



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

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

This meeting is being conducted virtually without a physical location in accordance with Governor Sununu's Emergency Order #12.

Interested members of the public can watch the meeting live and participate on the zoom platform at:

<https://zoom.us/j/93699424856?pwd=bUdlcmkwT0dBT2wyNGZzemkrUUE4dz09>

Meeting ID: 936 9942 4856

Password: 353986

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CORRESPONDENCE

Item 1: Email from Amanda Sauerheber

Item 2: Email from Robert Reno

V. PUBLIC COMMENT #1 – (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)

VI. CONSENT AGENDA

Item 3: Consent Agenda from February 16, 2021

Item 4: Abatement – Contoocook River Lumber (Map/Lot 2-486 A)

VII. NEW BUSINESS

Item 5: Update from Mike Tardiff – Executive Director of Central Regional Planning

Item 6: Update for 2021 Town Meeting – Cordell Johnston

Item 7: Request to be added to the tow rotation.

J & M Towing

Sizemore Motors

Item 8: Speaking order for Town Meeting.

VIII. OLD BUSINESS

Item 9: Update to temporary travel policy for vaccinated employees

IX. OTHER BUSINESS/CORRESPONDENCE

Item 10: Acceptance of Board of Selectmen Meeting Minutes February 2, 2021

Item 11: January Department Reports

Item 12: Town Administrator Report

Item 13: Selectmen Reports

X. PUBLIC COMMENT #2 (For any comment by any Henniker resident on a topic. Request time limit, up to 3 minutes)

XI. NON-PUBLIC – IF NECESSARY

Item 14: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

XII. ADJOURNMENT

XIII. UPCOMING DATES

March 9, 2021 – Town Election Day

March 10, 2021 – Planning Board Meeting

March 13, 2021 – Town Meeting

March 16, 2021 – 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.



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

**STATE OF NEW HAMPSHIRE
BY HIS EXCELLENCY
CHRISTOPHER T. SUNUNU, GOVERNOR**

Emergency Order #12 Pursuant to Executive Order 2020-04

Temporary modification of public access to meetings under RSA 91-A

Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III(b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
 - a) Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
 - b) Provides public notice of the necessary information for accessing the meeting;
 - c) Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
 - d) Adjourns the meeting if the public is unable to access the meeting.

Given under my hand and seal at the Executive Chambers in Concord, this 23rd day of March, in the year of Our Lord, two thousand and twenty, and the independence of the United States of America, two hundred and forty-four.


GOVERNOR OF NEW HAMPSHIRE

Thank you

From : Amandasauerheber@msn.com Tue, Feb 16, 2021 09:52 PM

Subject : Thank you

To : hpd mfrench
<hpd.mfrench@tds.net>

Dear Chief French,

I know this e-mail is coming to you on the late side but I just wanted to express a thank you to the officers on your police department. My sister in law passed away in November in Henniker as you know and it truly meant a lot to me how wonderful Lt Dandeneau and Officer Jesse Colby helped my family during that time. They made sure my niece Peyton was okay and taken care of and were wonderful when they notified me as to what was going on. Also I wanted to tell you how great Officer Allysia Burton was a couple days later when I went to where my sister in law was living to clean out her room. Officer Burton showed up and helped pack my car with her things and was a shoulder to cry on when I broke down. Also they all checked in on me to see how everyone was doing and if they could help in any way, I'm beyond greatfull for them. The officers on your police department are truly amazing people and just wanted you to know how much they have helped my family.

Sincerely,
Amanda Sauerheber

Sent from my iPhone

From: Joseph Devine <josephdevine.henniker@tds.net>
Sent: Friday, February 26, 2021 12:00 PM
To: hennikeradmin@tds.net
Subject: FW: Tucker Free Library, 2021 budget

JRD

Joseph Devine, CPM
Town Administrator
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242
(603) 428-3221, ext. 105

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.

From: Rob Reno <reno_333@hotmail.com>
Sent: Thursday, February 25, 2021 1:21 PM
To: Joe Devine <josephdevine.henniker@tds.net>; Joe Devine <townadministrator@henniker.org>
Subject: re: Tucker Free Library, 2021 budget

Hello Joe,

for your info i am forwarding you a copy of the following letter to the Selectmen in response to their handling of the 2021 budget for the Tucker Free Library. if you believe the position has merit, feel free to use it in any way you see fit.. thanks for your kind attention, Rob Reno

DATE: FEBRUARY 25, 2021
TO: SELECTMEN, TOWN OF HENNIKER
Kris Blomback, Tia Hooper, Peter Flynn, Scott Osgood, Leon Parker
CC: TOWN ADMINISTRATOR
Joe Devine
FROM: ROBERT RENO, HENNIKER, NH
RE: TUCKER FREE LIBRARY, 2021 BUDGET REVIEW

I am writing to express my disparagement over your recent decision in the budget review process to handicap the Tucker Free Library from providing a level of 2021 service that does justice to the needs of the community.

My understanding of the budget review process is that it was lacking in due diligence when it comes to communication. (The particulars of this process, or lack of process, are outlined in detail on the library's web site.) The library had been informed at the outset of the 2021 budget review process that despite substantial increases in projected operating costs due to coronavirus mitigation measures, no increase in the budget for 2021 would be admissible. This necessitated the austerity on the part of the Library Trustees of making internal budget cuts in the range of \$10,000 to offset these coronavirus related costs, in order to submit a flat budget proposal for 2021. Needless to say this came at a cost in terms of ability to offer continuity of service, at a time of community stress when the library's services are particularly of the essence. Nevertheless the Library Trustees absorbed the shortfall through a series of documented operational cuts and in good faith submitted a flat budget for 2021 as directed.

However in the subsequent budget review by your body, additional cuts in the realm of \$14,000 were peremptorily proposed and approved, without (in my opinion having listened to that brief deliberation) a reasonable level of justification, deliberation or diligence, let alone any opportunity for the Library Trustees to participate in discussion.

The net effect of this lack of due process, is that once the dust will have settled the Town will necessarily suffer an alarming diminution of essential services that are crucial to the vibrancy of community livelihood, especially in this time of shared cultural hardship. If the natural consequences of this misstep are allowed to occur, it's my forecast that it will become apparent to the Select Board that it had stumbled into an unfortunate error of judgement based on a lapse of due process. If there is any way procedurally for you to redress this unfortunate situation before the inevitable damage is irremediable, I would encourage you to make the necessary rectification to the library budget before the opportunity is lost. The value of the services and programs of a well-supported library are too important to the cultural vitality of the Town to be treated carelessly.

Thank you for your kind attention; sincerely,

Robert Reno
Henniker, NH



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

**Tuesday, March 2, 2021
6:15 pm**

Consent Agenda

Item 1: Abatement – Contoocook River Lumber (Map/Lot 2-486 A)

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



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Incorporated November 10, 1768
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 2/25/2021
TITLE: Central Regional Planning Update
INITIATED BY: Mike Tardiff, Executive Director
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Mike Tardiff, Executive Director

AGENDA DESCRIPTION:

Mike Tardiff, Executive Director for Central Regional Planning, will update the Board on the planned construction at the intersection of US 202/NH9/NH127 and any other projects of interest to Henniker.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No Motion is necessary. This update is for informational purposes only.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 2/25/2021
TITLE: 2021 Town Meeting
INITIATED BY: Cordell Johnston, Henniker Moderator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Cordell Johnston, Henniker Moderator

AGENDA DESCRIPTION:

Henniker Town Moderator Cordell Johnston will provide an update on the 2021 Town Meeting.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No Motion is necessary. This update is for informational purposes only.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 2/25/2021
TITLE: Tow Rotation for Police Department
INITIATED BY: Matthew French, Henniker Police Chief
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Matthew French, Henniker Police Chief

AGENDA DESCRIPTION:

The Town of Henniker has been approached by two tow companies asking to be added to the Town's tow rotation. The companies requesting to be added J&M Towing and Recovery and Sizemore Motors. Section IV.6 of the Selectmen Policies speaks to our Towing Policy. According to the qualifications section of the policy:

"Any towing service with at least one (1) properly equipped wrecker and a storage yard in a properly zoned area, capable of holding ten (10) or more vehicles and doing business within a reasonable distance from the Henniker town limits shall be eligible for the duty wrecker list. 61 Preference shall be given to local towing services. However, if no local towing service is willing or capable of providing required services, the Police Department reserves the right to seek services from any other towing service."

The policy further states:

"When a new company applies to be on the duty wrecker list, the police department shall ensure that the company complies with the requirements set forth in this policy and make a recommendation to the Board of selectmen. If the Board authorizes the addition of the new company, it shall become part of the on-call duty wrecker list the month following the approval. A revised duty wrecker list shall be completed by the police department and provided to each duty wrecker company and the dispatch center."

I asked Chief French to reach out to both of the companies to ensure they meet the policy's requirements. Chief French will be providing recommendations to the Board.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

We currently have two companies on the tow list, both of which are from Henniker. In speaking with Chief French, we have had very few incidents where they have not responded. I think we can keep these two companies as "back up's," but at this time, I do not find it necessary to add non-Henniker businesses to the list.

Suggested Action/Recommendation:

If the Select Board would like to add either of these companies

Suggested Motion:

Move to add (J&M Towing and Recover) and/or (Sizemore Motors) to the Henniker Police Department Tow Rotation.



February 14, 2021

Dear Chairman Blomback
Vice-Chair Hooper
Selectman Flynn
Selectman Osgood
Selectman Parker

My name is Michael Plante. My wife Tabitha and I own J&M Towing and Recovery, a family owned business based in Weare. I am writing to you today to request that my company be added to the Henniker Police Department towing rotation/list. Currently, we are listed as a back-up with the Henniker Police. I am requesting that we be added as a primary tow company along with Danny's Automotive and Towing and Advance Towing & Trucking.

Currently, J&M Towing is a primary tow company for several area police departments and the New Hampshire State Police. We are also the contracted tow provider for New England College and a member of the New Hampshire Towing Association. We operate two secured impound yards, one in Weare and one in Goffstown. We are a AAA affiliate for AAA Northern New England and many other "AAA" style road clubs. We are a registered business in good standing with the State of New Hampshire and we are fully insured.

The past year I have been working non-stop to promote and move my business forward. It has been a challenging year but we are surviving and holding our own in the difficult business climate of today. Recently the Weare Police Department revised their towing policy from a rotation style tow list to a weekly tow list. Danny's Automotive and Towing requested and was approved for the weekly tow list. Danny's is one of five companies on the list. I am asking that J&M Towing be added to the current Henniker Police weekly tow rotation. I am asking for the fair and reasonable opportunity in Henniker that Danny's is receiving in Weare.

Please contact me with any questions at the below listed phone numbers or via email at accuratetransportation@yahoo.com

Thank you,
Michael Plante
J&M Towing & Recovery
233 N Stark Hwy
Weare, NH 03281
603-715-6325 / 603-715-7685

Accurate Transportation LLC dba J&M Towing & Recovery
233 North Stark Hwy, Weare, NH 03281
(603) 715-6325
accuratetransportation@yahoo.com

SIZEMORE MOTORS, LLC

678 N STARK HWY

WEARE, NH 03281

603-529-4702

sizemoremotors@gmail.com

February 26, 2021

To whom it may concern,

I, Nick Sizemore, am the business owner of Sizemore Motors, LLC where we have recently decided to grow our business and help local communities in towing and recovery needs. It would be my pleasure to assist to the Town of Henniker in any situations where towing and recovery assistance is needed. We have a 2006 Peterbilt 335 ramp truck with a 15,000 lbs hauling capacity, fully equipped with chains, binders, 2 winches, and other supplies needed for any instance. Located at the Weare/Henniker line, I feel as though we will be timely and efficient for all needs.

