



TOWN OF HENNIKER, NEW HAMPSHIRE  
SELECTMEN AGENDA

**Place:** Henniker Community Center 57 Main Street

Henniker, NH 03242

**Tuesday, April 19, 2022  
6:15 PM**

**6:15 p.m.**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ANNOUNCEMENTS**

**IV. CONSENT AGENDA**

**Item 1:** Consent Agenda for April 19, 2022

**V. CORRESPONDENCE**

**Item 2:** TA-BOS Communication

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

**VII. NEW BUSINESS**

**Item 3:** WWTC DES Energy Report

**Item 4:** WWTC Underwood Authorization to Proceed and Project Update

**Item 5:** Transfer Station Brush Acceptance, Disposal, Burning

**VIII. OLD BUSINESS**

**Item 6:** Overnight Parking Ordinance 2<sup>nd</sup> Reading

**Item 7:** Board and Committee Assignments Continued

**IX. PAST MEETING MINUTES**

**Item 8:** Acceptance of Board of Selectmen Non-Public Meeting Minutes March 15, 2022 8:10pm

**Item 9:** Acceptance of Board of Selectmen Non-Public Meeting Minutes March 15, 2022 8:47pm

**Item 10:** Acceptance of Board of Selectmen Meeting Minutes April 5, 2022 5:30pm

**Item 11:** Acceptance of Board of Selectmen Non-Public Meeting Minutes April 5, 2022 5:30pm

**Item 12:** Acceptance of Board of Selectmen Meeting Minutes April 5, 2022 6:15pm

**Item 13:** Acceptance of Board of Selectmen Non-Public Meeting Minutes April 5, 2022 9:38pm

**X. COMMUNICATIONS**

**Item 9:** Department Head Reports

**Item 10:** Town Administrator Report

**Item 11:** Selectmen Reports

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

**XII. NON-PUBLIC – If Necessary** Non-public Session 91-A:3 II a, c, d e, or e

**XIII. ADJOURNMENT**

**XIV. UPCOMING DATES**

May 3, 2022, 6:15 p.m. – Board of Selectmen

May 4, 2022, 7:00 p.m. – Conservation Commission

May 11, 2022, 6:30 p.m. – Planning Board

May 17, 2022, 6:15 p.m. – Board of Selectmen

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

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



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TOWN OF HENNIKER, NEW HAMPSHIRE  
BOARD OF SELECTMEN  
CONSENT AGENDA

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**Tuesday, April 19, 2022**

Consent Agenda

- Item 1:** Refund - Vehicle
- Item 2:** Refund – Map 1 Lot 642-A
- Item 3:** Intent to Excavate - Map 1 Lot 44
- Item 4:** Intent to Excavate - Map 2 Lot 103-X
- Item 5:** Intent to Excavate - Map 1 Lot 539-C
- Item 6:** Intent to Excavate - Map 1 Lots 603-X1
- Item 7:** Intent to Excavate – Map 1 Lot 522
- Item 8:** Application for Ballot Clerk – Suzanne Richards
- Item 9:** Application for Ballot Clerk – Wendy Blacker
- Item 10:** Application for OHRV Committee – Lori Hubbard
- Item 11:** Application for OHRV Committee (Renewal) – Paul Sheppard
- Item 12:** Check Register April 6, 2022: Payroll - \$32,279.95 & Payables - \$91,906.72
- Item 13:** Check Register April 13, 2022: Payroll - \$35,981.93 & Payables - \$450,725.79
- Item 14:** Wastewater Warrant

Board of Selectmen Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please note that the Consent Agenda is subject to change until 4:00 pm the day of a scheduled Selectmen’s Meeting.

