



TOWN OF HENNIKER, NEW HAMPSHIRE  
SELECTMEN AGENDA

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**Tuesday, December 14, 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 December 14, 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:** Snow Removal at Quaker and Huntington Road

**Item 3:** Historic Town Records Digitalization/Preservation

**Item 4:** Town Administrator Job Advertisement

**Item 5:** 1<sup>st</sup> Reading - Policy on Communications Between Selectmen & Town Employees

**VIII. OLD BUSINESS**

**IX. PAST MEETING MINUTES**

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

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

**X. COMMUNICATIONS**

**Item 8:** Department Reports

**Item 9:** 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 10:** Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

**XIII. ADJOURNMENT**

#### **XIV. UPCOMING DATES**

December 15, 2021, 5:00 p.m. – Tucker Free Library Board of Trustees Meeting  
December 15, 2021, 6:15 p.m. – Budget Advisory Committee  
December 20, 2021, 6:00 p.m. – Capital Improvement Program Meeting  
December 29, 2021, 6:15 p.m. – Budget Advisory Committee

#### **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.



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TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

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**Tuesday, December 14, 2021**

Consent Agenda

- Item 1:** Transfer from Parks Expendable Trust Fund \$9934 to General Fund for mower purchase (Article 17- 2020 Town Meeting)
- Item 2:** Transfer from Roads ETF \$106,280 for 2020 expenses incurred thru 12/31/20
- Item 3:** Transfer from Roads ETF \$1,122,823 for 2021 expenses incurred thru 12/31/21
- Item 4:** Transfer from Revaluation Fund \$50928.70 (Article 13-2020 Town Meeting)
- Item 5:** Transfer from (Town) Technology ETF \$21,410 – BSA Accounting software
- Item 6:** Transfer from Police Equipment ETF \$2,872 – Mobile computer terminal
- Item 7:** Transfer from Concerts Private Trust \$6069.79 – expenses 2019-2021
- Item 8:** Transfer from Shot Private Trust \$16731.77 – expenses 2019-2021
- Item 9:** Transfer from Azalea Park Private Trust \$30385.58 – expenses 2019-2021

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



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 12/14/2021  
**TITLE:** Snow Removal at Quaker and Huntington Road  
**INITIATED BY:** Marty Davis  
**PREPARED BY:** Wendy Baker  
**PRESENTED BY:** Marty Davis

**AGENDA DESCRIPTION:**

Marty Davis requested to be placed on the Agenda to discuss snow removal at the triangle corner of Quaker and Huntington Roads. See attached letter.

**Legal Authority:**

**Financial Details:**

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No formal action is required.*

December 2, 2021

To the:  
Henniker Select Board  
Henniker Town Administrator  
Henniker Road Agent  
Henniker Highway Safety Committee

Greetings:

I am writing this request regarding the triangle at the corner of Quaker and Huntington Road and the winter snow removal by the Town of Henniker. As you know, this triangle has been in place for over one hundred years and is the entrance to the historic Quaker District in the southwestern corner of Henniker.

Over the past 2 years, residents of the Quaker District have removed the excess buildup of debris that has been deposited by the winter plows, which left an unattractive pile of sand, dirt, rocks and other materials. Flowers and ground covers have been donated and planted by neighbors. Residents of the neighborhood continue to maintain this historic triangle to enhance the beauty of the roads in the Quaker District. This is all completed by volunteer efforts and at no cost or labor to the Town.

In recent years, the Town's plow drivers have plowed snow and associated debris onto the triangle. I am the abutting landowner on all sides of the triangle. To preserve the work and beautification effort that has been donated by the residents of the neighborhood, I am requesting that the Town work with me to find an alternate place to push snow from the area, such as the western side of Quaker St. that abuts the triangle.

Attempts to negotiate and work directly with the Road Agent about the triangle restoration and preservation have been unsuccessful.

In addition to preserving the work that has been done to restore the triangle, when snow is piled high there, visibility of oncoming traffic can be reduced, creating a potential safety issue.

Please consider this request as a priority as the winter and snow removal season is upon us. I would be happy to address this issue with the Select Board if it will be put on the agenda for an upcoming public meeting.

Please distribute this letter to the Committees named above. An email with this letter attached has also been sent to Joe Devine, Town Administrator.

Thank you for your consideration.

Sincerely,

*Marty Davis*  
Marty Davis

98 Huntington Rd.





TOWN OF HENNIKER, NE

Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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## STAFF REPORT

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**DATE:** December 14, 2021  
**TITLE:** Historic Town Records Digitization/Preservation  
**INITIATED BY:** Henniker Historical Society  
**PREPARED BY:** Kristen MacLean  
**PRESENTED BY:** Kristen MacLean

**AGENDA DESCRIPTION:**

To recommend the professional conservation of several of the oldest original town record/invoice books with digital imaging and preservation. Specifically, ledger books dating: 1768-1795; 1799-1802; 1802-1808 and 1808-1814.

To request permission from the selectboard to remove the original documents to an off-site location for conservation work.

To see if the Town would allow the Henniker Historical Society to pay for the cost to digitize these books. To see if the Town would like to take this opportunity to preserve any of these books.

**Legal Authority:** N/A

**Financial Details:** Kofile quote for 4 books as follows:

\$2,048 imaging only + \$40 shipping = \$2,088

OR

\$1,488 imaging + \$10,050 preservation + 40 shipping = \$11,578



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 12/14/2021  
**TITLE:** Town Administrator Job Advertisement  
**INITIATED BY:** Kris Blomback, Chairman  
**PREPARED BY:** Wendy Baker  
**PRESENTED BY:** Kris Blomback Chairman

**AGENDA DESCRIPTION:**

Discussion needed to make changes to the previous Town Administrator Job Advertisement. See attached advertisement.