Nicholas Sizemore

A handwritten signature in black ink, appearing to be 'NS', written over a horizontal line.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 2/25/2021
TITLE: Town Meeting Warrant Article Presentations
INITIATED BY: Joseph Devine, Town Administrator
PREPARED BY: Joseph Devine, Town Administrator
PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

The 2021 Town Meeting is March 13, 2021, at 1:00 p.m. at the Henniker Community School. The Board needs to decide who will be speaking and presenting each Warrant Article at the meeting.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No Motion is necessary. This update is for informational purposes only.



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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 2/25/2021

TITLE: COVID-19 Travel and Quarantine Policy

INITIATED BY: Jim Morse, Fire Chief and Greg Aucoin Rescue Chief

PREPARED BY: Joseph Devine, Town Administrator

PRESENTED BY: Joseph Devine, Town Administrator

AGENDA DESCRIPTION:

At the August 11, 2020 meeting, the Select Board instituted a Travel Policy consistent with the prevailing public health guidelines. On January 11, 2020, the NH Department of Health and Human Services published a [comprehensive guidance document](#) that was the basis for the proposed policy. This policy is intended to replace the August 11th policy. Most notably, this policy includes guidance for screening, isolating, and quarantining for COVID-19 symptoms, close contact with positive cases, and travel outside of the New England States. Additionally, this policy contemplates vaccinated employees and employees who have recovered from a positive COVID-19 case within the past 90 days. The policy also clearly communicates the expectation regarding earned-time utilization and compensation. Finally, the policy provides flexibility to essential employees (Police/Fire/EMS/Highway/Transfer Station/Wastewater) to execute essential services.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

This policy was previously adopted as a temporary emergency policy. I would recommend we follow the same procedure and adopt this temporary emergency policy.

Suggested Action/Recommendation:

Suggested Motion:

Move to pass the temporary emergency COVID-19 Travel and Quarantine Policy as presented.

Town of Henniker

COVID-19 Travel and Quarantine Policy

Situation

The novel coronavirus disease 2019 (COVID-19) pandemic continues around the world and within the United States. Many countries show an increasing number of COVID-19 infections and new outbreaks, including countries that have initially brought their original epidemics under control. Even the United States is currently experiencing an accelerating pandemic, and most states outside of New England are experiencing worsening outbreaks or uncontrolled community transmission. A Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which [recommends against any non-essential travel to global destinations](#).

The CDC has also issued a Level 3 Travel Health Notice recommending that [travelers defer all cruise travel worldwide](#). Therefore, any travel internationally or domestically increases your chances of getting infected and spreading COVID-19; staying home is the best way to protect yourself and others from getting sick.

Because travel increases a person's chance of getting COVID-19 through close contact with others or contaminated public surfaces, anybody traveling should continue to avoid large gatherings and public areas, keep a distance of at least 6 feet from others, wear a cloth face covering when in public areas, and frequently sanitize their hands.

Specific Town of Henniker Travel and Quarantine Guidelines

- The Town of Henniker until further notice will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- The Town strongly discourages personal international and domestic travel outside of the New England states.
- The Town strongly discourages personal travel on cruise ships.
- Any employee choosing to travel internationally (including Canada), on a cruise ship, or domestically outside of Maine, Vermont, Massachusetts, Connecticut, or Rhode Island shall quarantine for 14 days upon return from said travel and may not return to work.
- Unless exhausted, employees required to quarantine under these guidelines may take up to 80 hours of emergency paid sick leave as established under the Families First Coronavirus Response Act during this quarantine. If emergency paid sick leave is declined or exhausted, employees will be unpaid during quarantine unless they choose to use appropriate, available paid leave during this quarantine period.
- If a quarantined employee wishes to return to work sooner, they may voluntarily obtain and provide documentation of a reliable, negative COVID-19 test from an authorized provider; copy of the results shall be provided directly to Human Resources.
- Employees who are quarantining under this policy should refrain from any travel that may subject them to an additional 14-day quarantine period. In the event of such additional travel, the employee's quarantine will be appropriately extended.



**Town of Henniker
COVID-19 Screening, Exclusion,
and Travel Policy**



TOWN OF HENNIKER

NEW HAMPSHIRE

Office of the Select Board

COVID-19 Screening, Exclusion, and Travel Policy

I. Purpose

The spread of COVID-19 can occur in workplaces and cause a significant impact on employees and municipal operations. Even a single person can introduce COVID19 into a workplace and lead to multiple other people needing to quarantine at home, significantly impacting municipal services and processes. One key component to prevent the introduction of COVID-19 into the workplace is effective employee screening and appropriate exclusion from work for people who have any new or unexplained [symptoms of COVID-19](#) or risk factors for exposure, including travel.

II. Application

This policy applies to all Town employees.

III. Screening

Daily, employees should consider the following screening questions:

1. Have you tested positive for COVID-19, or do you have any symptoms of COVID19 or fever of 100.4 degrees Fahrenheit or higher that are new for you? Symptoms include:
 - a. Fever, or feeling feverish;
 - b. Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
 - c. General body symptoms such as muscle aches, chills, and severe fatigue;
 - d. Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
 - e. Changes in a person's sense of taste or smell.

If you answered yes to screening question #1, please proceed to Section IV, Employee Exclusion Due to Symptoms or Positive Test ('Isolation' Guidance).

2. Have you had close contact with someone who has tested positive for COVID-19 in the last ten days? Close contact is considered anyone who is within six feet of an infected person for a total of 15 minutes or more, even if wearing a mask. (Note: first responders exposed to COVID-19 patients while wearing appropriate personal protective equipment should answer "no" because they are not considered to have exposure)

If you answered yes to screening question #2, please proceed to Section V, Employee Exclusion Due to Known or Potential Exposure ('Quarantine' Guidance).

3. Have you traveled in the previous ten days outside of N.H., ME, VT, MA, RI, or C.T., including domestically (within the U.S.), internationally (outside of the U.S.), or on a cruise ship?

If you answered yes to screening question #3, please proceed to Section VI, Travel Guidance.

*Adapted from [January 11, 2021 NH Bureau of Infections Disease Control Guidance](#)

Approved: 8/11/2020 * Revised 3/2/2021



IV. Employee Exclusion Due to Symptoms or Positive Test ('Isolation' Guidance)

Employees who test positive or present with any new or unexplained symptoms of COVID-19 (even if only mild symptoms) should isolate. Symptomatic employees are instructed to contact their health care provider to be tested for COVID-19 and should self-isolate at home; this includes people who were previously vaccinated against COVID-19 or who had prior COVID-19.

If an employee tests positive for COVID-19, they must isolate for ten days from the positive diagnostic test result, and if symptoms develop after a positive test result, isolate for ten days from the onset of symptoms.

If an employee experiences symptoms of COVID-19, the person can be allowed off "isolation" and back to work when either:

- 1) All of the following criteria are met:
 - a) The person tests negative with an appropriate test to detect active COVID19 (including PCR- and antigen-based tests).
 - b) They are fever-free for at least 24 hours off fever-reducing medication, and other symptoms are improving
 - c) They have no risk factor for COVID-19 exposure in the prior ten days (e.g., close contact to a person with COVID-19 or travel risk factors) that would require the person to complete a minimum 10-day quarantine even after testing negative (see quarantine guidance and "exceptions to quarantine requirements" below).
- 2) The person has met CDC criteria for discontinuation of isolation (which applies to people who test positive or for symptomatic people who are not tested). This guidance requires that people isolate for at least ten days after symptom onset, possibly longer depending on the progression of the person's symptoms.

OR

V. Employee Exclusion Due to Known or Potential Exposures ('Quarantine' Guidance)

Employees who report close contact to someone with COVID-19 or those reporting travel risk factors (as outlined above in the screening questions) should self-quarantine at home. Close contact is considered anyone who is within six feet of an infected person for a total of 15 minutes or more, even if wearing a mask. First responders in all appropriate personal protective equipment are not considered close contact even if exposed to a positive COVID-19 patient. A person can be allowed off "quarantine" and back to work when at least ten days have passed from their last exposure to a person infectious with COVID-19 or return from travel or according to "exceptions to quarantine requirements."

*Adapted from [January 11, 2021 NH Bureau of Infections Disease Control Guidance](#)

Approved: 8/11/2020 * Revised 3/2/2021



People identified as close contacts to someone diagnosed with COVID-19 must quarantine for at least ten days and should be tested. Testing for COVID-19 does not allow a person identified as a “close contact” to be released early from their 10-day quarantine; testing is only for early identification of infection so that public health can perform contact tracing to identify additional people potentially at risk for COVID-19. Any person with an identified exposure who ends quarantine after ten days must still monitor themselves daily for symptoms of COVID-19 and strictly adhere to all recommended COVID-19 mitigation measures (social distancing, avoiding social gatherings, wearing a face mask, practicing frequent hand hygiene, etc.) for a full 14 days after their last potential exposure. Any new symptoms of COVID-19 should prompt the person to isolate and seek testing again (even if the person recently tested out of quarantine).

VI. Travel Guidelines

Many areas of the world, including locations within the United States, continue to experience high levels of new COVID19 infections resulting in an increased risk of exposure for people who live in or travel to these areas. There are also new strains emerging that appear to be more infectious and quickly spread. Different types of travel and activities (e.g., travel on public transportation, travel on cruise ships, interaction with large groups of people, etc.) also increases a person’s risk of COVID-19 exposure, regardless of the ultimate destination. The guidelines below are instituted to minimize the risk of an employee being exposed to COVID-19 and subsequently introducing the novel coronavirus into the workplace.

1. Business Travel

Under the original Executive Order 2020-04, and as continued to the present, nonessential out-of-state travel by municipal employees for official business purposes is suspended.

2. Personal Travel

The Town of Henniker discourages international travel, travel outside of New England (M.E., NH, VT, MA, RI, and C.T.), travel on public mass transportation, and travel on cruise ships. According to the Centers for Disease Control and Prevention (CDC) and the New Hampshire Department of Health and Human Services (DHHS), these are determined to be travel risk factors. Employees must report applicable travel to their supervisors, and such supervisors are asked to forward such information to the Town Administrator.

Before they can return to work, employees reporting travel risk factors must quarantine for at least ten days from their return. As an alternative, employees saying travel risk factors can shorten their travel-related quarantine by getting a test on or after day six (6)

*Adapted from [January 11, 2021 NH Bureau of Infections Disease Control Guidance](#)

Approved: 8/11/2020 * Revised 3/2/2021



TOWN OF HENNIKER

NEW HAMPSHIRE

Office of the Select Board

of their quarantine to test for COVID-19. This test must be a molecular test (e.g., PCR-based test). Antigen tests are not accepted for this purpose. If the employee is asymptomatic and the test is negative, the employee can end their quarantine after seven (7) days. All employees reporting travel risk factors should self-observe for symptoms and strictly adhere to COVID-19 mitigation measures (masks, social distancing, etc.) for a full 14-days upon their return from travel. This 7-day quarantine “test out” option **ONLY** applies to travel-related quarantine (not quarantine due to a close contact exposure to a person with COVID-19)

VII. Exceptions to Quarantine Requirements

The following employees do NOT need to quarantine after close contact exposure to a person with COVID-19 (see Section V) nor after travel outside of New England (see Section VI):

1. Persons who are 14 days beyond the second dose of their COVID-19 vaccine (i.e., Fourteen days after full vaccination).
2. Persons who are within 90 days of a prior SARS-CoV-2 infection diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to quarantine).

Such persons, however, still need to monitor themselves for symptoms of COVID-19 daily, practice social distancing, avoid social and other group gatherings, always wear a face mask when around other people, and practice good hand hygiene at all times.