Telephone  
603-428-3221

18 Depot Hill Road  
Henniker, NH 03232  
[www.henniker.org](http://www.henniker.org)

FAX  
603-428-4366



# TOWN OF HENNIKER, NEW HAMPSHIRE

April 19, 2022

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen/Sewer Commissioners upon the application of:

**MEREDITH K NUNLEY**

Residence: **999 WEARE RD, HENNIKER, NH 03242**

We are refunding the amount of: **\$ 28.00**

Cause of refund: **RECEIVED A DISABLED VETE PLATE IN CONCORD, THERE IS NO TOWN OR STATE FEE DUE ON THOSE PLATES**

Per Order:

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**Board of Selectmen**

**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

State of New Hampshire

REGISTRATION CERTIFICATE

2501A0164273

Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.

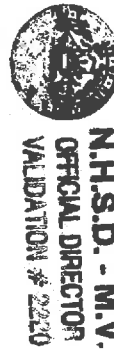
PLATE [REDACTED] TYPE DV/ET/E CD 5 VSN [REDACTED] G/W 6100 E 01/31/2023

MAKE CHEV MODEL K110 B/DY STL PKUP CLR SIL P

YEAR 1984 F G AXLES 2 LP NEW 9300 VIN [REDACTED] SP TYPE

PP# [REDACTED] DOB/ID LAST NAME SUFFIX FIRST NAME M [REDACTED] SP TYPE

OWNERS NUNLEY MEREDITH KATELYNN NUNLEY RYANA



N.H.S.D. - M.V. OFFICIAL DIRECTOR VALIDATION # 2220

REPRINT REGISTRATION

07MAR2022 5001.0001 2501 3011 1 \$58.60

NOT VALID WITHOUT DIRECTOR'S SEAL ATTENTION:

RSA 286:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 20 days after the date of transfer. OWNER'S COPY

LEGAL ADDRESS 999 WEARE RD HENNIKER NH 03242

MEREDITH KATELYNN NUNLEY 999 WEARE RD HENNIKER NH 03242

[Signature]

THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF PERJURY IN ACCORDANCE WITH RSA 661:13

RDWV 344 (REV 08/18)

RETAIN FOR TAX PURPOSES	
STATE FEES	[REDACTED]
REGISTRATION	[REDACTED]
TOTAL DUE	[REDACTED]
MUNICIPAL FEES	
MOS/MILLS 11 03	\$26.00
CLERK	\$2.00
TOTAL DUE	\$28.00
MUNICIPAL COMMENT:	
Pursuant to RSA 261:55, the Director must be notified in writing within 30 days when moving from the address printed on this certificate.	

need to refund \$28.00

need to refund town portion paid - get disabled VET plate.

For Commercial Motor Vehicles Only: By signing this Certificate, the registrant certifies that the vehicle meets all applicable safety regulations and laws as adopted by the State of New Hampshire.



# TOWN OF HENNIKER, NEW HAMPSHIRE

April 19, 2022

## REFUND

To the Collector of Taxes.

Sir/Madame:

By vote of the Board of Selectmen/Sewer Commissioners upon the application of:

**Bruce and Janice Barry**

**Residence: 139 Huntington Road, LOT #1-642-A**

We are refunding the amount of: **\$ 785.00**

**Cause of refund: December 2021 taxes paid by the bank and the homeowner. Check payable and mailed to Bruce and Janice Barry, 21 Hanover Street, Keene, NH 03431**

Per Order:

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**Board of Selectmen**

**Selectmen's Office**  
*Administration, Finance,  
Assessing, Planning,  
Zoning & Building Permits*  
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Ph (603) 428-7604

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

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

**Highway**  
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*Physical:* 209 Ramsdell Rd.  
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Fx (603) 428-7200

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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

