



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Saturday, December 11,
2021 10:00 AM**

10:00 a.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. NEW BUSINESS**
 - Item 1:** Acceptance of Town Administrators Resignation
 - Item 2:** Discussion regarding the process of filling the Town Administrator's Position
- IV. NON-PUBLIC – If Necessary**
 - Item 3:** Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land
- V. ADJOURNMENT**

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.

"The only Henniker on Earth"



Office of the Town Administrator

Joseph R. Devine, Jr.

December 1, 2021

Chairman Kris Blomback and Henniker Board of Selectmen
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Honorable Chairman Blomback and Henniker Board of Selectmen –

On October 21, 2019, I began my tenure with the Town of Henniker as your Town Administrator and continue to serve in that capacity with enthusiasm and pride. Our Town staff provides first-class services to our community, and the Town's financial position is more solid than ever.

Over the past two (2) years, the Town of Henniker has experienced the unprecedented stresses that many communities across the county (and the globe) have endured. With the support of the Board of Selectmen, we have been able to guide the Town through these challenges, and I know that we have emerged stronger from it.

As you are aware, under my leadership, our team has had many accomplishments, but I want to point out some of the examples we demonstrate in becoming a high performing organization:

- I aided in the passing of two economic development programs RSA 79E and RSA 72:81, at Town Meeting. These aim at increasing a commercial/industrial presence in Town to help reduce the overall tax burden.
- I developed and aided in the passing of the enforcement behind the Building Code at the Town Meeting. The importance of this will increase the overall safety of all town residents and buildings within our community.
- Worked and implemented a complete overhaul of the technology at Town Hall. With this reorganization and consolidation of various functions of the General Government, it should create efficiencies and avoid duplication of effort by staff.
- Helped overhaul the current personnel policy and performance evaluation system to put the employee first and reward employees who are performing at or above the expected level.
- Finally managed and guided the Town through the turbulent times of Covid. Implementing programs to improve transparency and communication with the Town residents.

While I maintain the solid support of a majority of the Board of Selectmen, it is clear I do not have the full support of everyone. This, in turn, has a detrimental effect on our organization and impairs our ability to address the priorities that the Board of Selectmen has collectively identified. The International City/County Management Association's (ICMA) Code of Ethics puts one's community before oneself. I have always put our neighbors and our organization first and continue to do that today.

Therefore, effective December 31, 2021, I will voluntarily terminate my agreement with the Town. Per the terms of my contract, you are not obliged to pay any severance pay but shall only be responsible for paying my accrued salary, health insurance buyout and a final accounting of and pay for the balance of all unused vacation time. I will continue to execute my duties as Town Administrator fully and serve you and our community with the same integrity and professionalism as during my tenure with the Town.

Building a community for all still remains the local government's primary mission. I look forward to hearing about the great things that will occur in Henniker and take pride in knowing that I will have had a part in them.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joseph R. Devine, Jr.", with a stylized flourish at the end.

Joseph R. Devine, Jr.
Town Administrator

**2019 Job Advertisement
Henniker, NH - Town Administrator**

The Town of Henniker (4,836 pop.), Board of Selectmen is seeking a highly experienced, proactive, community oriented leader to serve as Town Administrator. Henniker with a population of 4,836 is led by its 5 member Board of Selectmen, who oversee a \$7.9 Million annual operating budget, and 33 full time and 20 part-time employees.

The Town Administrator is responsible for overseeing the daily operations of the town, as assigned and directed by the Board of Selectmen, serves as the administrative officer to the Board of Selectmen, and as a general resource to the citizens of the town. The ideal candidate should have strong management, financial, human resources/labor relations, and planning background. In addition, the candidate should possess strong interpersonal, written, and verbal skills.

Further information can be found in the job description located on the Town's Website at: <https://www.henniker.org/general/page/town-administrator-0>

REQUIREMENTS: A Bachelor's degree in Management/Public Administration/Business Administration or related field and a minimum of 5 years of experience in Municipal or Business Management & Administration is preferred; salary range begins at \$80,000 and will be commensurate with qualifications and experience.

To apply please send cover letter and resumes in confidence to:

The Town of Henniker - Board of Selectmen: Attn: Town Administrator Search, 18 Depot Hill Road, Henniker, NH 03242 or submit electronically in pdf form to secretary@henniker.org

Deadline: Open until filled



TOWN OF HENNIKER ~ JOB DESCRIPTION

TITLE:	Town Administrator
DEPT.:	Town-wide

JOB DESCRIPTION: The Town Administrator is the Chief Administrative Head of all departments of the town and is responsible for the efficient administration thereof.

ACCOUNTABILITY: The Town Administrator derives authority from the Board of Selectmen and shall hold said office at the pleasure of the selectmen.

KNOWLEDGE, SKILLS AND RESPONSIBILITIES: The responsibilities assigned to this position include, but are not limited to, the following:

1. Maintains good public relations with citizens and interacts with citizens on behalf of the selectmen.
2. Provides administrative and technical support, when requested by town boards, committees and commissions.
3. Provides general supervision of the property and business affairs of the town, and the expenditures of money appropriated by it for town purposes.
4. To organize such departments as the selectmen shall determine.
5. To appoint and remove, upon the advice and consent of the selectmen, department heads and employees under his/her control and to recommend their compensation.
6. To attend regular and special meetings of the selectmen as they shall require.
7. To keep full and complete records of the actions of the office, and to render to the selectmen an itemized monthly report, in writing or more often if required, showing in detail the receipts and disbursements for the preceding month.
8. To keep the selectmen fully advised as to the needs of the town within the scope of his/her duties.
9. To examine, or cause to be examined, the affairs of any department under his/her control, and the conduct of any officer or employee thereof. He/she shall have access to all books and papers for the information necessary for the proper performance of his/her duties.
10. To have charge, control and supervision, subject to the direction of the selectmen, of the following matters:
 - a. The administration of the town office and code enforcement responsibilities;
 - b. The management of the transfer station/recycling center;
 - c. The construction, maintenance and repair of all town buildings;
 - d. The construction, maintenance and repair of all town roads, highways, sidewalks and bridges, and removal of snow;
 - e. The maintenance of parks and commons;
 - f. The police department;
 - g. The management of the wastewater treatment facility;
 - h. The purchase of all supplies for the town; and
 - i. The letting, making and performance of all contracts for work done for the town.
11. To perform such other duties, consistent with the office, as may be required by order of the selectmen.

November 14, 1994