Essential Employees (Police, Fire/EMS, and Public Works) may be permitted to work during their quarantine period if all the following criteria are met:

- a. The employee is not exhibiting any signs or symptoms of COVID-19;
- b. The employee is deemed essential;
- c. The employee cannot conduct essential functions remotely;
- d. There is no replacement personnel for the employee;
- e. The employee self-quarantines for all other purposes other than reporting to work;
- f. The employee wears a mask, maintains at least 6 feet of separation from other employees and residents, and participates in daily health screening while at work as outlined in Section III.

VIII. Earned-Time and Compensation

Employees must utilize all available and unused earned-time during their isolation or quarantine. Worker’s compensation benefits may be available to employees exposed to COVID-19 in the workplace. Short-term or long-term disability benefits may be available to employees after the waiting period. Employees making travel arrangements are expected to plan with their supervisor and Human Resources Administrator to understand their earned-time availability. Unpaid quarantine time

for travel according to Section VI requires preapproval from the Town Administrator and will only be considered in extenuating circumstances. Unpaid travel/vacation is not allowable without a special exception approved by the Select Board. Employees are encouraged to maintain a two-

*Adapted from [January 11, 2021 NH Bureau of Infections Disease Control Guidance](#)

Approved: 8/11/2020 * Revised 3/2/2021



TOWN OF HENNIKER
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week balance of accrued earned-time. Unpaid quarantine or self-isolation may become necessary if an employee’s earned-time balance is exhausted. During all unpaid leave, the employee remains responsible for all deductions.

IX. ACKNOWLEDGEMENT

Signed acknowledgement is required at the time a vacation request is submitted or if an employee experiences the need to isolate or quarantine pursuant to the policy above. I have read, understand, and agree to this policy.

Employee Name

Employee Signature

Date

*Adapted from [January 11, 2021 NH Bureau of Infections Disease Control Guidance](#)

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**Town of Henniker
Board of Selectmen Meeting
Tuesday, February 2, 2021
Zoom**

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

Town Administrator: Joe R. Devine Jr.

Recording Secretary: Kelly McCutcheon

Virtual Zoom Guests: Deb Kreutzer, Bill Marko, Heidi Aucoin, Patti Osgood, Cordell Johnston, Lynn Piotrowicz, Russ Roy, Angelica Ladd, Lori Marko, Marc McMurphy, Kirk Spofford, Susan Adams

Item 1: Letter from White Birch

CONSENT AGENDA

Item 2: Abatement – Katherine and David Crete (Map/Lot 1-355-X2)

Item 3: Refund – Jeannine Aucoin (Map/Lot 1-318-PW190)

Vice Chair Hooper moved to approve as presented. Selectman Parker seconded. Motion carried 4-0 (Osgood had audio issues)

Public Comment #1:

Deb Kreutzer, Trustee of the Tucker Library, had two statements regarding the misinformation at the last Selectmen hearing. She clarified that Town tax dollars are not rolled over into library funds and are the first dollars spent. Trust fund money if not spent does roll back into the trust funds. She stated Vice Chair Hooper never attended any library meetings until December 2020, did not ask any questions at the meetings she did attend, and did not speak to any library employees or trustees.

Deb Kreutzer stated how the library trustees strongly object to cutting the budget since the library presented as flat budget as the Selectmen requested from all departments. She stated that the cut being made without the Board or Budget Advisory Committee speaking with the Trustees or library staff and the impact the cut will have on the library. Deb Kreutzer stated Vice Chair Hooper was wrong in information, process, conclusion, presentation, recommendation of the cut thus not representing the tax payers of Henniker.

Chair Blomback asked to hold until the budget discussion and clarified any budget issues will be addressed in the public forming coming up.

Bill Marko asked to try to go back to the format where all participants on zoom can see who else is there and see one another. Know zoom bombing is a problem, but should be able to see

Board of Selectmen

February 2, 2021

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who is there. All adults when zoom bomb happens deal with it, more important to be able in person meeting to see who is there and who is talking and would like to get back to that format. Chair Blomback agrees with Bill and will work on it.

Heidi Aucoin attended the library meeting to hear about the building project and didn't ask questions, but there was not very much clarification given that they were trust funds being rolled over.

Patti Osgood spoke about Town Meeting being indoors in March that it is wrong to disenfranchise people who want to participate in Town Meeting and if one person doesn't feel safe to be there and have their vote that it kind of goes against what this country was founded on. Recommend waiting until can have partly outside so everyone can participate.

Joe Devine, Town Administrator, stated the Board voted to move forward but Cordell Johnston, Town Moderator, can speak more. Cordell Johnston stated a decision does not need to be made tonight and can wait until March 13th to postpone if the Board wishes.

PUBLIC HEARING

Item 4: Pursuant to RSA 32:5 the Henniker Board of Selectmen hereby announces to the citizens of Henniker the convening of a Public Hearing to take input on the proposed FY21 Town Operating Budget, bonds, and proposed warrant articles.

Board discussion: Joe Devine addressed the draft warrant was sent to attorney, then was sent to DRA who returned the following recommend changes:

1st in reference to Warrant Article 3; the ballot vote was changed from 2/3 ballot vote to 3/5 *ballot vote*.

2nd in reference to the Highway Block Grant, DRA strongly recommend only \$60,000 because that is guaranteed, and if more than \$60,000 is on the warrant and the State is not able to fund it, the difference would need to be raised through taxation.

3rd in reference to Warrant Article 10, the funds requested is \$25,000 short as it did not account for the radio, lettering, and other options the Highway Department is adding. the number on the truck in art 10 should be \$225,000 total as opposed to \$200,000. it doesn't include the radio, lettering, or other options he is adding.

Selectman Flynn moved to fund the \$25,000 from the fund balance rather than through taxation. Selectman Parker seconded. Motion carried 5-0.

Chair Blomback opened public comment:

Patti Osgood spoke regarding the library budget and how the library presented a flat budget as the Board directed, but not without direct impact on the library. She stated an additional \$10,000 was needed for cleaning supplies due to COVID and not being able to operate normal hours, but did bring their energy cost down since converting to LED lighting and the reduced building hours to maintain a flat budget as directed by the Selectmen. She stated the merit raise bump was an unexpected increase to their budget yet the library still presented a flat budget despite going from being open 45 hours a week down to 27 hours a week. The library hopes to open back up to 42 hours a week after Town Meeting but will not be able to do so

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when there is another disaster with a \$14,000 cut. Patti Osgood stated for the .31 cents a month the library cost her in tax dollars she does not believe the cut is worth it and asked Vice Chair Hooper and the Budget Advisory Committee to tell the library where the \$14,000 cut is going to come from.

Lynn Piotrowicz, Director of the Tucker Library, shared her screen with the library budget and explained that town appropriated tax dollars are the first expended and that the trust fund monies are what carries and pays the library bills until Town Meeting, when town appropriated tax dollars are received. Lynn stated the library has operated this way since before she was director. Chair Blomback asked for clarification that town money is spent first and the trust fund monies act as a back stop. Lynn confirmed and stated that bills had to go out in January that could not be postponed.

RSA gives the library authority to roll over trust fund monies, the question some people are asking is if town tax money is being rolled over. Chair Blomback stated he was unaware the library utilizes town tax dollars first then trust fund monies.

Heidi Aucoin stated that at any public hearing the Board of Directors know what they are talking about and what they are doing, but it would have been helpful to clarify for those in attendance. She also asked how much of the trust fund is being rolled over and why the library's cleaning expenses increased while the open town buildings cleaning budgets did not.

Patti Osgood stated the cleaning increased because library materials go into people's homes and many people read when they are sick in addition to the square footage of spaces open in the library. Patti apologized it was not clear at the regular library board meeting, not a budget meeting. She asked in the future that attendees ask questions especially if it is a meeting they do not regularly attend.

Vice Chair Hooper responded the motion made at the meeting was to roll over funds from 2020 to pay for 2021 in case of budget cuts on December 29, 2020 meeting. Vice Chair Hooper asked Financial Director Russ Roy about a \$300,000 library account listed as an unreserved fund balance, since there is to be no comingling of trust fund monies.

Russ Roy stated the \$300,000 is a majority trust left by a resident that does not comingle with other funds. The account is treated as a trust but in reality, is an unserved fund balance and cannot be considered a trust and is maintained by Charter. Chair Blomback asked about other trust. Russ stated TDBank maintains a trust with an unknown amount and that the town can not utilize.

Heidi Aucoin asked for clarification on the TDBank trust being the trust to supplement the budget at \$30,000 with an interest only draw against the account. Chair Blomback confirmed that was his understanding. Heidi Aucoin asked if money can be drawn from the \$300,000 Charter account when needed. Vice Chair Hooper stated that was her understanding the Charter account can be used as library sees fit.

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Lynn Piotrowicz stated when money is withdrawn from the Charter account, first the library writes a Warrant Article asking the voters to approve and give authority at Town Meeting for the funds to be withdrawn from the account. The library does not have the authority to pull from the \$300,000 Charter account any time they see fit; all withdraws are approved by the voters at Town Meeting.

Angelica Ladd stated some of the library funds are marked for certain projects and have donor intentness behind them that cannot be used for operation cost. Lynn Piotrowicz confirmed every trust is supported by an intent and certain amount of money can only be spent on books or technology. The library cannot change the intents placed on the trusts. Chair Blomback asked for clarification on how much from each trust contributed to the \$30,000 allotted in the operating budget and the rolled over amount from December. Lynn Piotrowicz quickly went through the breakdown of the trust money provided in 2020 and stated that \$8,449 of trust money was approved to carry over to 2021.

Heidi Aucoin asked about the unused interest available in the TDBank (Cogswell Fund in some reports). Lynn Piotrowicz stated the information is in the Town Report and that the last withdraw was \$18,000 from TDBank and \$10,000 from the town trust fund. Lynn stated that TDBank withdraws the interest and mails the library a check. Lynn also stated the library has already expended \$8,000 in bills in January alone.

Bill Marko asked about Warrant Article 6, the Road Maintenance expendable trust, and how CIP had recommended funding at \$750,000 opposed to the \$600,000 the Selectmen approved. Bill mentioned the new executive policies under the new administrations which will drive the cost petroleum and petroleum related products up, and strongly encouraged getting as much road work completed as possible before the rate slam.

Chair Blomback agreed with Bill Marko but consented that there is a finite amount of tax money, and if the Board increases funding back to \$750,000 that the difference will need to come from somewhere else in the budget. Selectman Parker stated the Board has tried to cut funds the last two years, but the people always vote and support funding the roads.

Chair Blomback stated he is well aware that the roads need more money, that police and fire also need money but there was a 21% tax increase last year and as the budget stands now the town is looking at a 17% tax increase without knowing what the schools are proposing. *The tax base is finite and Henniker does not have the economic development it needs.* Chair Blomback praised the Planning Board and Economic Development Committee for their valiant efforts, but the reality is that residents on a fixed income cannot afford another tax increase on top of the recent revaluations.

Bill Marko stated there is a difference between wasting money by not using it this year and that smart fiscal policy would maintain the \$750,000 CIP recommendation in order to take advantage of rates now before the new national policies are implemented. Bill stated it will help the towns people everyday by saving them money tires, suspensions, and ruts. Chair Blomback stated with the trillions of dollars in national debt being approved that inflation will

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be coming and he agrees with Bill that money needs to be spent wisely and the town should get the most for their dollar.

Lori Marko asked about Warrant Article 7 and the sum of \$20,000 towards the full revaluation in 2025 as required by law. The 2020 quote was \$95,000 thus \$20,000 funding for the next 5 years is recommended. Lori Marko suggested possibly taking a few thousand from Warrant 7 and other line items in order to funds the roads at \$750,000 this year.

Warrant Article 8: sum of \$70,000

Vice Chair Hooper asked for clarification and if the numbers needed to be switch in regards to Henniker's contribution. Russ Roy confirmed the numbers are correct as printed and briefly went over the history of how it was established and that in addition to Bradford paying for service, Henniker also can bill clients in Bradford when the ambulance is called.