# History

## Real Estate Billing

10699-1198  
 139 HUNTINGTON ROAD  
 1-642-A  
 BARRY BRUCE WILLIAM  
 4/6/2022

### TOTALS

Desc.	Tax	Interest	Per Diem	Fees
Real Estate	(\$785.00)	\$0.00	\$0.00	\$0.00

**TOTAL OWED**

**(\$785.00)**

Date	Type	Batch	Cashier	Total	Receivable	Interest	Fees	Comments
6/24/2021	Payment	06/24/2021 hw	helga	\$801.00	\$801.00	\$0.00	\$0.00	
6/27/2021	Payment	corelogic	russ	\$801.00	\$801.00	\$0.00	\$0.00	Electronic Payment
11/22/202	Transfer In	TI 2ndHalf	russ	\$801.00	\$801.00	\$0.00	\$0.00	
11/22/202	Transfer Out	TO 1stHalf	russ	(\$801.00)	(\$801.00)	\$0.00	\$0.00	
12/6/2021	Payment	12/06/2021 KIJ	kim	\$785.00	\$785.00	\$0.00	\$0.00	
12/23/202	Payment	corelogic122321	russ	\$785.00	\$785.00	\$0.00	\$0.00	Electronic Payment

# INTENT TO EXCAVATE CHECKLIST

Date received 4/6/22 Office ID# 22-213-07 E  
Owner's name Mink Hills Land LLC Lot # 1/44(99)  
Route to: Planning Board/Consultant approval *DS/MB* Date 4-6-22

Items 1 - 16 Complete \_\_\_\_\_

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Name of road using
- 4 Acreage of lot/acreage to be cut
- 5 Date of permit per RSA 155:E2 or
- 6 Date of report, per RSA 155-E:21 (d)
- 7 Permit number per RSA 485-A:17, if any
- 8 Incidental construction/155-E Exception
- 9 Total permitted area (acres)
- 10 Excavation area (acres) as of April 1
- 11 Reclaimed area (acres) as of April 1
- 12 Remaining cubic yards of earth to excavate
- 13 Type of ownership
- 14 Description of earth to be removed
- 15 Original with \$100  
Original with no fee  
Supplemental with \$100  
Supplemental with no fee
- 16 Owner(s) signatures and mailing  
address  
Date sent to town

Taxes current Yes  
Security bond required Yes No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Driveway permit needed Yes No Initialed \_\_\_\_\_

Notes/  
Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**NOTICE OF INTENT TO EXCAVATE**  
RSA 72-B

For Tax Year April 1, '22 to March 31, '23

Received By  
TOWN OF HENNIKER  
APR 06 2022  
Building  
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#  
22 - 213 - 07 - E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Henniker
- Tax Map/Block/Lot #: 44(99)
- Name of Access Road: Rte 114 # Lot 103x
- Total Acreage of Lot: 25
- Date of Permit per RSA 155-E:2: 9/1/2011  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: AOT-0243A  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): Phase 1A; 3 acres
- Excavation Area (acres) as of April 1: 4
- Reclaimed Area (acres) as of April 1: 1
- Remaining Cubic Yards of Earth to Excavate: \_\_\_\_\_
- Type of Ownership:

- Owner of land
- Previous owner retaining deeded earth excavation rights
- Owner of earth or earth excavation rights on public lands  
 (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	35,000
SAND	
LOAM	1,000
STONE PRODUCTS	95,000
OTHER ( )	
TOTAL	131,000

15. CHECK THE BOX THAT DESCRIBES THIS INTENT
- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Mink Hills Land LLC  
PRINT CLEARLY OR TYPE NAME OF OWNER

Thomas Patenaude 4/6/22  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

Thomas Patenaude  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

PO Box 2040  
MAILING ADDRESS

Henniker NH 03242  
CITY OR TOWN STATE ZIPCODE

crushedstone@tds.net  
E-MAIL ADDRESS

6034287756 \_\_\_\_\_  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4/6/22

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN  
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS  
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 4/6/22