**Legal Authority:**

**Financial Details:**

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No formal action is required.*

**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](mailto:secretary@henniker.org)

Deadline: Open until filled





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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 12/14/2021

**TITLE:** 1<sup>st</sup> Reading - Policy on Communications Between Selectmen & Town Employees

**INITIATED BY:** Kris Blomback, Chairman

**PREPARED BY:** Wendy Baker

**PRESENTED BY:** Kris Blomback Chairman

**AGENDA DESCRIPTION:**

1<sup>st</sup> reading and discussion on a policy on communications between Selectmen and Town employees. See attached policy.

**Legal Authority:**

**Financial Details:**

**Town Administrator Comment:**

N/A

**Suggested Action/Recommendation:**

*Suggested Motion:*

*No formal action is required.*

## Town of Henniker

### Policy on Communications Between Selectmen and Town Employees

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

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

Approved: December \_\_\_\_, 2021

**DRAFT**

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



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, December 7, 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:** Kimberly Johnson, Marc McMurphy, Tim McComish, Doreen Connor, Warren and Bonnie Mattiello, Kelsey Savage, Kara Reynolds, Neal Martin, Gertrude and Donald Blanchard, Cathy McComish, Nancy Jackson-Reno, Susan Adams, and Lori and Bill Marko.

Call to order/Pledge of Allegiance

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

Consent Agenda

**Item 1:** Consent Agenda for December 7, 2021

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

Correspondence

There was no correspondence.

Public Comment #1

There was no public comment.

New Business

**Item 2:** Tax Collector Update – Tax Deeding

Kimberly Johnson stated that the property tax bills are due December 27, 2021. The tax rate was determined and received later than expected but was glad to get out in time for a 2021 due date.

## DRAFT

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Kimberly Johnson noted that the Board was provided with a deed waiver list for the 2018 liens and identified the chosen deeds to be waived, along with a signature page to be signed off by the Board of Selectmen for authorization. There are two (2) properties the Board decided to deed and those were identified as well.

Selectman Flynn noted that the Tax Collector provided the list of properties, most of which were campground properties.

**Selectman Flynn moved that the Town of Henniker does not deed the properties identified on the 2018 Tax Lien report presented by the Tax Collector and continue the liens on those properties. Selectman Parker seconded.**

**Disc:** Selectman Flynn mentioned the list should be available to view at the Tax Collector Office.

**Motion Carried 5-0**

Kim asked if the list could also be included in the minutes for public view. Joe Devine said yes.

[Click here for Deed List](#)

**Selectman Flynn moved that the Town of Henniker deed the properties, Lot No. 1-550-A10 and Lot No. 1-550-A11, both under ownership of the Angela D Robinson Revocable Trust. Selectman Parker seconded.**

**Disc:** Selectman Flynn explained that the two (2) properties that are being deeded by the Town are land only properties and no homes are being deeded.

**Motion Carried 5-0**

Vice Chair Hooper asked Kimberly Johnson to provide the Board with the outstanding tax report at the next scheduled Board of Selectmen meeting.

**Item 3:** Holiday pay for per diem employees – 2nd Reading

Chairman Blomback noted that this item had been moved to old business and will be discussed later in the meeting.

**Item 4:**– Beautification Alliance – Veteran’s Memorial

Chairman Blomback noted that the Henniker Beautification Alliance has been working on a plan to improve the safety and presentation of the WWII Veteran’s memorial in Woodman Park. The Beautification Alliance is not asking for final approval of the plan. The goal of the presentation is to keep the Selectboard abreast of the positive movement and gain support to continue developing a plan that would include specifics, in kind contributions and potential costs (if any). Having that support would help justify the additional work needed to bring a final plan to the Selectboard.

## DRAFT

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Chairman Blomback explained that this was only a presentation, a formal public hearing would be required in order for Board of Selectmen to consider approval. He said this would be similar to a Planning Board Informational Session to present the proposal. The Board will give any of the public attendees the opportunity to speak after the presentation.

Marc McMurphy presented for the Henniker Beautification Alliance. The mission of the Henniker Beautification Alliance would be to elicit a strong visual sense of place and community pride. The purpose of the Henniker Beautification Alliance, which was a subcommittee of the Henniker Chamber of Commerce and serve as an advisory and working alliance in cooperation with the citizens and organizations of the Town of Henniker for the purpose of enhancing the appearance of the Town Center.

The reason why the Henniker Beautification Alliance started to focus on the WWII Memorial as a potential project was because in summer 2019, the Henniker Beautification Alliance maintained planters located in front of the WWII Memorial, with the dry conditions that summer, the Committee was there often, as some points, once a day to water the planters. The members did not feel safe working near the memorial because of the traffic and the distance of the road to the area they were working around the memorial. The Henniker Beautification Alliance felt the need and started putting a plan together so that citizens and organizations could have something to consider in terms of improvements to the memorial and Woodman Park.

He explained that there are safety concerns when visiting the memorial, getting there and while there, one should be mindful of traffic because of its proximity to 114 and the speed of the traffic.

In order to maintain a well-groomed area in front of the memorial, that requires a lot of work each spring because the salt and other debris from the plows damage the grounds. The Henniker Beautification Alliance had done a lot of work to the area, digging out weeds, applying topsoil and placing new plantings that were watered regularly but still did not do well because of the closeness of the road. Given the area around the memorial has shrunk because 114 encroachments, the heavy amount of traffic, the opportunity for reflection, contemplation and appreciation is diminished significantly. Marc mentioned photos were provided to show changes and the widening of the roadway taking more area around the memorial.

The Henniker Beautification Alliance proposed plan would better utilize the Woodman Park area, it is underutilized, and these improvements would enhance the park as a whole. Providing benches to sit on near the memorial, hardscaped area in front of the memorial which would provide enough area for remembrances, ceremonies and celebrations. Provide a workable area to add other memorials and/or permanent fixtures to honor veterans in the future, including banners and war memorials.

Marc explained the Historic District Commission had approved after the presentation by Henniker Beautification Alliance of the proposed plan and after a lengthy discussion the Legion

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said they would provide a letter of approval but that had not been received at this time. The presentation tonight to the Board was to give the okay for the Henniker Beautification Alliance to keep moving forward if the proposal is a desired project.