Warrant Article 9: sum of \$150,000

No Board or public comment.

Warrant Article 10: sum of \$225,000

Warrant Article 10, the funds requested is \$25,000 short as it did not account for the radio, lettering, and other options the Highway Department is adding.

The number on the truck in art 10 should be 225k total as opposed to 200k. it doesn't include the radio, lettering, or other options he is adding.

Selectman Flynn moved to fund the \$25,000 from the fund balance rather than through taxation. Selectman Parker seconded. Motion carried 5-0.

No further Board or public comment.

Warrant Article 11: sum of \$42,000

Selectman Parker pointed out the article is Selectmen recommended.

Warrant Article 12: sum of \$60,000

DRA strongly recommend only \$60,000 because that is guaranteed, and if more than \$60,000 is on the warrant and the State is not able to fund it, the difference would need to be raised through taxation.

Vice Chair Hooper stated it was known this was coming as the State has been struggling to fund their road projects. Russ Roy stated the State has also reduced the room and meals tax distributed to towns.

Warrant Article 13: sum of \$20,000

Vice Chair Hooper stated last week the town boiler failed inspection and that other maintenance has been delayed due to lack of funding.

Warrant Article 14: sum of \$10,000

Vice Chair Hooper stated the upcoming bridge work is needed.

Warrant Article 15: sum of \$50,000

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Bill Marko stated this is a classic short sightedness and because the capital reserves had stopped being funded it is why the town is in this situation and that it needs to be brought back to the \$100,000 funding.

Selectman Flynn stated his confusion since he was under the impression this warrant maintained the current police building, not future funding for a new building. Vice Chair Hooper stated that it is for the construction of a new facility. Russ Roy confirmed funds have been expelled from the account to work on the current building. Selectman Flynn suggested a separate warrant article for new police building. Vice Chair Hooper stated when it was established it was intended for a new building but the wording was not able to be changed on the floor at Town Meeting.

Chair Blomback asked about the land acquired through tax deed next to the current station if that could be used. Selectman Flynn stated it was mostly for parking and that the current building is in the flood plane and not ideal.

Warrant Article 16: sum of \$125,000

Vice Chair Hooper stated the potential cost savings once the tech upgrade is started and that several quotes have been gathered and packages are being reviewed. Lori Marko asked if this was a one-time funding. Vice Chair Hooper stated it will decrease from \$125,000 and eventually be absorbed into the operating budget. Heidi Aucoin agreed it is an investment and that the town infrastructure lacks the technology to pay all the bills online.

Kirk Spoffard asked to review Warrant Article 15 regarding the police building. He is neither for or against the article but is concerned that “building maintenance” and “maintaining” are in the warrant and suggested rewriting the warrant with different language. He thanked the Board for taking his comments.

No further comments on Warrant Article 16.

Warrant Article 17: sum of \$5,000

Vice Chair Hooper recommend \$10,000 since the department needs computers and guns. Heidi Aucoin stated she was having a hard time seeing the donation to the Red Cross and not keeping funds in town under the umbrella of service to the community.

Warrant Article 18: sum of \$100,000 (Fire)

No Board or public comment.

Warrant Article 19: (Parks)

No Board or public comment.

Warrant Article 20: (Wastewater)

No Board or public comment.

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Warrant Article 21: Cogswell Springs Water Works (CSWW)

Heidi Aucoin asked about the town handling CSWW water billing and payroll. Russ stated when the meters were installed the Selectmen determined neither Wastewater or CSWW needed to contribute towards sewer & water billings as well as payroll. Heidi also asked about debts and liens. Russ explained that is part of the reason Wastewater and CSWW are not invoiced for payroll & billings, because a tax lien is stronger than a sewer or water lien, so the town handles all town liens.

Warrant Article 22: riverbank at Azalea Park

Selectman Osgood explained there is no tax impact and that the warrant is to re-establish the wall and stop the erosion.

Susan Adams spoke regarding the serious safety issue on the trails that requires immediate attention and asking the Board to recommend to releases to funds to ensure all permits can be obtained. Joe Devine clarified Susan was speaking in regards to a later agenda item.

Bill Marko asked about the last meeting and the vote regarding the \$14,000 Beautification as he thought it had been cut at the meeting yet the papers reported it remained. Vice Chair Hooper stated it was confusing how the motion was worded, but the Board can still make cuts tonight. Bill Marko requested Beautification is cut.

Heidi Aucoin agreed with Bill Marko in that she thought it had also been cut, but upon re-watching the tape saw it was correct. She also asked about White Birch and if the line item stated where the money goes and what it is spent on. Joe Devine stated that is also an agenda item for later in the meeting.

Public Comment was closed.

Vice Chair Hooper moved to table the Board discussions until the remaining agenda items have been completed. Selectman Parker seconded. Motion carried 5-0.

Item 5: White Birch 2020 Invoices

Marc McMurphy stated he was surprised to hear what Vice Chair Hooper said last meeting. He stated White Birch does have a new book keeper who sent the invoices via email to town hall in the fall. Russ Roy never received the emailed invoices. Marc McMurphy requested if the invoices could be settled and expended before the books are closed. Selectman Flynn stated he has no problem with fulfilling the owed invoices. Selectman Parker asked Russ Roy to take the money from 2020.

Selectman Flynn moved to pay White Birch \$54,583.26 to complete the invoices from 2020. Selectman Parker seconded. Motion carried 5-0.

Item 6: Azalea Park Riverwalk Committee

The money being requested is not tax payer money.

Susan Adams spoke of the immediate repairs needed as the reason for Warrant Article 22. Azalea Park Committee met with the Army Corps of Engineers back in March 2020 before the

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shutdowns and have an estimate from StreamWorks who are known for fixing rivers and working with DES (Department of Environmental Services). Susan also has an estimate from Leo Aucoin as well.

Vice Chair Hooper stated she believed the engineering cost was too high. Susan Adams and Selectman Osgood explained that because they are dealing with DES, a survey and plan must be established before DES will consider granting a permit. The surveys previous done at Azalea Park was only for the entrance area and not on the trail next to the river. The work cannot be done without a permit from DES.

Chair Blomback asked Susan Adams if there was any way DES or the Army Corps of Engineers could work with Azalea Park Committee and waive or reduce the \$8,000 engineering cost when it will cost \$1,500 to fix, and that Azalea Park is not tax payer funded. Susan Adams stated she understands but would like Board approval.

Joe Devine stated he had Susan Adams come before the Board before seeing the Trustees as the Board has to authorize withdrawing the funds since there will be multiple trust discussed at Town Meeting.

Selectman Osgood moved to approve Azalea Park Committee to withdraw funding from the Trustees. Chair Blomback seconded. Motion carried 4-1 (Hooper).

Item 7: Appointment Executive Assistant/Office Manager

Vice Chair Hooper moved to appoint Wendy Baker of Hillsborough as a full-time Executive Assistant/Officer Manager effective February 8, 2021 and to initially set the position as a Labor Grade 13, Step 5B on the Town of Henniker Wage Schedule. Selectman Flynn seconded. Motion carried 5-0.

Item 8: Tap Grant

Vice Chair Hooper moved to authorize the Town Administrator to moved forward with the TAP grant. Selectman Parker seconded. Motion carried 5-0.

Item 9: Town Administrator Report

- COVID-19 Update – As of January 27, 2021 we have 15 active cases (0.31% of population), we have had 14 new cases in the past fourteen days, a total of 153 cumulative cases (3.16% of population) and 3,611 tests have been conducted on Henniker residents.
- Craney Hill Communication Tower –The Town has submitted a grant to NH Homeland Security in the amount of \$311,000 for the construction of a tower, building, generator and fence. We hope this competitive grant will be accepted so we will be able to move our existing police and highway antennas off their current pole and onto a new pole. This will also allow us to have a fixed generator so it will not be necessary for us to transport the portable generator every time the repeater loses power. I will update the board when I have heard the outcome.
- Town Report– Just a reminder we are in the final week of submission for Town Report. If your committee, department, or organization have not submitted their paperwork please do as soon as possible.

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•Highway Block Grant – We have received our first distribution of the 2021 Highway Block Grant. The amount is for \$33,857.

Item 10: Selectmen Reports

Chair Blomback had no report. Vice Chair Hooper stated CIP is meeting this Thursday. Selectman Osgood and Parker had no reports. Selectman Flynn stated that the Athletics Committee will not be doing basketball this season and baseball is still to be discussed.

Untable budget and warrant discussions by consensus

Vice Chair Hooper moved to cut \$14,915 from Beautification. Chair Blomback seconded. Motion carried 5-0.

Vice Chair Hooper moved to cut \$1,000 from Red Cross. Chair Blomback seconded. Motion carried 3-2 (Flynn & Osgood).

Vice Chair Hooper moved to cut \$25,000 from White Birch. Chair Blomback seconded. Motion died? Review tape 9:08

Vice Chair Hooper moved to cut longevity pay (\$17,099). There was no second.

Selectman Flynn asked why. Vice Chair Hooper stated it is already received in employee's performance reviews and that the Board is starting to look at a performance management plan, and reiterated that longevity pay is already given to employees in their performance reviews (this is not true across all departments and employees) and that it can be cut out.

Selectman Flynn stated he does not support the cut and that the whole point was to retain employees like many other towns do based on time for service. Joe Devine stated he is also in favor of keeping the longevity pay since it has already increased moral without being instated and Police Chief French has been advertising the approved longevity pay in the police department's open positions. On the other hand, Joe Devine acknowledged since it has not been instated it cannot be missed, but maintaining longevity pay keeps Henniker competitive with other towns.

Selectman Parker asked for a line item for reference. Vice Chair Hooper stated it is spread throughout all the departments. Selectman Osgood stated it is loyalty pay from the town to the employees and it is good for the town and moral. Vice Chair Hooper stated she would rather pay out vacation time. Selectman Osgood stated it is a benefit that shows the town appreciates the employees. Selectman Parker stated the vacation, holiday pay, PTO payouts are not related to longevity pay.

Chair Blomback moved to close the operating budget and warrants for the Board.

Vice Chair Hooper moved to reduce the education reimbursement from \$15,000 to \$7,500. Chair Blomback seconded. Motion carried 4-1 (Flynn).

Town Administrator Joe Devine found the longevity pay breakdown by departments. Selectman Parker stated that the town needs people to continue working for the town instead of leaving

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for somewhere else. Vice Chair Hooper again stated that longevity is built in with performance reviews. Joe Devine stated the current step system is not true merit.

Police Chief French stated that merit and performance-based pay needs to be earned in the police department, and that he has withheld pay raises if employees were not performing properly. Selectman Flynn stated that is how every department does it and that it is not a blanket 4% raise every performance review.

Vice Chair Hooper moved to cut longevity pay for every department with the exception of the police department. There was no second.

Joe Devine stated it is important to retain employees and that the Police department has been using longevity pay as a recruitment tool, so it is concerning that it is already been cut when it was just approved. Selectman Parker stated his concern over retaining the employees the town already has.

Vice Chair Hooper moved to cut longevity pay by 50%. Chair Blomback seconded. Motion failed 2-3 (Flynn, Parker, & Osgood).

Selectman Flynn moved to reduce longevity pay by 25% and move forward with the remaining 75% as proposed in the article. Selectman Parker seconded. Motion carried 5-0.

Vice Chair Hooper moved to increase Warrant Article 6 from \$600,000 to the CIP recommended \$750,000. Selectman Parker seconded. Motion failed 2-3 (Blomback, Flynn, Osgood).

Total cuts \$27,975

Gross cut tax rate \$9.96

Chair Blomback closed the Board debate on the budget. Articles will be bundled by department and whoever has the highest total will present first at Town Meeting.

Public comment #2

No public comment

Selectman Parker moved to adjourn. Selectman Flynn seconded. Motion carried 5-0. Adjourn at 9:45pm.