Office ID# 22-213-06 E

Owner's name Patenaude Properties

Lot # 2/103-X

Route to: Planning Board/Consultant approval OK/MS

Date 4-6-22

Items 1 - 16 Complete \_\_\_\_\_

### Missing items:

- |   |                                    |
|---|------------------------------------|
| 1 Town/City                                   | 15 Original with \$100             |
| 2 Tax map/lot                                 | Original with no fee               |
| 3 Name of road using                          | Supplemental with \$100            |
| 4 Acreage of lot/acreage to be cut            | Supplemental with no fee           |
| 5 Date of permit per RSA 155:E2 or            | 16 Owner(s) signatures and mailing |
| 6 Date of report, per RSA 155-E:21 (d)        | address                            |
| 7 Permit number per RSA 485-A:17, if any      | Date sent to town                  |
| 8 Incidental construction/155-E Exception     |                                    |
| 9 Total permitted area (acres)                |                                    |
| 10 Excavation area (acres) as of April 1      |                                    |
| 11 Reclaimed area (acres) as of April 1       |                                    |
| 12 Remaining cubic yards of earth to excavate |                                    |
| 13 Type of ownership                          |                                    |
| 14 Description of earth to be removed         |                                    |

Taxes current by  Yes  No  
Security bond required  Yes  No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Driveway permit needed  Yes  No Initialed \_\_\_\_\_

Notes/  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**NOTICE OF INTENT TO EXCAVATE**

RSA 72-B

For Tax Year April 1, '22 to March 31, '23

Received By  
TOWN OF HENNIKER  
**APR 06 2022**  
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#  
22 - 213 - 06 - E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Henniker
- Tax Map/Block/Lot #: 103-X
- Name of Access Road: Rte 114 & Rush Rd
- Total Acreage of Lot: 117
- Date of Permit per RSA 155-E:2: grandfathered 1972  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: grandfathered 1972  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 117
- Excavation Area (acres) as of April 1: 20
- Reclaimed Area (acres) as of April 1: 97
- Remaining Cubic Yards of Earth to Excavate: \_\_\_\_\_
- Type of Ownership:

- Owner of land
- Previous owner retaining deeded earth excavation rights
- Owner of earth or earth excavation rights on public lands
- (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	25,000
SAND	
LOAM	2,000
STONE PRODUCTS	50,000
OTHER ( )	
TOTAL	77,000

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE  
(check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE  
(excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE  
(exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE  
(fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Patenaude Properties  
PRINT CLEARLY OR TYPE NAME OF OWNER

Thomas Patenaude 4/6/22  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

Thomas Patenaude  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

PO Box 2040  
MAILING ADDRESS

Henniker NH 03242  
CITY OR TOWN STATE ZIPCODE

crushedstone@tds.net  
E-MAIL ADDRESS

6034287756 \_\_\_\_\_  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4/6/22

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

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SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 4/16/22

Office ID# 22-213-05 E

Owner's name Potenaude Properties

Lot # 1/539-C

Route to: Planning Board/Consultant approval [Signature]

Date 4-16-22

Items 1 - 16 Complete \_\_\_\_\_

### Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Name of road using
- 4 Acreage of lot/acreage to be cut
- 5 Date of permit per RSA 155-E:2 or
- 6 Date of report, per RSA 155-E:2(d)
- 7 Permit number per RSA 485-A:17, if any
- 8 Incidental construction/155-E Exception
- 9 Total permitted area (acres)
- 10 Excavation area (acres) as of April 1
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- 13 Type of ownership
- 14 Description of earth to be removed
- 15 Original with \$100  
Original with no fee  
Supplemental with \$100  
Supplemental with no fee
- 16 Owner(s) signatures and mailing  
address  
Date sent to town

Taxes current [Signature]  Yes  No  
Security bond required  Yes  No \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Driveway permit needed Yes  No Initials \_\_\_\_\_

Notes/  
Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**NOTICE OF INTENT TO EXCAVATE**  
RSA 72-B

