that he knew Graham from New Boston and had done some work for the Town with great results and would agree to recommend him for this type of project.

Selectman Flynn moved to accept the Moose Plate Grant in the amount of \$9,950 for the Tucker Free Library, in accordance with RSA 31:95b. Selectman Osgood seconded.

Discussion: Chair Blomback clarified that this grant would not have any impact to the taxpayers. Lynn agreed, this grant is available based on the quantity of Moose Plates sold and registered in Henniker each year, the Town receives a portion of that revenue.

Motion carried 5-0.

Lynn added that tomorrow, October 20th, at 4:30 p.m., they will be honoring the Friends of the Tucker Free Library for winning the nomination for the Library of the Year award. Jeff and Bruce at Colby Hill Inn have donated the barn for the gathering and celebration. All are welcome to join, there will be a cash bar and snacks.

DRAFT

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Item 4: ADA Ramp – Henniker Community School

Matt Colby, Henniker Community School Principal presented the proposal for the construction of an ADA ramp from the parking lot to the field behind the school. He and Joe Devine had been working on getting the proposal to present for several months and the solution would be to install 6' wide paver walkway from the paved surface of the parking lot for +/- 6' down to the first landing, proceed across the slope to the next landing and then proceed down onto the field. The photos provided to the Board show the details and why the retaining walls are required for the soil and to prevent washout. He stated that the motion he would need from the Board would allow him to access and apply for possible grants to help fund the project. Grants could be available for the project based on the field being used as an instructional space.

He explained further details of the project and explained that he would need the Board of Selectmen's approval in order to proceed with the project because the Town owned this land, not the school.

Selectman Flynn asked if the proposed ADA ramp project would meet the legal specifications to define it as an ADA ramp. Mark Colby replied that he referred to it as an access ramp. Vice Chair Hooper stated that if the access walkway would be used by anyone with a mobility disability, it will need to meet the ADA specifications. She recommended that an engineer be hired to assure that the requirements for ADA Compliance are met. Mark noted that the slope and grade meet the ADA requirements but unknown if railings would also be required. The Board agreed that if the ramp is constructed on Town property, it would need to be ADA Compliant. Selectman Parker recommended the motion should include the language 'must meet ADA Compliance' to prevent any confusion. Chair Blomback asked Mark if he anticipated any issues with not being able to meet ADA requirements. Mark said no, he was unsure of what he could pursue without having a discussion with the Board of Selectmen and he needed Board approval before proceeding any further with the project design. The idea for the project was to follow along the existing gravel walkway, but that was not constructed to meet ADA standards. Chairman Blomback asked if the path would be cleared and maintained in the winter. Mark said yes, the school planned on using the field in the winter and the path will be cleared for access.

Selectman Parker moved to authorize the Henniker Community School to move forward with the design and installation of an ADA compliant ramp/walkway to access the field behind the school. Selectman Osgood seconded.

Discussion: Selectman Osgood asked Mark if he should confirm first if the slope can meet the 1:12 requirement. Mark Colby noted that he did not want to spend additional funds on design for an ADA compliant ramp before he came before the Board of Selectmen. He would proceed with ADA compliant ramp design if the Board approved him to do so. Selectman Flynn noted that he was in favor of the improvements but felt it could be more difficult than expected to meet the ADA requirements. Vice Chair Hooper stated that if a ramp is to be installed on Town property for access it must be ADA compliant, that would be the Town's liability if not ADA compliant.

Motion carried 5-0.

DRAFT

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Item 5: ARPA Funding Proposal for Wastewater Upgrades

Joe Devine mentioned that the Article at Town Meeting for the \$3.5m bond, had not passed. The upgrades are critical, and he explained the request would be for \$100k from the local ARPA funds to allow the wastewater department through the Town engineer to apply for funding from the NHDES SRF loan program and a USDA Rural Development program to essentially get 30% of the preliminary design phase of development to be as close to ‘shovel ready’ as possible.

The other aspect would be contracting with Underwood Engineering who has helped through the entire process of wastewater upgrades. The proposal requested authorization to allow Underwood Engineering to start the application process for additional grants that may be available for upgrades.

This project is intended to rehabilitate and or replace key elements of the 45-year-old wastewater treatment facility, as well as replace failing components within the wastewater collection, pumping and conveyance systems. The work will result in a more robust and reliable wastewater collection and treatment system to serve the needs of the Town for the next 20 years.

Joe Devine stated that the State Revolving Fund also started back up and this project could be submitted for this program but the closer it is to ‘shovel ready’ the more attractive it would be for grant approvals and showed commitment from the Town to move forward with the project.

The Wastewater Upgrade project has been confirmed as an approved project with ARPA and would include any engineering cost.

Selectman Osgood moved to authorize the Town Administrator to expend \$100,000 of American Rescue Plan Act funding to go towards the SRF and RD funding assistance and 30% preliminary design scope and further authorize the Town Administrator to sign all necessary paperwork with Underwood Engineering. Vice Chair Hooper seconded. Motion carried 5-0.