Upcoming meetings and dates:

February 3, 2021 – Currier & Ives Scenic Byways Council Meeting

February 4, 2021 – Capital Improvement Program Committee Meeting

February 9, 2021 – Road Management Committee

February 15, 2021 – Presidents Day – Town Offices Closed

February 16, 2021 – Board of Selectmen Meeting

The following are department reports or the month of January 2021

Assessing

Building

Finance

Fire

Police

Rescue

Town Clerk

Transfer Station

Wastewater

Welfare



TOWN OF HENNIKER, NEW HAMPSHIRE

MEMORANDUM

Selectmen's Office
*Administration, Finance,
Assessing, Planning,
Zoning & Building Permits*
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-3221
Fx (603) 428-4366

Town Clerk / Tax Collector
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-3240
Fx (603) 428-4366

Transfer / Recycling Center
Parks and Properties
18 Depot Hill Rd.
Henniker NH 03242
Physical: 1393 Weare Rd.
Ph (603) 428-7604

Cogswell Spring Water Works
146 Davison Rd.
Henniker NH 03242
Ph (603) 428-3237
Fx (603) 428-3362

Wastewater Treatment Plant
18 Depot Hill Rd.
Henniker NH 03242
Ph (603) 428-7215
Fx (603) 428-8312
Physical: 199 Ramsdell Rd.

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

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

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

Helga Winn, Assessing Technician
18 Depot Hill Road
Henniker, NH 03242
Phone 603-428-3221 x 2 ≈≈ Fax 603-428-4366
Assessing@Henniker.org

TO: Joe Devine, Town Administrator
DATE: February 9, 2021
RE: Monthly Report

Assessing Report for January 2021

- Monthly maintenance of new deeds, address changes and online tax maps.
- Three Intents to Cut approved: Lots 93, 329-A1, and 599-A.
- Three additional abatements received as of 01/31/2021.
- Existing exemptions reviewed and property owners due for elderly or disabled exemption renewals notified.
- List of all exempt properties updated and completed for Town Report.
- Annual MS-1 and list of exempt properties submitted for 2020 Town Report.
- All property cards with zoning permits and ongoing construction/changes compiled and organized for assessor's field work (Pick-up approx. 160 properties as of 01/31/2021). (Ongoing until March 31, 2021).
- All lots with LLAs, site plans, and acreage changes compiled and organized for assessor. (Ongoing until March 31, 2021).



Monthly Building Department Report
January 2021

TO: Joseph Devine, Town Administrator

FROM: Deb Aucoin, Land Use Coordinators

The following is a record of permits issued for the month of January 2021:
Zoning: replacement windows (1), residential alterations (1) new 24x30 garage (1) Emergency
Temporary Housing – Mobile Home (1) Demolitions (2) new signs (2)

| Permits /COs/Inspections | Quantity | Revenue |
|--------------------------|----------|----------|
| Zoning Permits | 4 | \$500.00 |
| Demolition Permits | 2 | \$150.00 |
| Driveway | | |
| Assembly Permits | | |
| Raffle Permits | | |
| Sign Permits | 2 | \$100.00 |
| Tent Permits | | |
| Hawk & Peddler | | |
| | 8 | \$750.00 |

Town building rental/use:

| Town Buildings | Rented/Reserved | Revenue |
|--|----------------------------------|---|
| Community Center (upstairs) | | |
| Grange (Does not include Caseworker & CAP) | 9 Food Pantry open 2x week | N/C for Girl Scouts, AA Food Pantry- permanent |
| Bandstand | | |

Respectfully submitted,
Deb Aucoin

Town of Henniker, NH

Permits Issued January 2021

| Type of Application | Permit # Assigned | Date Permit Issued | Comm / Res | Street Number | Street | Description | Estimated cost Zoning Permits Only | Fee Collected | Owner of Record | Contractors |
|---------------------|-------------------|--------------------|------------|---------------|------------------|--|------------------------------------|---------------|--|---|
| Demolition | DE 21-01 | 1/11/2021 | RR | 596 | River Rd | 2 family rental mostly burned 26x40 with 16x20 all. Excavator into dumpsters & shipped out. | | \$75.00 | Tisbury LLC/ applicant Paul Rendell | |
| Sign | SI 21-01 | 1/8/2021 | CH | 804 | Old Concord Rd | Elite Performance Automotive, LLC sign | | \$50.00 | | |
| Zoning | Z-21-01 | 1/13/2021 | RR | 35 | Cote Hill Rd | Construct a 24x30 two story gambrel style garage on slab | \$25,000 | \$125.00 | Amanda Blanchette / Megan Mazenkas | David Mazenkas |
| Zoning | Z 21-02 | 1/14/2021 | RV | 9 | Crescent St. | Install 11 replacement windows | \$15,000 | \$75.00 | Wilhelmina Bodine | Jeff Connors 64 Old Field Rd South Berwick ME 03908 |
| Sign | SI 21-02 | 1/14/2021 | CV | 88 | State Shed Rd | Install 1 40 sq ft wood frame/ free standing sign "Straight Line" | | \$50.00 | Contoocook River Lumber | Hopkinton Forestry & Land Clearing |
| Zoning | Z 21-03 | 1/14/2021 | RR | 664 | Freeman Colby Rd | Interior updating and renovation- primarily the kitchen & 2 bathrooms. Includes installation of new appliances, kitchen island, fixtures and floors will be refinished. Install window replacements. | \$275,000 | \$150.00 | Dan & Beth Gresham | Robert Sweney / RPS Renovations |
| Zoning | Z 21-04 | 1/28/2021 | CV | 706 | Western Ave | Temporary placement of a 12x56ft HUD mobile home for use after recent fire. | \$2,000 | \$150.00 | Marcia Maxfield/ John Reguera | Patricia Flagg/ Emergency Temporary Housing |
| Demo | DE 21-02 | 1/28/2021 | RR | 462 | Mt Hunger Road | Two buildings to be demolished: 1 = 1468 sq ft / 2= 2304 sq ft | | \$75.00 | Carl Moskey | |

Finance Department

Report 2/11/21

Clerkworks

Kim contacted me about the credit card motor vehicle transactions. She stated that NH DMV would need to process this application but that the Town would need to make daily ach transfer to the state for their portion of the vehicle registration fees. I notified Citizens of the need and they began the process of enrolling us in the cash management program. I was notified that the process was completed and I need to login and learn the cash management software.

2/11 update: attended training, have been making transfers almost daily. Trained town administrator also so I have a second staff member to review ach in addition to Treasurer.

Direct Deposit/Time on paychecks

Update: 12/8/20 Town administrator working on getting available vacation with within policy levels which will allow the data to be put on the stubs sooner.

Update 1/20/21 Employees with excess vacation time are being contacted to determine if a payout is necessary or will time be used before deadline.

Highway Computer

I will attempt to connect with Leo and install his new PC on my office days next week.

Update 7/10/20: Did not get this done. Will need to setup time with Leo, although its now his busy season.

Update 08/25/20: No change.

Update 09/28/20: No Change

Update 11/12/20 No change

Update 12/8/20 No change

Update 1/20/21 Leo notified me he was finishing his office and will be looking for his new machine soon.

Update 2/11 Leo requested we put together his machine. Should be working on that next week.

WWTP – Computer

Purchased a new desktop in December for WWTP, just need to set it up and copy existing files over.

2/11 No Change

Welfare – Computer

Purchased a laptop for Welfare to access the State software, just need to complete setup and deliver.

2/11 No Change.

Exchange Server - @henniker.org

Changing the email from TDS to @henniker.org will require time from Mirador IT. Last estimate was \$1000-\$1500. I did not include that in the 2020 Budget Request. My last recollection was a policy was to be written to include email disposal dates so we did not have to retain these things forever.

7/10/20: No update

8/25/20: Had to recreate the @henniker.org email forwards on the domain server as the file had become corrupted. If you currently email anyone @henniker and it comes back to you, please let me know, I likely need to fix it.

09/28/20: No change, Mirador has been extremely busy anyway.

Update: 11/12/20 Request to change over entered into service que

Update 12/8/20 – Waiting to get onto Mirador schedule to get emails converted.

Update 1/20/21 – Have not had the time to follow up and check on status.

Vision – Revaluation

Revaluation under way.

Update: 7/10/20 – working on new server implementation which is to be done before the revaluation completes. Working with Mirador on server conversion.

Update: 08/25/20 – Mirador has delivered the server and needs to transition setup. I have not been contacted by Vision for any tentative install dates. I am assuming it will remain on their cloud server until after the meetings are completed and the data becomes officially ours.

Update: 09/28/20 – Mirador will configure server is next two weeks. Helga will remain on cloud until our server is completed.

Udate: 11/12/20 – MS-1 accepted by DRA. Waiting for contact to install on server

Update: 12/8/20 – Vision sent \$3500 invoice for cloud hosting. Contacted them since we indicated we wanted the software on our servers. Vision sent questionnaire on server which I will contact Mirador for help with versions of internal components.

Update 1/20/21 – Communicated with Mirador. Vision information stated the server cannot perform dhcp services (management of network users) and host the new version of Vision. I emailed Vision explaining we are a network of under 10 users which is hardly taxed by the dhcp services. I have not heard back but I believe the option is add a new server for vision or pay the \$3500 to have it hosted on the cloud.

Update 2/11 No contact from Vision on status.

Audit

Just seems like we finished the last audit and 2020 is already underway.

Eversource and Fund Balance

Barts last report was on 6/23 and he reported an unsuccessful bid by Eversource to contest the 2014, 2015 and 2016 property valuations. He reported the original value abatements for 2014-2016 based on 1,208,910 - 3,116,728 - 3,171,430 will be due unless they appeal. The calculated cost of this decision with interest is \$305,441 thru 8/31/20.

Update: 11/12/200 No change

Update: 12/8/20 No change.

Update 1/20/21 No change

Update 2/11/21 Upton & Hatfield requested confirmation of amounts. Hopefully payment will be accepted soon.

Cogswell Spring Borrowing

Need to issue an RFP for 2 loans for Cogswell Spring Water. \$200,000 from the 2018 Town Meeting to cover expenses for the water line. \$350,000 approved from 2020 Town Meeting to repair line under 202/9.

Update: 11/12/20: Citizens and Bar Harbor did not submit a bid. Excellent pricing from Franklin Savings is being presented to Water Commissioners on 11/17 meeting. 2.35% for 20 years and 2.65% for 25 years.

Update: 12/8/20: Backup documentation requested by bank. Request is in progress.

Update: 1/20/21 We have supplied all documents requested, awaiting return of documents for signature.

Update: 02/11/21 Responded to more documentation requests. Actual note coming for forward to Upton & Hatfield for review.

Vadar Property Tax Billing

Vadar has a program which allows the assessing data in its systems to be compared to the assessing data in Vision Appraisal. This program became obsolete with the recent Vision conversion to their upgraded system. Vadar has presented a \$2500 option to update the program. I consider that comparison to be invaluable and I am going to meet with Joe to discuss the possibility of authorizing that in the 2020 budget year.

Update: 1/20/21 In order to reconcile the databases with the new version of Vision I believe we must purchase this update. My quote was received in 2020 and it was my hope to charge the purchase to that year.

Update: 2/11/21 Programming revision under way.

GASB 75

The Government Accounting Standards Board has changed the requirement on Gasb 45 which deals with Post Retirement Benefits. While Henniker does not offer any post retirement benefits, the costs related to health insurance must be analyzed and reported for a clean audit opinion. Gasb 45 reports were needed every 3 years. The new pronouncement 75 is required to be updated every 2 years. 2021 will be the next required audit year for the updated report. The information request has been received (Jefferson Solutions Inc has been our vendor of choice since the implementation of this Gasb series) and is currently being collected.

Update 1/20/21 : All documentation required was submitted, draft was submitted and now finalized report is completed and invoice submitted. I will send the finalized report to Joe.