Chairman Blomback opened for public comment.

Tim McComish, 909 Old Hillsboro Road, noted he had facts that the approval from the Historic District Committee was flawed in regard to proper procedure process.

1 – The agenda when the Committee approved was vague, only identified as ‘Woodland Park’, no specific context included of what would be discussed.

2 – RSA 91A requires that all meeting minutes are posted within 5 business days of the meeting, drafted minutes are acceptable until the Board/Committee approval. The minutes of the May 13, 2021, meeting, were not posted until months after the meeting but the key point of why he was mentioning this, he was told by the Historic Committee that there is a 30-day window for an appeal to a decision but the deadline for that meeting in May had already expired when he learned about appealing the decision. Subsequently, he contacted Elizabeth Hustis to advise her that an appeal would be submitted although the 30-day had expired, he believed that based on the inadequacies in the procedure that should justify allowing an appeal to be submitted and presented or even nullify that approval altogether and start over in the process. Tim noted that he did not see any input from the Municipal Association and suggested at least before proceeding any further there should be more of an opportunity for public to provide comment.

Chairman Blomback clarified the Historic District Commission voted at the meeting on May 13, 2021, and the meeting minutes were posted in early November. Joe Devine replied he would need to check with Wendy on the date the minutes were published.

Tim McComish explained that he may have some constructive suggestions for the project, he was not commenting just to oppose what was proposed. He believed there could be a good compromise for both sides. He had done some polling around Town and found that the families of the men listed on the memorial were not consulted to express what their wishes/opinion was on moving the memorial that honored their loved ones.

Tim noted that the Henniker Beautification Alliance does not maintain the park there is a department that maintains the Woodland Park, if the Henniker Beautification Alliance members do not feel safe they do not need to maintain the grounds. There are plans proposed within the presentation that would restore the face of the memorial, replace plantings, stonework around the memorial and adding lights. He said that moving it completely would not make it safer based on some calculations he concluded it would take 2.5 seconds to reach the proposed location for the memorial for a car doing 30 mph were to crash into the park, which has happened several times that he had witnessed, the other side of the park seems to have more accidents than the entrance of the park where the memorial currently stands.

Doreen Connor, explained that the monument was placed in the location chosen by the Monument Committee and opined is a great location at the entrance. She believed that it was

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inappropriate for anyone not directly tied to the creation to suggest moving the memorial. She also questioned the legality of moving it, the deed could include restrictions. The monument is listed on the Memorial Foundation Registry, moving it could also affect that registration. She stated she was opposed to moving the memorial entirely, the beautification of the memorial could be handled in different ways.

Warren Mattiello, 24 Ramsdell Road, noted that he had the opportunity as a Veteran to visit the Veterans Memorial in D.C. and felt the tranquil experience was most important and he would support the plan to move the memorial to provide a more comfortable tranquil, safe setting for those wanting to visit the memorial.

Kelsey Savage, noted she had questions that should be considered before making a decision on the proposed plan.

- 1) How could a price or value be determined or considered if the said memorial were damaged during the move, that would ruin the integrity of the historic piece and cannot be replaced at any cost. She had never felt unsafe when visiting the memorial. It was more dangerous crossing the street in the center of town.
- 2) She noted that Marc McMurphy stated in his presentation that the Henniker Beautification Alliance is a branch of the Chamber of Commerce, and she would be curious what the Chamber of Commerce had for feedback on this proposal.

Kelsey noted that she and some alumni friends were working on a memorial for a friend lost last year and she could not imagine it being moved once the memorial was placed to honor her friend, that would be unjustifiable.

Kara Reynolds, noted that her grandfather Greg Hazen is honored twice on the WWII memorial because he was on the Committee as well as in the south pacific war. When she tried visiting the memorial, she never felt unsafe but found it difficult to concentrate and feel peaceful in the setting so close to the main road.

Neal Martin, 158 Old Hillsboro Road, stated that he understood both sides of the situation, but it is still a war memorial, the chosen location was proper because it could be seen from the road, the safety concerns are also understandable that were presented by the Henniker Beautification Alliance. The planters were brought up in the presentation, which he knew by experience, used to be low maintenance. The safety concerns from the encroachment of the road should be brought forward to the State, DOT Division 5, this is a state road, and they should be involved with concerns of safety on a state road. Neal mentioned that accident records would show more accidents happen on the other end of the park, safety would be a concern anywhere in the park. He was opposed to moving the monument and suggested that the safety concerns be addressed in the current location. In addition, the Town people have not had the appropriate opportunity to speak on the proposed project.

Gertrude Blanchard, noted that she has been defending the protection of the town common grounds for over 50 years, including protecting the demolishing of the Town Hall building when she first moved to Henniker. She also served many years on the Historic Commission. The

## DRAFT

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common should be kept as an open concept as it had been for years. She was opposed to taking up in the open area for the memorial to be moved.

Cathy McComish, of Henniker and a New England College graduate noted that she walked the common everyday and felt more unsafe walking on the sidewalk then when she visited the memorial. It should be left where it is, uprooting the monument is unthinkable, restoring and enhancing the memorial is understandable and the focus should be kept on that, not defacing the value by moving it to another location and risk being damaged, that could not be replaced.

Tim McComish noted that he spoke with some of Dexter Woodman's relatives, and they were appalled at the thought of the memorial being moved or even altered. There are many alternatives that could be proposed.

Marc McMurphy noted that the Henniker Beautification Alliance has always followed the process for proposed projects and would not do anything without public involvement. At the very least this has brought awareness to the fact the monument needs to be cleaned and restored.

All he would ask the Board of Selectmen is that this keep moving forward in order to get a plan, costed out, so everyone know what the cost will be and find out where funds could be raised. There is no imminent plan on moving the monument, the only goal is to provide a plan for public to vote on with all the information.