Item 6: National Collaborative for Digital Equity (NCDE) Broadband Partnership

Joe Devine explained that the NCMA has partnered with NCDE to connect fiber for broadband to residential homes. Joe noted that the amount used on the request of \$7,500 for ARPA funding was based on the population included in the 2020 Census but would be only \$5,000 if based on the population from the prior Census. This would allow mapping to be created to show existing fiber, where fiber is needed and what would be necessary to get broadband service town wide.

The Board discussed that the other broadband service providers in town could have maps but would be difficult to get maps because the provider protects the maps, or the maps lack current updates.

DRAFT

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Selectman Flynn moved authorize the Town Administrator to sign any agreements and utilize \$7,500 for Henniker’s ARPA funds to partner with National Collaborative for Digital Equity (NCDE) Broadband Partnership on preparing for broadband improvements in Henniker. Selectman Parker seconded. Motion carried 5-0.

Past Meeting Minutes

Item 8: Acceptance of Board of Selectmen Minutes October 4, 2021

Selectman Flynn moved to approve the minutes as amended. Selectman Parker seconded. Motion carried 4-0. Vice Chair Hooper abstained.

Communications

Item 9: September Department Reports

Vice Chair Hooper asked when the job opening at the Highway Department would be posted to the public. She recommended that it be posted sooner rather than later with the upcoming winter season quickly approaching. Joe Devine replied that he would make sure to have the job opening posted tomorrow.

Item 10: Town Administrator’s Report

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

Joe Devine noted that the annual Household Hazardous Waste Day will be held on October 30, 2021, from 9 a.m. to 1 p.m. at the Highway Garage.

Vice Chair Hooper asked if New England College had provided any updates regarding Covid-19 status. Joe Devine replied no, the last update had been received a few weeks ago.

Item 11: Selectmen Reports

Selectman Flynn noted that the Athletic Committee met last night and reviewed the successfulness of the summer season. He noted that he asked to review the budget with the Committee for this year once they have it ready. Selectman Flynn noted that he also would present an item on an upcoming agenda for the Board to review.

Selectman Flynn noted that he would attend the scheduled Safety Committee meeting tomorrow.

Selectman Parker noted that the Road Management Committee recently met but could not make any decisions without a quorum. He mentioned that the Highway Department seemed to be making continued progress on the construction projects scheduled this year. Chairman Blomback asked if all the road projected to be completed this year had been addressed. Selectman Parker replied that the last road will be completed soon and that would complete the projected road projects expected to be completed this year. He noted that the quality of the work done by the current road crew is the best he had seen in the last 15 to 20 years. Selectman

DRAFT

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Osgood asked Selectman Parker if he knew why the quality improved. Selectman Parker said the Leadership had operations running well.

Chairman Blomback, Selectman Osgood and Vice Chair Hooper had no committee reports.

Public Comment #2

There was no public comment.

Chairman Blomback moved to go into Non-Public Session, at 6:52 p.m., under RSA 91-:3, II (a) personnel. Selectman Flynn seconded. Motion carried 5-0.

******Non public motions below included in previous draft from 10/4/21**

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

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

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

To: Board of Selectmen

From: Joseph Devine, Town Administrator 

Date: October 29, 2021

Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **COVID-19 Update** – As of October 25, 2021, we have nine active cases. We have had 13 new cases in the past fourteen days, a total of 366 cumulative cases. The positivity rate over the past seven days is 8%.

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	2,468	49.6%	2,276	45.8%

- **Highway Department** – The Henniker Highway Department has wrapped up its last paving project for 2021 with Old Hillsboro Road. They started work this year on Elm and Bennett and moved to Depot Hill/Circle Street. Of course, the completion of the Western Ave project from Cote Hill to the Town Line. They are finishing up with Old Hillsboro Road. This doesn't include all the grading work, ditch line work, and calcium spread around town. **GREAT JOB TO ALL THE HIGHWAY STAFF!** They have returned to a 5-day work week and are starting to get ready for the winter season and road maintenance for the snow and ice.
- **Rt. 202 and Rt. 114 Overpass** – During routine maintenance, two of the breakers popped in the Wastewater Superintendents' hand this week. We had Moonlight electric check the heat tape, and he found a conduit that used to be attached to the bridge falling, and two junction boxes had corroded. There appeared to be a significant amount of water damage. I reached out to Dave Mercier from Underwood Engineering because replacing the heat tape was included in the planned upgrade should the bond pass Town Meeting. Underwood feels we should be looking at

this as an emergency repair to get us through the winter and replacement next year with the hopeful passing of the bond. He feels the heat tape itself should be okay and more of a matter of going through the electrical thoroughly and reestablishing continuity. I have asked him to assist in drafting a contract to get a vendor and electrician on-site to go through the system to get it going for this winter. I plan on coming before the Board at the next meeting with the cost and contracts in hand.

- **Winter Parking Ban** – Just as a reminder beginning November 1, the Town of Henniker's winter overnight parking ban has started. No person shall park or leave standing any motor vehicle on a public street or highway from November 1 to April 15 of each year, between the hours of 11:00 PM and 7:00 AM.

Ongoing Projects

- Vacation time vs. PTO Time

Upcoming Dates

November 3 – Conservation Commission Meeting
November 9 – Road Management Committee
November 10 – Planning Board Meeting
November 13 – Board of Selectmen Meeting
November 16 – Board of Selectmen Meeting