Update 2/11/21: Report completed, sent to auditor and Town Administrator.

2021 Tax Anticipation Note:

Franklin savings has presented a renewal rate for the 2021 year. The current rate is 2.55%. They are dropping the rate for 2021 to 2.35%. No other banking institution offers a line of credit to us, they are only interested in loans which would require double the budget for TAN interest. I am requesting the Board to approve me to take advantage of the offering and renew our line for use in the 2021 budget year.

Update: 1/20/21 Documentation requested forwarded to Franklin Savings awaiting finalized documents for signature.

Update: 02/11/21 Still awaiting actual note for review.

2021 Town Report

The various parts of Town Report my department is responsible for:

The Warrant and proposed budget summary will be submitted after the public hearing

The Warrant will be posted into the State of NH DRA website with actual language and dollar amounts from the final meeting that the Board will be submitting to the public hearing. DRA will perform a language review and wording corrections and leave the document open until after the public hearing and the final budget for town meeting is determined.

DRA Form MS 636 entries are required during the warrant article building stage above, and the results which are in town report become available after commitment of budget going to town meeting.

Cogswell Spring – Treasurer Report

Wastewater – Treasurer Report

Town – Treasurer Report

Data Reports: Tax Rate Calculation, History of Tax Dollars Raised, Wage Report, Schedule of Long term debt and extraction of municipal audit report, conversion of MS-9 and MS-10 when received from Trustees (who are waiting for it from Citizens investment services)

Update: 2/11/21: All reporting submitted.

Russ Roy 2/11/21

Henniker Fire Department

216 Maple Street

Henniker NH 03242

January 2021,

In January, The Henniker Fire Department responded to a total of 25 calls. The calls ranged from 2 building fires, 7 alarm activations, 6 EMS assists, 2 motor vehicle accidents, 1 Chimney fire, 1 outside smoke investigation, 1 appliance fire, 5 smoke in building investigations, 1 Broken Water pipe with flooding, and a service call.

Reminder if you have not changed your batteries in your Smoke or CO Detectors please change them. Recommended twice a year.

Thank you,

Chief Morse

HENNIKER POLICE DEPARTMENT

Memo

To: Joseph Devine, Town Administrator

From: Chief Matthew French

Date: January 11, 2020

January 2021 summary

There were 10 arrests which include, driving with a suspended license, DUI, Simple Assault, drug violations, alcohol violations and Reckless Operation which was for speeding at 80mph on Old Concord Road.

We had 928 Calls for Service (785 in 2020) which include:

- 3 Domestic Disturbances
- 1 Disturbances
- 6 MV Crashes
- 4 Vehicle off the road
- 17 Motor vehicle complaints
- 8 Motorist assist
- 194 MV stops
- 41 Directed Patrols
- 20 Parking Comp/Compliance Check
- 12 Parking tickets
- 10 Assist Other agencies
- 32 Assist Rescue/Fire
- 19 Suspicious person/vehicles
- 2 Unwanted persons
- 2 Violation of DV/Court order
- 4 Welfare checks
- 1 Psychological Problem
- 1 Unattended death
- 5 Animal Complaints
- 21 Alarm Calls
- 14 Assist Citizen
- 5 Civil matter
- 1 Civil standby
- 7 Follow ups
- 15 Walk and Talks
- 329 Building checks
- 82 Vacant/Vacation House Checks

Henniker EMS Incident Report for January 2021

Total number of EMS incidents for January is 70 with an average response time of 1 minute 49 seconds

| Henniker | Alpha | Bravo | Charlie | Delta | Echo | Omega | Unknown | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| ALS | 2 | 2 | 4 | 7 | | | 13 | 28 |
| ALS Intercept | | | | | | | | 0 |
| BLS | 4 | 1 | | 1 | | | 5 | 11 |
| Cancelled/DOA | | | | | | | 2 | 2 |
| Refusal | 2 | | 1 | 1 | | | 5 | 9 |
| Standby | | | | | | | | 0 |
| Total | 8 | 3 | 5 | 9 | 0 | 0 | 25 | 50 |
| Average time to Respond | 0:00:42 | 0:00:28 | 0:01:32 | 0:02:37 | | | 0:02:29 | 0:02:00 |

| Bradford | Alpha | Bravo | Charlie | Delta | Echo | Omega | Unknown | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| ALS | | | 1 | | | | | 1 |
| ALS Intercept | | | | | | | | 0 |
| BLS | | | | 1 | | | 2 | 3 |
| Cancelled/DOA | | | | | | | 1 | 1 |
| Refusal | | | | | | | | 0 |
| Standby | | | | | | | | 0 |
| Total | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 5 |
| Average time to Respond | | | 0:00:25 | 0:03:03 | | | 0:01:44 | 0:01:44 |

| Hillsboro | Alpha | Bravo | Charlie | Delta | Echo | Omega | Unknown | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| ALS | | | 1 | | | | | 1 |
| ALS Intercept | | | | | | | | 0 |
| BLS | | | | | | | | 0 |
| Cancelled | | | | | | | 2 | 2 |
| Refusal | | | 2 | | | | | 2 |
| Standby | | | | | | | | 0 |
| Total | 0 | 0 | 3 | 0 | 0 | 0 | 2 | 5 |
| Average time to Respond | | | 0:00:00 | | | | 0:02:26 | 0:00:58 |

| Deering | Alpha | Bravo | Charlie | Delta | Echo | Omega | Unknown | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| ALS | | | | | | | | 0 |
| ALS Intercept | | | | 1 | | | | 1 |
| BLS | | | | | | | | 0 |
| Cancelled | | | | | | | | 0 |
| Refusal | | | | | | | | 0 |
| Standby | | | | | | | | 0 |
| Total | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Average time to Respond | | | | 0:02:04 | | | | 0:02:04 |

| Warner | Alpha | Bravo | Charlie | Delta | Echo | Omega | Unknown | Total |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| ALS | | | 1 | | | | | 1 |
| ALS Intercept | | | | | 1 | | | 1 |
| BLS | | | | | | | | 0 |
| Cancelled | 1 | | | | | | 1 | 2 |
| Refusal | | | | | | | | 0 |
| Standby | | | | | | | | 0 |
| Total | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 4 |
| Average time to Respond | 0:00:00 | | 0:02:00 | | 0:00:29 | | 0:06:00 | 0:00:39 |

Mutual Aid recived in month of January

- INC # 21-0008 Hillsboro came into Henniker for mutaul aid
- INC # 21-0037 New London Came into Bradford for mutual aid
- INC# 21-0042 Hopkinton came into Henniker for mutual aid
- INC # 21-0069 Hillsboro came into Henniker for mutual aid
- INC # 21-0086 Hopkinton came into Henniker for mutual aid

Incident numbers with multiple reports

- INC # 21-0003 We had three patients
- INC # 21-0012 we had three pateints

Providers That Teched Calls

Amount of calls providers Teched in month of January

| | |
|---------------|-----------|
| Amos | 23 |
| Andrews | 7 |
| Atkins | 0 |
| Aucoin | 3 |
| Chase | 0 |
| Cooper | 4 |
| Costello M. | 0 |
| Costello S. | 2 |
| Crisp | 1 |
| Dean | 0 |
| Donahue | 3 |
| French, Tom | 3 |
| French, Woody | 0 |
| Gagne | 3 |
| Henley | 0 |
| Hornblower | 1 |
| Lamontagne | 0 |
| Lorenze | 5 |
| Mason | 0 |
| Meade | 4 |
| Moir | 3 |
| Walsh | 1 |
| Weilbrenner | 7 |
| Total | 70 |



Henniker Rescue Patient Satisfaction Survey



Incident **DATE:** 1/22/21 Incident **Location:** Henniker Bradford Other: _____

Please take a few moments to fill out this survey referencing the service you received from Henniker Rescue Squad, using the rating system of 1 POOR, 3 AVERAGE, 5 EXCELLENT

| | | |
|--|--|-----|
| Did the Ambulance RESPOND to you in a Reasonable Amount of TIME: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate the Ambulance Crew's APPEARANCE: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate the Ambulance Crew's PROFESSIONALISM: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate the MEDICAL TREATMENT you Received: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate how KNOWLEDGEABLE the Ambulance Crew was with your condition: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate how well the Ambulance Crew WORKED TOGETHER: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate how COMPASSIONATE the Ambulance Crew was to your NEEDS: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Rate the APPEARANCE / CLEANLINESS of the AMBULANCE: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 | N/A |
| Do you feel the Ambulance Crew was ATTENTIVE to your NEEDS? | <input checked="" type="radio"/> YES <input type="radio"/> NO | N/A |
| Did the Ambulance Crew keep you INFORMED with what was happening? | <input checked="" type="radio"/> YES <input type="radio"/> NO | N/A |

COMMENTS: Very thankful for such wonderful, caring, + professional team that treated me, handled my husband, and kept me informed, I am beaming with joy. This Henniker town has been represented well by this ambulance crew. Thank you! to T. Wolfe + kammate

If you have any questions/concerns about the care you received, please contact the Rescue Chief at (603) 428-7552.

(Please separate and mail the pre-paid postage survey. Thank you for your time and comments.)

MEMORANDUM

To: Joseph Devine, Town Administrator
From: Kimberly I. Johnson – Town Clerk/Tax Collector
Date: February 10, 2021
Subject: Town Clerk/Tax Collector Report as of 01/31/2021

PROPERTY TAXES

| | |
|----------------------|-----------------|
| Total Committed 2020 | \$14,709,614.00 |
| Uncollected | \$502,070.39 |

TAX LIENS

| | <u>2019 LIENS</u> | <u>2018 LIENS</u> | <u>2017/PRIOR LIENS</u> |
|---------------|-------------------|-------------------|-------------------------|
| Liened Amount | \$252,332.58 | \$356,261.59 | |
| Uncollected | \$125,114.91 | \$ 72,718.12 | \$136,462.63 |

WATER & SEWER -

| | <u>2020</u> | <u>2021</u> |
|--------------|--------------|--------------|
| Water Billed | \$706,261.33 | \$272,471.89 |
| Sewer Billed | \$626,919.64 | |
| Uncollected | \$ 67,304.55 | \$272,104.35 |

TOWN CLERK REVENUE

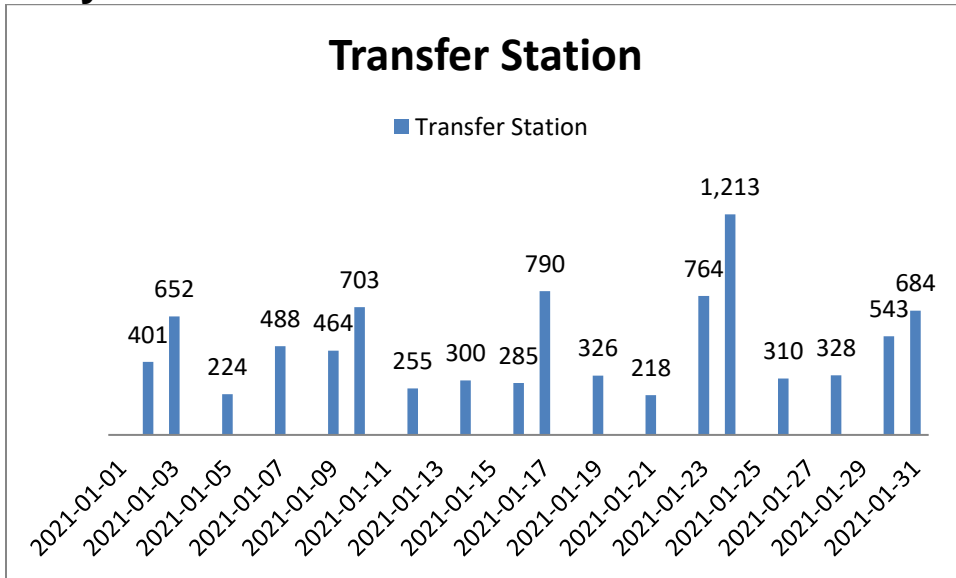
| | <u>2020</u> | <u>2021</u> |
|--------|--------------|--------------|
| MV | \$ 88,316.00 | \$ 68,719.80 |
| non-MV | \$ 865.42 | \$ 443.00 |