Nancy Jackson-Reno, 134 Western Ave, member of the Henniker Beautification Alliance, noted that the Committee had worked long and hard as volunteers to come up with this proposed project, the Committee cares deeply about keeping the area welcoming and safe for visitors, there was never no ill intent.

A Historic District Committee member (he did not state his name), noted he supported the Henniker Beautification Alliance project from the beginning and explained this would be only the start of the discussions and the public would have many more opportunities to provide feedback and suggestions.

Donald Blanchard, Henniker, was opposed to moving the memorial.

Chairman Blomback closed for public comment.

Chairman Blomback questioned if the Board should defer and place the proposed project on for Town Vote. Vice Chair Hooper said the Board would technically still need to decide if they support or would not support the project. She noted that from her perspective the project is still too premature and there are many items on the current operating budget that are needed and should be a priority over a project like this. She understands the safety concerns of the location of the memorial and that should be addressed but she was opposed to moving it.



## DRAFT

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Selectman Flynn stated that the Henniker Beautification Alliance presentation was well done and included backup material, they identified they are not looking for a final decision from the Board, only support from the Board on moving forward with plans for the proposed project.

Selectman Osgood noted that he felt this was not under the Board of Selectman purview and believed the Committees could handle creating a proposal and bring final plan forward to the Board of Selectmen.

Selectman Parker felt that the Board should not move forward with something that was so undesirable. The road encroachment issue should not be considered, as that would be most difficult and costly to resolve. He believed the area around the monument could be enhanced to provide seating for those who visit the memorial.

Vice Chair Hooper noted the question that was asked of when the May 13, 2021, meeting minutes were posted, and noted that she found the minutes were posted online on November 2, 2021. Joe Devine noted that could have been when the final revision was updated.

Susan Adams, 32 Ramsdell Road, Secretary for the Historic District Commission, noted they only meet three (3) times per year, and it would be impossible for minutes to be posted five (5) days after the meetings, it was always understood that the Committee had to review and approve minutes prior to publishing. At the October 27, 2021, Historic District Committee meeting, the May 13, 2021, minutes were approved, and the vote was taken at that meeting, 4-1, 1 abstained.

Selectman Flynn noted that the Historic District Committee function is to approve applications that are for proposed projects on property under their purview, including but not limited to the little league ballfield, Town Hall, etc., the Henniker Beautification Alliance brought the proposal to the Historic Commission, and he had voted in favor at that time without hearing all the opposition. He would like to see more details on final plans before the Board of Selectmen can act on a vote.

**Selectman Flynn moved to allow the Henniker Beautification Alliance to continue developing a plan with additional specific details to enhance the current WWII Memorial located in the Woodman Park. Selectman Osgood seconded.**

**Discussion:** Vice Chair Hooper thought the Henniker Beautification Alliance had other projects that should be addressed prior to continuing development of the plans for this project.

**Motion carried, 4-1, Vice Chair Hooper opposed.**

Marc McMurphy asked for contact information for all those with suggestions to provide feedback on what were the concerns. Doreen and Tim specifically had items that should be researched further. Chairman Blomback noted that details would be included in the meeting minutes and should have draft minutes posted within five (5) business days.

### Old Business

## DRAFT

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### **Item 3: Holiday Pay for per diem employees**

Chairman Blomback noted that Joe Devine would present in the absence of the Henniker Rescue Chief, Gregory Aucoin.

Joe Devine explained that the Chief at second meeting in November, to propose offering holiday pay as an incentive to per diem employees. This would help fill the open shifts on holidays.

Vice Chair Hooper noted that approving this request would not increase the operating budget for the department.

**Vice Chair Hooper moved to accept holiday pay for per diem employees as presented and waive the requirement for a third reading. Selectman Parker seconded.**

**Discussion:** Selectman Flynn asked if any other employees had brought forward any issues with this proposal. Joe Devine replied no, there are no other departments with per diem employees. Selectman Osgood asked if the Town charges for emergency services. Joe Devine said yes, either the insurance is billed or the community providing services for, but this would not create revenue only offset of the operating costs.

**Motion carried, 5-0**

### Past Meeting Minutes

**Item 5:** Acceptance of Board of Selectmen Minutes November 13, 2021.

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

**Item 6:** Acceptance of Board of Selectmen Minutes November 16, 2021.

**Selectman Parker moved to approve the minutes as amended. Selectman Flynn 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.

**Wastewater Infrastructure Project** – Joe Devine noted that they were able to get the Wastewater project moved up on the project priority list and qualified for the 2021 Clean Water Revolving Fund. This would remove the need of seeking a bond, allowing the Town to receive a Clean Water Stormwater Revolving Fund loan through the State of NH, providing a 10% loan along with principal forgiveness. This loan program would forgive a total amount of \$224,000 from the original \$3.2 million proposed and because the Town also secured \$960,000 in grant funding through ARPA the total would not be based on the total \$3.2 million, funding aid that would be received, total of \$1,184,000 through the Clean Water funding program. This

## DRAFT

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project would end up being a cost of \$2,016,000, rather than the original cost proposed \$3.2million, and when the additional \$100k of ARPA funding previously allocated, the total of \$1,916,000 would be raised by the users and taxpayers.

**Rt.202 Overpass** – Joe Devine explained that a temporary fix was completed to the failing heat tape to prevent freezing of the pipes on the overpass. This temporary fix will also allow us to move forward with the bond at the 2022 Town Meeting in order to complete a more permanent solution.

Chairman Blomback mentioned that the Highway department was requested to reach out to DOT regarding putting some lights back out and asked if Joe Devine had any updates on the status of that being done. Joe Devine said he does not have an update. Vice Chair Hooper confirmed that Neal had reached out but as far as she knew, has not received a response yet from DOT.

Vice Chair Hooper noted for Joe Devine that the section in the minutes for the Non-Public portion of the meeting, highlighted in yellow, are not complete. All minutes should be completed before they are presented to Board for approval. She mentioned that there had been minutes previously approved that included the highlighted section of the Non-Public minutes that were not completed and should not have received full approval based on the fact the Board had never received those meeting minutes including the Non-Public details completed for that approval. Joe Devine noted that he had provided the Non-Public meeting minutes for the previous meetings to Wendy, but for the last Non-Public meeting, he was not present, and he thought those minutes would be produced by the Board. Vice Chair Hooper noted Joe could at least add the summary of the discussion, including the RSA and finalized, she also noted that she was not even included in the motions of the highlighted section shown on the drafted minutes and she was at the last meeting. Joe Devine would investigate correcting the completion of the meeting minutes with Wendy.

### **Item 8: Selectmen Reports**

Selectman Osgood had nothing to report.

Chairman Blomback had nothing to report.

Vice Chair Hooper stated that the CIP had some long meetings but received great information and suggestions from the department heads, included updated fleets, and learned that some have ideas how to extend the life of their equipment. She noted that she had some follow up questions for the Town Administrator, and she would be sending those over to Joe Devine soon.

Marc Boisvert from the Transfer Station advised the CIP Committee he had some recommendations to extend the life of the trash trailer on schedule to be replaced another 10 years before needing replacement.

## DRAFT

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Chairman Blomback asked if the CIP Committee went through or included the Town Administrator when contacting department heads. Vice Chair Hooper noted the CIP requested information directly through the department heads, the Town Administrator was not included on the correspondence. Chairman Blomback believed it be important part of the process to include the Town Administrator on all CIP correspondence. Vice Chair Hooper stated that she would CC the Town Administrator on all future correspondence.

Selectman Flynn had nothing to report.

Selectman Parker had nothing to report.

### Public Comment #2

Bill Marko, 38 Evergreen Circle, CIP Committee member, felt he should express to the Board how impressed he was with Marc Boisvert's presentation to the CIP Committee at last night's meeting. He knows what he is doing, he knows his equipment and how to make it last the longest possible. He works very hard maintaining the capital equipment he oversees and thought that Mark's efforts should be mentioned to the Board.

### Item 9: Non-Public Session

Chairman Blomback moved to go into Non-Public Session, at 7:40 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.**

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

**Meeting adjourned at x:xx pm**

## DRAFT

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**Town of Henniker  
Board of Selectmen Special Meeting  
Saturday, December 11, 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:** Not Present

**Recording Secretary:** Wendy Baker

**Guests:** Marc McMurphy, Katherine McMurphy, Michele McMurphy, Deb Aucoin, Chazz Freeman, Bill Marko, Lori Marko, Mike French, Fran Tain, Deb Kreutzer and Leigh Bosse.

*Call to order/Pledge of Allegiance*

Chairman Blomback called the meeting to order at 10:02am

*Public Comment #1*

There was no public comment.

*New Business*

**Item 1:** Acceptance of Town Administrator's Resignation

Chairman Blomback, on behalf of the Board of Selectmen accepted Town Administrator, Joseph Devine's letter of resignation with heavy regret. Chairman Blomback read aloud the resignation letter.

Chairman Blomback said he has received multiple calls from Town Department Heads and employees voicing their disappointment as well as wanting to know what the Board is going to do moving forward. Chairman Blomback said individually as a Selectman, he is preparing language for the Board to consider that will provide safeguards in the future for new Town Administrators and employees to only deal with directives from the Board and not individual members from any particular Board.

Selectman Parker said in light of a number of things that have happened including the resignation of the Town Administrator, he thinks it is necessary to do some restructuring of the Board of Selectmen.

## DRAFT

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**Selectman Parker moved to remove Tia Hooper from the position of Vice -Chairman of the Board of Selectmen, to be replaced with Selectman Flynn. Selectman Osgood seconded.**

Selectman Flynn suggested the Board should vote and accept the idea of restructuring the Board before voting on the previous motion.

**Selectman Parker moved to restructure the Board of Selectmen. Selectman Osgood seconded. Motion carried 3-1-1 (Flynn abstained & Hooper opposed)**

**Selectman Parked moved to reaffirm the appointment of Kris Blomback as the Chairman of the Board of Selectmen and the Board appoint Peter Flynn as Vice-Chairman. Selectman Osgood seconded.**

Selectman Flynn pointed out that one appointment is normally done at a time.

**Selectman Parker moved to have Peter Flynn replace Tia Hooper as Vice-Chairman of the Board of Selectman. Selectman Osgood seconded.**

Selectman Osgood said he feels this is long overdue and that there a some people doing things with this Board that they do not have the individual authority to do. He continued to say that this is a 5 member Board and should always have the ability to know what the Board's needs are and not individual people and he gladly supports Peter Flynn as Vice-Chairman.

**Motion carried 3-1-1 (Flynn abstained & Hooper opposed)**

**Item 2:** Discussion regarding the process of filling the Town Administrator's Position  
Chairman Blomback said we find ourselves in the same predicament we have been many times in the past losing multiple talented Town Administrators and he is disgusted. He said he is open to any suggestions and feels if nothing is done differently then the Town will be in this same situation in another 18 months. Chairman Blomback opened this up for Board discussion.

Vice-Chair Flynn considers this meeting an emergency situation in light of resignation of the Town Administrator. He continued to say that he believes we are in a crisis having to look for leadership during the busiest time of the year, the budget season. Vice-Chair Flynn asked that the Board consider not having a committee to review the applicants, but that the Selectmen review the applicants, select candidates and decide who the next Town Administrator will be. He said the reason for this is because there is no time to waste.

**Vice-Chair Flynn moved to not appoint a hiring committee and have the Board of Selectmen be the only ones to review applicants, select candidates and make the final decision who will be the next Town Administrator. Selectman Osgood seconded.**

## **DRAFT**

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Selectman Osgood agrees with Vice-Chair Flynn and feels it's important that this 5 member Board decide how to proceed.