Transfer Station, Parks, Properties

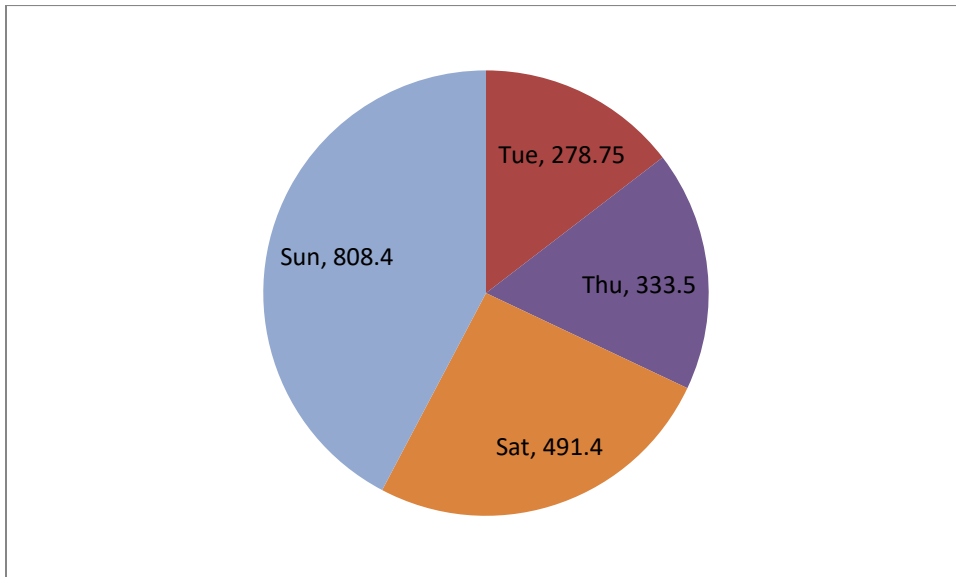
January 1st -31st

15,410 Visited the transfer station in January

Daily Traffic



Transfer Station Daily Residence Averages



Cassella Trash

| | |
|-------|------------|
| 21.16 | 12/1/2020 |
| 22.41 | 12/3/2020 |
| 22.19 | 12/9/2020 |
| 21.4 | 12/22/2020 |
| 20.33 | 12/22/2020 |
| 22.34 | 12/28/2020 |
| 17.92 | 12/30/2020 |

147.75 Tons/ 295,500 Pounds of Trash

Naughton & Son C&D

Slow month due to the holidays and not many people remodeling

| | | |
|------------|-------|----------|
| 12/4/2020 | 8.54 | \$683.20 |
| 12/30/2020 | 12.07 | \$965.60 |

This month's maintenance:

Trash trailers will need to be spraying inside with anti freeze to prevent trash from freezing inside the trailers.

Trailers will be greased

Noticeable scaring on the piston of the cardboard bailer.

Actions taken: We will be completely replacing filers and fluids over time they lose their viscosity. The bailer will be down/locked out for repair for about a day for the maintenance and lack of staff to assist with the job.

What is hydraulic fluid and what does it do? : Hydraulic fluid delivers power, lubricates components, dissipates heat, and carries away contaminates. To perform these functions, hydraulic fluids contain specific additives to enhance their ability to stand up to the pressure, temperature extremes, and other operating conditions to which they are subjected. One other important function of hydraulic oil is to deliver contaminates to a filter where they can be removed from the system or to the reservoir where they can settle out rather than be held in suspension.

Safety chains have been installed to prevent resistance from falling from our loading area to comply with DES's self safety inspection.

NRRA has been contacted to live load the transfer stations Occ/Baled cardboard we have 38+ bales to be shipped

What is a live load? A live load is when an 18 wheeler arrives at our facility using the skid steer to re-weigh every bale (over time bales ether increase do to moisture or evaporate do to cold/heat), labeling weight, date, locations where it's from and release numbers. This is a 2 person job and will tie up about 4 hours of labor.

Light fixture within the Grange building office was inoperable. After inspection of the fixture, it was determined that the baluster had gone bad. The balusters were replaced and bulbs that were burnt out were changed to led to continue cutting costs

Continuation of the platform being constructed in the community center currently we are waiting for electrical outlets to be installed before decking can be placed on top.

The police department had requested that we build an additional shelf unit and drying rack to expand their evidences room storage options. Currently the drying rack is installed and the long term storage shelves will be installed latter this week.

Fire extinguishers were inspected this month: departments that needed their extinguishers serviced were 3 transfer station, 2 police department, 1 high way, 2 teen center/community center, 1 town hall. One unit is no longer serviceable due to a gasket ring at the highway department and will be replaced, and one added to their new loader.

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 January 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) | | Coliform (#/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 | F | 0.117 | 0.060 | 0.200 | 0.135 | | | | | | 6.8 | | | | | | | | | | |
| 2 | S | 2"r/s | 0.108 | 0.060 | 0.190 | 0.123 | | | | | 6.8 | | | | | | | | | | |
| 3 | S | 1.5"s | 0.113 | 0.060 | 0.200 | 0.130 | | | | | 6.9 | | | | | | | | | | |
| 4 | M | | 0.106 | 0.050 | 0.210 | 0.117 | | | | 7.6 | 7.0 | | 0.9 | | | 1.0 | | | | | |
| 5 | T | | 0.104 | 0.020 | 0.180 | 0.084 | | | | 7.7 | 7.0 | | 0.9 | 186.0 | 3.0 | 1.0 | | | | | |
| 6 | W | | 0.102 | 0.050 | 0.270 | 0.141 | | | | 7.6 | 7.0 | | 1.0 | | | 2.0 | | | | | |
| 7 | TH | | 0.102 | 0.050 | 0.280 | 0.144 | | | | 7.4 | 6.8 | | 1.4 | 144.0 | 2.0 | | | | | | |
| 8 | F | | 0.101 | 0.050 | 0.180 | 0.112 | | | | 7.5 | 7.0 | | 0.9 | | | | | | | | |
| 9 | S | | 0.106 | 0.050 | 0.180 | 0.115 | | | | | 6.8 | | | | | | | | | | |
| 10 | S | | 0.104 | 0.050 | 0.190 | 0.117 | | | | | 6.8 | | | | | | | | | | |
| 11 | M | | 0.100 | 0.030 | 0.200 | 0.110 | | | | 7.8 | 7.0 | | 1.0 | | | 1.0 | | | | | |
| 12 | T | | 0.100 | 0.050 | 0.180 | 0.110 | | | | 7.8 | 7.0 | | 0.9 | | 2.0 | 1.0 | | | | | |
| 13 | W | | 0.098 | 0.030 | 0.260 | 0.134 | | | | 7.7 | 7.0 | | 0.9 | | 2.0 | 1.0 | | | | | |
| 14 | TH | | 0.096 | 0.030 | 0.180 | 0.104 | | | | 7.4 | 7.0 | | 0.9 | | | | | | | | |
| 15 | F | | 0.098 | 0.040 | 0.170 | 0.104 | | | | 7.8 | 7.0 | | 0.9 | | | | | | | | |
| 16 | S | .55"R | 0.106 | 0.040 | 0.180 | 0.120 | | | | | 6.9 | | | | | | | | | | |
| 17 | S | 1.0"R | 0.123 | 0.080 | 0.260 | 0.147 | | | | | 6.9 | | | | | | | | | | |
| 18 | M | | 0.120 | 0.070 | 0.220 | 0.139 | | | | | 6.9 | | | | | 1.0 | | | | | |
| 19 | T | | 0.105 | 0.050 | 0.200 | 0.119 | | | | 7.7 | 6.8 | | 0.9 | | 2.0 | 1.0 | | | | | |
| 20 | W | | 0.112 | 0.050 | 0.260 | 0.146 | | | | 7.6 | 7.0 | | 0.9 | | 5.0 | 1.0 | | | | | |
| 21 | TH | | 0.105 | 0.040 | 0.270 | 0.140 | | | | 7.6 | 6.7 | | 1.4 | | | | | | | | |
| 22 | F | | 0.103 | 0.030 | 0.180 | 0.112 | | | | 7.7 | 7.0 | | 1.1 | | | | | | | | |
| 23 | S | | 0.101 | 0.030 | 0.170 | 0.112 | | | | | 6.8 | | | | | | | | | | |
| 24 | S | | 0.096 | 0.040 | 0.180 | 0.106 | | | | | 6.9 | | | | | | | | | | |
| 25 | M | | 0.093 | 0.030 | 0.190 | 0.106 | | | | 7.7 | 7.0 | | 1.0 | | | 1.0 | | | | | |
| 26 | T | 2"S | 0.097 | 0.030 | 0.220 | 0.103 | | | | 8.0 | 7.0 | | 1.0 | | 3.0 | 1.0 | | | | | |
| 27 | W | | 0.094 | 0.040 | 0.260 | 0.125 | | | | 7.8 | 7.0 | | 1.0 | | 2.0 | 1.0 | | | | | |
| 28 | TH | | 0.094 | 0.030 | 0.190 | 0.101 | | | | 8.0 | 7.0 | | 1.0 | | | | | | | | |
| 29 | F | | 0.092 | 0.020 | 0.220 | 0.120 | | | | 7.8 | 7.0 | | 1.1 | | | | | | | | |
| 30 | S | | 0.102 | 0.020 | 0.180 | 0.101 | | | | | 6.7 | | | | | | | | | | |
| 31 | S | | 0.106 | 0.020 | 0.210 | 0.109 | | | | | 6.7 | | | | | | | | | | |
| | | | | Max | 0.280 | 0.147 | | | | min | 6.7 | | | | | | | | | | |
| Totals | | | 3.204 | --- | --- | 3.686 | --- | --- | --- | --- | max | 7.0 | --- | --- | --- | --- | | | | | |
| Averages | | | 0.103 | --- | --- | 0.119 | | | | --- | --- | ERR | 1.0 | 165.0 | 2.6 | 1.1 | | | | | |

(1) Show Units (MGD or GPD)

% Removal: 98%

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

(3) Before Chlorination

| 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 F | | | | | | | |
| 2 S | | | | | | | |
| 3 S | | | | | | | |
| 4 M | | | | | | | |
| 5 T | 126.0 | 2.6 | | 109.3 | 1.8 | 161.3 | 2.1 |
| 6 W | | | | | | | |
| 7 TH | 129.0 | 2.4 | | 109.7 | 2.9 | 122.5 | 2.4 |
| 8 F | | | | | | | |
| 9 S | | | | | | | |
| 10 S | | | | | | | |
| 11 M | | | | | | | |
| 12 T | | 2.5 | | | 2.3 | | 1.8 |
| 13 W | | 2.6 | | | 2.9 | | 2.2 |
| 14 TH | | | | | | | |
| 15 F | | | | | | | |
| 16 S | | | | | | | |
| 17 S | | | | | | | |
| 18 M | | | | | | | |
| 19 T | | 2.3 | | | 2.3 | | 2.0 |
| 20 W | | 5.1 | | | 6.2 | | 6.1 |
| 21 TH | | | | | | | |
| 22 F | | | | | | | |
| 23 S | | | | | | | |
| 24 S | | | | | | | |
| 25 M | | | | | | | |
| 26 T | | 2.4 | | | 2.1 | | 2.6 |
| 27 W | | 2.5 | | | 2.6 | | 2.1 |
| 28 TH | | | | | | | |
| 29 F | | | | | | | |
| 30 S | | | | | | | |
| 31 S | | | | | | | |
| Totals | --- | --- | --- | 219.0 | 23.1 | 283.8 | 21.3 |
| Avg. | 127.5 | 2.8 | | 109.5 | 2.9 | 141.9 | 2.7 |

% 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

Number of households

- New applications 7
- Ongoing encounters during month 26
- Chronic assistance 3
- Homeless calls / assistance 4

Information and referral 18 calls/emails received and returned

Emails – voice messages = 72

Type of assistance

- Processing 7 households - new applications
- Rent - working with 3 household on COVID-19 \$ for back rent
- Vouchers submitted 5 Heat; 2 Electric; and 10 rent vouchers
- Client support for documents and ongoing resource support for other funding

Administration work

- Facilitating client's documents and application for town and other agencies
- Vouchers approval and submission hyea
- Communication internal / external (letters/emails/phone calls)
- Donation money from residents to help needy households – organizing this process

Month accomplishments

- 3 more households received COVID-19 \$ for back rent = >\$5,000
- Fuel/electric assistance many households have not received their CAP letters for this winter season. I have facilitated getting clients applications and documents scanned to CAP. Wrote agreement with A&G to provide emergency fuel pending CAP approval.