Chairman Blomback said he supports the motion but is concerned how much time it will take the Board filtering the candidates. Vice-Chair Flynn said he does not think we will have a lot of candidates and he pointed out that the same position in another town has been posted since June and has not been filled for various reasons. Selectman Parker said assuming we get some applications, they can be bundled and shared individually for review and then meet as a group to discuss them. He said he would like to see the ad be put out right away in as many places as possible.

Bill Marko asked to speak as former Chairman of the last hiring committee, Chairman Blomback allowed him to speak. Bill stated that the last hiring committee was the one that brought Joe Devine to the Board of Selectmen for hiring. He said they did things as fast and efficiently as they could and the citizens on the committee represented the Town very well. He feels that tool should not be thrown away, the committees are valuable.

Vice-Chair Flynn said he has nothing against having a committee in a normal situation but this needs to be expedited during one of the busiest times of the year. Selectwoman Hooper asked in light of it being the busiest time of the year, wouldn't it be beneficial to have the committee doing those initial reviews while we focus on the budget items and have them come to us with a final pool of candidates.

Chairman Blomback asked if there is a way a hybrid could occur? Selectwoman Hooper answered that the committee could be given the applications/resumes for their review and as well as we could get them to review and if there is one that stands out we could choose to interview them immediately.

Selectman Osgood said he feels this 5 member Board has as much experience as anyone in the Town on this process and is in agreement it should stay with the Board.

Chairman Blomback asked how many members were on the committee last time?  
Selectwoman Hooper answered there were seven.

Selectman Parker said the Board could pick some additional residents to join the Board in helping with the process all together. Vice-Chair Flynn said he stands with his motion as is.

### **Motion carried (3-2 Blomback and Hooper opposed)**

Vice-Chair Flynn asked for a consensus on the current job description to be used and plan of places to advertise. All Board members agreed.

## **DRAFT**

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### Public Comment #2

Fran Tain expressed that this is the first meeting she has attended and she thanked the Board for making this important issue a priority as it has validated her belief in them with their clear thinking and active approach in this crisis.

**Vice-Chair Flynn moved to adjourn the meeting. Selectman Parker seconded. Motion carried 5-0**

**Meeting adjourned at 10:27am**



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

**Building**

**Fire**

**Highway**

**Police**

**Wastewater**



Monthly Building Department Report  
November 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	5	\$1,015.50
Building Permits - Commercial	0	
Electrical Permits	6	\$350.00
Plumbing Permits	1	\$50.00
Mechanical Permits	4	\$250.00
Demolition Permits	0	
Driveway Permits	1	\$75.00
Trench Permits	1	\$75.00
Sign Permits	0	
Assembly Permits	0	
Tent Permits	0	
Hawk & Peddler	0	
Certificates of Occupancy	1	
Inspections Performed	21	
<b>Total</b>		<b>\$1,815.50</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		

Respectfully submitted,  
*Wendy Baker*

# Town of Henniker, NH

## Permits Issued November 2021

Date in	Owner	Address	Map/Lot	Type	Description	Contractor	Fee	Issued
11/1/2021	Michael French	15 French Road	1/294	Building	Roof top Solar Array	ReVision Energy	\$228.50	11/9/2021
11/4/2021	Michael French	15 French Road	1/294	Electrical	Electrical for solar array	ReVision Energy	\$50.00	11/9/2021
11/4/2021	Gordon & Amy Scott	133 Mathews Road	1/709	Driveway	New Driveway		\$75.00	11/12/2021
11/4/2021	Gordon & Amy Scott	133 Mathews Road	1/709	Building	Adding slab foundation to existing barn	Farrell Construction	\$302.00	11/9/2021
11/4/2021	Gordon & Amy Scott	136 Mathews Road	1/708	Building	New roof on existing ranch and bathroom addition	Farrell Construction	\$310.00	11/16/2021
11/5/2021	William Paul Herlihy	54 Diamond Drive	1/105-X1	Plumbing	Water Heater Installation	Aaron Christenson	\$50.00	11/8/2021
11/8/2021	Emily Korot	388 Western Ave Unit E5	2/397-E5	Mechanical	Laars 75KBTU LP Gas Chimney vented boiler	AJ Leblanc	\$50.00	11/8/2021
11/8/2021	Robin Trombley	738 Old Concord Road	1/305-C	Electrical	100 amp service change	Heritage Home Service	\$50.00	11/8/2021
11/8/2021	Gordon & Amy Scott	136 Mathews Road	1/708	Trench	Dig a trench for power	Owner	\$75.00	11/12/2021
11/16/2021	Gabriel Roxby & Kara Reynolds	12 The Oaks	2/147	Building	Construct 10 x 20 Room in the barn for a wood pellet furnace	Kilted Builders	\$100.00	11/16/2021
11/17/2021	Brian Langdon	78 Chelsea Court	1/279-8	Mechanical	Install gas fireplace	Quality Insulation	\$50.00	11/17/2021
11/18/2021	New Cingular Wireless	1041 Old Hillsboro Road	1/335-CTO	Electrical	200-amp service from existing meter bank to feed T-Mobile equipment	Current Electric LLC	\$100.00	11/18/2021
11/18/2021	Kevin Daniels	48 Main Street	2/475	Mechanical	Replace Ansul system in kitchen	Superior Fire Protection	\$100.00	11/23/2021
11/22/2021	Jerry Gilbert	13 Colby Hill Road Ext	1/140	Electrical	New service	Moonlight Electric	\$50.00	11/22/2021
11/22/2021	Patricia Turschman	271 Old West Hopkinton Rd	1/315	Electrical	Add sub-panel in garage, new wiring for garage and re-wire 8 new circuits in the house	D'Orazio Electric	\$50.00	11/22/2021
11/23/2021	Dan & Kim Wilkins	284 Hillside Drive	2/103-A6	Building	6 x 10 covered porch	Addon Construction LLC	\$75.00	11/23/2021
11/23/2021	Emma Bivona	7 Weare Road	2/243	Mechanical	Replace existing boiler	Christenson Plumbing and Heating	\$50.00	11/23/2021
11/30/2021	Chris Wayland	646 Hemlock Corner Loop	Map 1 Lot 26	Electrical	New service	Owner	\$50.00	11/30/2021



November 2021, consisted of 12 calls for Henniker Fire. The calls ranged from 3 fire alarm activations, 2 EMS assists, 1 motor vehicle accident, 1 bark mulch pile fire that required 6 towns to get under control, 1 CO Call, 2 Mutual aid building fires and 1 Chimney fire.