Concerns

- Increase in new clients applying for assistance, have tried to connect these household to additional financial resources. These households have multiple financial concerns and needed assistance with all basic shelter items (rent, fuel and electrical) 17 vouchers submitted in December.
- 1 household affected by COVID-19 this month
- Waiting for office computer then to be re-trained and to start GAP
- This month has been busy with increase number of clients, calls and emails.
- The Human Service YTD budget will be under budget slightly due to my medical leave. These last 2 quarters due to the economic downturn with corvid has shown a sharp increase in households requesting financial assistance. And these household have waited longer and are in more debt than I seen in pervious years. Having the towns' human

service department helping residents for back rent has enhance client's success in receiving Care Act funding, exceeding \$13,000 this year.

"The only Henniker on Earth"



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

To: Board of Selectmen

From: Joseph Devine, Town Administrator

Date: March 2, 2021

Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **COVID-19 Update** – As of February 25th, 2021, we have eight active cases (0.16% of the population), we have had 11 new cases in the past fourteen days, a total of 181 cumulative cases (3.6% of the population), and 4,152 tests have been conducted for residents of Henniker. The positivity rate for Henniker is 6.4%.
- **Vaccination** – The State announces that they hope to have phase 2A of the vaccination roll out by the end of the month. Phase 2A covers teachers and childcare workers of about 75,000 people. The next group is 2B which would be those between the ages of 50-64. This also could be expedited if additional vaccines are approved (Johnson and Johnson) sooner.
- **Town Election Coverage** – With the Town Election fast approaching, I would like to remind the Select Board of the importance of them being at the polling location according to the N.H. State Constitution. This year will be difficult since we have two Select Board Members seeking reelection. These two members should not be present in the gym to ensure that no electioneering is taking place in the polling location.
- **Electronic Voting Machines** – Recently, we have fielded several questions on our voting machines' accuracy, stemming from a situation in Windham, NH. If you have not heard the problem, a Democratic state representative candidate requested a recount after losing her race by 24 votes. The recount results showed the four republican candidates each gaining approximately 300 votes and the candidate losing 99 votes. The other three Democratic candidates each gained in the range of 18 to 28 votes which is not unusual in a recount of machine counted ballots in a town the size of Windham. The same candidates for state representative who won on election night were also the winners after the recount. The recount was appealed to the N.H. Ballot Law Commission held a public hearing and then voted unanimously to uphold the election of the four Republican candidates.

The Deputy Secretary of State said that the Windham Acuvote issue appears to have arisen from some vote-counting mistake and not from any manipulation of the Acuvote machine. The Town has the right not to use the Acuvote machine, but we would have to return to hand counting. The Deputy also said the machines had been used for about 25 years in N.H., there is no internet access to them, and there is no exterior access to them physically, as all the external wire and plug accesses are closed off. The Acuvote machine is the only machine approved in N.H. to read and count ballots.

- **Azalea Park Donation** – The Town received a donation for Azalea Park for \$3500.
- **Town Hall Boiler** – The Town of Henniker has been granted an extension by the N.H. Department of Labor to replace or fix the boiler at the Town Hall. They have given the Town until April 27th, 2021, to come into compliance.
- **2149 Western Ave** – I wanted to update the Board on this property we dealt with in 2020. If you recall, the buyer of this property was looking to settle the liens the Town held. The closing has finally occurred. We received a check for \$10,000 to vacate the liens. We will remove these liens and place the property back on the tax roll for the Town.
- **Potential Increased State and Federal Revenues for Municipalities** – During the past week, several announcements provide the potential of positive news for municipalities for the coming year in terms of both state and federal revenue sources. The reports involve Rooms and Meals tax revenues from the State and federal Covid-19 Relief funding related to COVID-19 disaster declaration from the federal government.

Rooms and Meals Tax Revenue: On February 11th, Governor Sununu delivered his biennial budget address to the Legislature, outlining what he proposed in the next State budget. The first item he addressed was increased revenues to Granite State cities and Towns by increasing the amount of funds sent directly to municipalities from the Rooms & Meals Tax.

Currently, \$68.8 million per year is what is sent to cities and towns. In both years of the next biennium, the Governor increases that amount by \$5 million (in 2022 - \$68.8 million up to \$73.8 million and in 2023 - \$73.8 million up to \$78.8 million). The Governor's Budget Director has indicated to officials at the N.H. Municipal Association the current level of funds (\$68.8 million) is the minimum amount that will go out, and the proposed increases are dependent upon overall increased revenues in Rooms & Meals tax collections.

While there is potential increased revenue from this source, the Governor's budget proposal also reduces funding for the Highway Block Grant program by \$3.1 million in 2022. The State Bridge Aid Program is also reduced from its historic \$6.8 funding level to \$6 million.

Covid-19 Relief Funding: As media outlets have widely reported, the Biden Administration and Congress are developing a \$1.9 trillion Covid-19 Relief package, which could send upwards of \$1.6 billion in funding New Hampshire.

The current proposal working its way through the Congress would include direct funds to local governments, meaning counties, cities, towns, and village districts. The funding formulas are being worked on, but current reports are there would be as much as \$559 million to local governments in New Hampshire. Auburn is likely to be included with communities that generally do not meet Community Development Block Grant funding standards and would be splitting approximately \$19.5 billion in direct funding.

Unlike past federal funds, state and local governments would be allowed to use these funds to make up revenue lost or delayed because of the pandemic.

FEMA Disaster Funding: Within the past week or so, the Biden Administration has announced the Federal Emergency Management Agency (FEMA) would cover 100% of the expenses incurred and claimed by local governments for the Covid-19 pandemic disaster declaration that was issued in March 2020. Typically, FEMA covers 75% of these expenses, with the state and local government responsible for the remaining 25%.

During a weekly conference call on February 11th, the Director of the N.H. Division of Homeland Security and Emergency Management reported they had received the same announcement concerning FEMA covering 100% of claimed expenses. Still, they have not received the follow-up guidance documents and information from FEMA to indicate what costs will be allowed and how we should claim them. She noted that once they accept that guidance, they will provide it to the local communities.

Until the guidance is received, she encouraged local communities to keep track of their expenses to ultimately document the expenses.

The Rooms & Meals revenue and the Covid-19 Relief Funding from the federal government are intended to be anticipated revenues that would help local officials meet municipal expenses. The 100% FEMA coverage is funding that is intended to fully reimburse local governments for costs they incurred and is not considered to be new money for additional expenses.

There is still a lot of work to take place at both the State and Federal levels to bring these items to fruition and benefit local governments and their taxpayers. And we will keep an eye on these items to keep the Board informed. But at this early juncture, they all indicate at least a recognition local government is a partner at the table. As the Governor noted in his Budget Address, the State will shift cash down to the cities and towns and not unfunded mandates.

*****The Sections below will not be reported on orally to the Board at the meeting but will use this as a chance to update on any pertinent information. Unless the Board has questions or comments and would like to address the information*****

Ongoing Projects

- Goal Setting with Select Board
- Vacation time vs. PTO Time
- Health Insurance Comparison
- Merit Pay/Evaluations

Upcoming Dates

March 9, 2021 7:00 a.m. – 7:00 p.m. – Local Town Elections
March 10, 2021 6:30 p.m. – Planning Board Meeting
March 13, 2021 1:00 p.m. – Town Meeting
March 16, 2021 6:15 p.m. – Select Board Meeting

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

OFFICIAL CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK



057-0012
0115

516395735-9

February 19 2021

PAY \$\$\$ 3,500.00 *** DOLLARS

TO THE ORDER OF 2 Azalea Park Benniker, NH *

MEMO:

Drawer: Citizens Bank, N.A.



[Handwritten Signature]
AUTHORIZED SIGNATURE

⑈ 516395735⑈ ⑆ 011500120⑆

20752164⑈



State of New Hampshire

Department of Labor

Ken Merrifield
Commissioner of Labor

Rudolph W. Ogden, III
Deputy Labor Commissioner

February 19, 2021

Hugh J. Gallen
State Office Park
Spaulding Building
PO Box 2076
Concord, NH 03302-2076
603/271-3176
TDD Access: Relay NH
1-800-735-2964
FAX: 603/271-2668
<http://www.nh.gov/labor>

Town of Henniker
Attn: Peter Flynn
18 Depot Hill Rd
Henniker NH 03242

Dear Mr. Flynn:

SUBJECT: NH Boiler ID #02471

In reply to your request to extend the compliance time for violations on the above unit, this is to confirm that your request has been granted until April 27, 2021.

If you have any questions please call this Department at (603) 271-2584.

Very truly yours,

A handwritten signature in black ink that reads "M. Small".

Michele J. Small
Administrator
Inspection Division

MJS/ sg

VOID AFTER 90 DAYS

Stewart Title Company
Escrow Accounts
110 Corporate Drive
Portsmouth, NH 03801

Bank of America
100 W 33rd Street
New York, NY 10011

15337

February 19, 2021

PAY Ten Thousand and 00/100 *****

\$10,000.00

Dollars

TO THE Henniker Tax Collector
ORDER 18 Depot Hill Rd
OF Henniker, NH 03242

Styler Lap

MEMO 962540

Elizabeth Lemay

⑈ 15337⑈ ⑆ 220066⑆ ⑆ 257667473⑈

Stewart Title Company, Bank of America: 1257667473

Escrow Officer: Elizabeth Lemay

15337

DATE: 2/19/2021

FILE: 962540

CHECK AMOUNT: \$10,000.00

BUYER/SELLER: Judith A. Joseph/Barbara A. Yates

SETTLEMENT DATE: 2/22/2021

PROPERTY ADDRESS: 2149 Western Avenue, Henniker, NH 03242

PAYEE: Henniker Tax Collector

2/19/2021: Payoff to Henniker Tax Collector

\$10,000.00



February 22, 2021

Attn: Russell Roy, Finance Department

File No.: 962540
Property Address: 2149 Western Ave., Henniker, NH

Debtor: Barbara A. Yates

Dear Russell,

We enclose our check payable to the Town of Henniker in the amount of \$10,000.00 to cover the amount due for the settlement of liens against Barbara A. Yates on the above referenced property. A list of the liens to be released follows this letter.

If for any reason this check is not sufficient to cover the amount due, please notify us immediately.

Please do not hesitate to contact us if you have any questions. Please refer to our file number when corresponding with our office.

Sincerely,

Elizabeth Lemay

Enclosures

Stewart Title Company
110 Corporate Drive, Suite 1
Portsmouth, NH 03801
(603) 570-6769 Phone (603) 297-0544 Fax
beth.lemay@stewart.com