Training this month consisted of review of Manchester fire and SCBA training.

As winter conditions become more prevalent, please give yourself extra time to get to and from your destination safely.

Thank you,

Chief Morse

12/7/2021

To Town Administrator Joe Devine and the Henniker Select Board

Starting the month of November on the rite foot we paved the base coat of asphalt on Old Hillsboro Road. Highway followed the pavers with shoulder gravel and driveway tie in. The town debris blower was out almost daily blowing leaves from ditch line, with grader hot on it's tail smoothing roads for the winter months. Highway blasted a large boulder of the side of Dodge Hill Road making way for a better ditch line and safer travel way, not only for cars but also our plow equipment. Highway cleaned out ditches in several locations on Dodge and Hemlock Loop to help manage water flow. Highway started a new project on Mt. Hunger Road. The blasting and removal of ledge along Steve Foresters property at the very top of the mountain will establish more lane for the safe passage of cars and when completed a ditch line for water run off on a very narrow stretch of road. We ended the month screening sand for winter use and Henniker Crush Stone crushed twenty-eight hundred yards of gravel. The weather was good to use, only two salt runs for the month and the only plowing was Mt. Hunger and Craney Hill Road.

Leo Aucoin  
Superintendent  
Henniker Highway

# HENNIKER POLICE DEPARTMENT

## Memo

**To:** Joseph Devine, Town Administrator

**From:** Chief Matthew French

**Date:** December 9, 2021

---

November 2021 summary

There were 7 arrests which include, drug possession, driving with a suspended license/registration, 2 subjects wanted on warrant.

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

We had 1178 Calls for Service (755 in 2020, 846 in 2019) which include

2 Burglaries	36 Suspicious person/vehicles
8 MV Crashes	9 Welfare Check
19 Motor vehicle complaints	3 Psychological problem
169 MV stops.	1 Suicidal Person
62 Directed Patrols	1 Juvenile issue
9 Disabled MV/Assist Motorist	5 Noise Complaint
3 Road Hazards	7 Animal Complaints
1 Domestic Disturbance	22 Alarm Calls/911 Hangup
1 Assaults	1 Civil matter
2 Serve Domestic Violence Order	2 Civil standby
5 Serve Paperwork/Subpoena	9 Walk and Talk
17 Follow ups	74 Parking Complaints/tickets
18 Return phone call	479 Building/Business checks
6 Assist Citizen	115 Vacant/Vacation House Checks
14 Assist Other agencies	
30 Assist Rescue/Fire	

## Wastewater Department Report November, 2021

- 11/01/21 –Rich Laviolette here working on PLC #2 and Hach SC-100 irregularities with dissolved oxygen  
In the aeration tank.  
Completed daily labs, set up E-coli, read red BOD.  
Chazz cleaned bar racks and Influent and effluent channels.  
Ken set up new vaccum pump for Lab.
- 11/02/21 –Completed daily labs  
Chazz cleaned bar racks and channels  
Ken & Chazz marked a Dig Safe on Flanders rd.
- 11/03/21 –Completed daily labs.  
Chazz clennd channels.  
Powers Generator here for annual minor service on both generators  
Chazz took lab water samples to State Lab and picked up sample bottles at EAI for sludge testing tomorrow.
- 11/04/21 –Completed daily labs.  
Chazz started belt press than took sludge samples to EAI.  
Our pH meter is not working, I will try to replace the probe to see if that works, ordered a new probe.  
Received staples order.
- 11/05/21 –I called Maurine Davie, ACOE to discuss the ROW at the siphon chamber. I explained my Situation (Rich out) and time constraints. I will get back to her as soon as I can.  
Chazz Vacation day.  
Completed daily labs.  
Received and installed new pH probe, seems to be working fine.  
Cleaning day.
- 11/08/21 –Completed daily labs.  
Chazz brought 4 drums of Caustic to grit room & cleaned racks and channels.  
Chazz had trouble with the pH meter this weekend, ordering a new one.  
Completed and submitted monthly Discharge Monitoring Report to US-EPA and NHDES.  
Sent management report to Joe.  
Ken & Chazz cleaned RAS#1.
- 11/09/21 –Completed daily labs.  
Ordered caustic for 11/16/2021  
Received Trojan parts order I ordered in August, still missing 20 sleeves, will call them.  
Received new pH meter.
- 11/10/21- Completed daily labs plus BOD, TSS and E-Coli.  
Checked plant D.O.'s  
Restart Effluent sampler.
- 11/11/21- Holiday, Ken here for required lab work
- 11/12/21-Completed daily labs  
Chazz started Belt Press.  
Sent time cards to Joe and Russ.
- 11/15/21-Completed daily labs.  
Chazz had trouble with the pH meter this past weekend, the problem was operator error, The meter was in mV (millivolt) instead of pH. OK now.

11/16/21-Completed daily labs.  
Received caustic delivery, 12 drums.  
Replaced final filter at lab water dispenser.

11/17/21-Completed daily labs.  
Set up Red BOD/TSS  
Checked plant D.O's.  
Worked on CIP.

11/18/21-Completed daily labs.  
Set up Blue BOD/TSS.  
Chazz started the Belt Press.  
Griffin Construction here replacing Belt Press building roof.

11/19/21-Completed daily labs.  
Chazz started the Belt Press.  
Griffin Construction here to finish Belt Press roof.

11/22/21-Completed daily labs.  
Chazz started the Belt Press  
Chazz reading Red BOD.  
Ken started the Effluent sampler.

11/23/21-Completed daily labs.  
Restarted Effluent sampler.  
Set up Red BOD/TSS.  
Chazz cleaned Grit Room

11/24/21-Completed daily labs, Set up Blue BOD & TSS.  
Chazz cleaned bar racks and Inf. & Eff channels.  
Griffin Construction finished Press Building roof.  
Cleaning day.

11/29/21-Completed daily labs.  
Read Blue BOD.  
Ken & Chazz cleaned Selector mixer #2.  
Chazz and Ken replaced the LEL sensor on our oxygen meter.

11/30/21-Completed daily Labs.  
Start Effluent sampler.  
Read and set up E-coli.  
Set up dilution water.  
Chazz calibrated oxygen meter, cleaned influent channel & bar racks.  
Ken placed Idexx order.

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



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

Facility Henniker Wastewater Treatment

Chief Operator Richard Slager

Month November" Year 2021

Date and Day of Week	Rain or Snow (in.)	Wastewater Flow In ( MGD )(1)				Chlorine Residual (mg/L)		Lbs. of Cl.	Settleable Solids (ml/L)		pH		D.O. mg/L	Turb. NTU	Total Suspended Solids (mg/L)		Coli-form (#/100 ml)				
		INF.	EFF.(2)		EFF.	A.M.	P.M.		Lbs.	INF.	EFF.	INF.			EFF.	EFF(3)		EFF(3)	INF.	EFF.	EFF.
			TOTAL	MIN.																	
1 (M)	.10R	0.133	0.040	0.230	0.129						7.2	6.8		2.5			8.5				
2 (T)		0.144	0.050	0.210	0.131						7.4	6.7		2.3	148.0	7.0	1.0				
3 (W)		0.143	0.040	0.210	0.131						7.3	6.7		2.4	124.0	11.0	1.0				
4 (T)		0.140	0.050	0.220	0.137						7.2	6.7		2.1							
5 (F)		0.137	0.040	0.330	0.158						7.7	6.8		2.4							
6 (S)		0.132	0.050	0.190	0.130						6.7										
7 (S)		0.126	0.040	0.200	0.128						6.7										
8 (M)		0.124	0.040	0.190	0.123						7.4	6.8		3.0			1.0				
9 (T)	.10R	0.127	0.040	0.190	0.121						7.6	6.8		3.6		7.0	1.0				
10 (W)		0.128	0.030	0.180	0.119						7.4	6.9		2.3		6.0	3.0				
11 (T)		0.126	0.040	0.170	0.117						6.8										
12 (F)		0.118	0.020	0.180	0.112						7.5	6.8		1.9							
13 (S)		0.138	0.040	0.310	0.162						6.9										
14 (S)		0.138	0.060	0.200	0.136						7.0										
15 (M)	.10R	0.127	0.050	0.200	0.123						7.3	6.9		1.9			4.1				
16 (T)		0.137	0.060	0.220	0.135						7.5	6.8		1.8		8.0	1.0				
17 (W)		0.134	0.050	0.200	0.129						7.6	6.8		1.9		6.0	1.0				
18 (T)		0.135	0.050	0.200	0.132						7.6	6.8		2.1							
19 (F)	.20R	0.133	0.040	0.290	0.157						7.4	6.7		1.6							
20 (S)		0.134	0.050	0.270	0.159						6.7										
21 (S)	.20R	0.133	0.060	0.220	0.138						6.8										
22 (M)		0.129	0.050	0.200	0.129						7.4	6.9		1.5			1.0				
23 (T)		0.128	0.050	0.290	0.157						7.5	6.8		1.4		8.0	1.0				
24 (W)		0.114	0.040	0.230	0.122						7.2	6.8		1.5		8.0	1.0				
25 (T)	.10R	0.108	0.040	0.170	0.133						7.0										
26 (F)		0.104	0.040	0.210	0.104						7.0										
27 (S)	.25R	0.098	0.050	0.180	0.110						6.9										
28 (S)		0.101	0.040	0.190	0.114						6.9										
29 (M)		0.109	0.050	0.200	0.118						7.3	7.0		1.0			1.0				
30 (T)		0.104	0.030	0.180	0.111						7.5	7.0		1.1		5.0	1.0				
(W)																					
			Max	0.330	0.162						min	6.7									
Totals		3.782	---	---	3.905	---	---				max	7.0	---	---	---	---					
Averages		0.126	---	---	0.130						---	---	ERR	2.0	136.0	7.3	1.4				

(1) Show Units (MGD or GPD)

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

(3) Before Chlorination

% Removal: 95%

Date and Day of Week	B.O.D. (mg/L)		Septage gal	BOD (lbs/day)		TSS (lbs/day)	
	INF.	EFF(3)		INF.	EFF(3)	INF.	EFF(3)
1 (M)							
2 (T)	182.0	4.5		218.6	4.9	177.7	7.6
3 (W)	220.0	4.4		262.4	4.8	147.9	12.0
4 (T)							
5 (F)							
6 (S)							
7 (S)							
8 (M)							
9 (T)		4.6			4.6		7.1
10 (W)		4.2			4.2		6.0
11 (T)							
12 (F)							
13 (S)							
14 (S)							
15 (M)							
16 (T)		4.7			5.3		9.0
17 (W)		4.6			4.9		6.5
18 (T)							
19 (F)							
20 (S)							
21 (S)							
22 (M)							
23 (T)		3.4			4.5		10.5
24 (W)		3.6			3.7		8.1
25 (T)							
26 (F)							
27 (S)							
28 (S)							
29 (M)							
30 (T)		3.6			3.3		4.6
(W)							
Totals	---	---	---	481.0	40.2	325.6	71.4
Avg.	201.0	4.2		240.5	4.5	162.8	7.9

% Removal: 98%

Signature: \_\_\_\_\_

Additional Information:

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

Report personnel changes, chlorine or power outages, equipment breakdowns, etc. below.

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