For Tax Year April 1, 22 to March 31, 23

Received By  
TOWN OF HENNIKER  
**APR 06 2022**  
Building  
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#  
22 - 213 - 05 - E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Henniker
- Tax Map/Block/Lot #: 1-539-C
- Name of Access Road: Rte 114 S / Wear Rd
- Total Acreage of Lot: 40
- Date of Permit per RSA 155-E:2: grandfathered 1972  
or  
(Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: grandfathered 1972  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 40
- Excavation Area (acres) as of April 1: 5
- Reclaimed Area (acres) as of April 1: 15
- Remaining Cubic Yards of Earth to Excavate: \_\_\_\_\_
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

- CHECK THE BOX THAT DESCRIBES THIS INTENT
  - ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
  - ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
  - SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
  - SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Patenaude Properties  
PRINT CLEARLY OR TYPE NAME OF OWNER  
Thomas Patenaude 4/6/22  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED  
Thomas Patenaude  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

\_\_\_\_\_  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED  
\_\_\_\_\_  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

PO BOX 2040  
MAILING ADDRESS  
Henniker NH 03242  
CITY OR TOWN STATE ZIPCODE  
crushedstone@tds.net  
E-MAIL ADDRESS  
6034287756 \_\_\_\_\_  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: \_\_\_\_\_  
E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	<u>30,000</u>
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	<u>30,000</u>

**TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS**

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

**SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE**  
The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

\_\_\_\_\_  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE  
\_\_\_\_\_  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE  
\_\_\_\_\_  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE  
\_\_\_\_\_  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE  
\_\_\_\_\_  
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN  
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS  
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

# INTENT TO EXCAVATE CHECKLIST

Date received 4/4/22

Office ID# 22-213-04 E

Owner's name Northern Sand + Gravel LLC

Lot # 1/603-X1

Route to: Planning Board/Consultant approval OK  
NO

Date 4-6-22

Items 1 - 16 Complete \_\_\_\_\_

**Missing items:**

- 1 Town/City
- 2 Tax map/lot
- 3 Name of road using
- 4 Acreage of lot/acreage to be cut
- 5 Date of permit per RSA 155-E:2 or
- 6 Date of report, per RSA 155-E:21 (d)
- 7 Permit number per RSA 485-A:17, if any
- 8 Incidental construction/155-E Exception
- 9 Total permitted area (acres)
- 10 Excavation area (acres) as of April 1
- 11 Reclaimed area (acres) as of April 1
- 12 Remaining cubic yards of earth to excavate
- 13 Type of ownership
- 14 Description of earth to be removed

- 15 Original with \$100  
Original with no fee  
Supplemental with \$100  
Supplemental with no fee
- 16 Owner(s) signatures and mailing  
address  
Date sent to town

Taxes current	<u>Yes</u>	No	
Security bond required	<u>Yes</u>	No	\$ Amount <u>114,000 - received</u>
Date paid		Date returned	

Driveway permit needed      Yes      No      Initialed \_\_\_\_\_

**Notes/**  
**Comments**

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NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO EXCAVATE  
RSA 72-B

Received by  
TOWN OF HENNIKER

APR 06 2015

SELECTMEN'S OFFICE

YR TOWN OP#  
22 - 213 - 04 - E

For Tax Year April 1, 22 to March 31, 23

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Henniker NH
- Tax Map/Block/Lot #: 1-603-X1
- Name of Road From Which Accessible:  
Old Concord Rd/Cousineau Ind. Rd
- Total Acreage of Lot: 37 Acres
- Date of Permit per RSA 155-E:2: 2015  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: AOT-1554  
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if Yes
- Total Permitted Area (acres): 26 Acres
- Excavation Area (acres) as of April 1: 2 Acres
- Reclaimed Area (acres) as of April 1: \_\_\_\_\_
- Remaining Cubic Yards of Earth to Excavate: \_\_\_\_\_
- Type of Ownership (Check only one):  
 Owner of land  
 Previous owner retaining deeded earth excavation rights  
 Owner of earth or earth excavation rights on public lands (Fed, State, Municipal, etc) or, removes earth from public lands or right of way

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	<u>120,000</u>
SAND	<u>60,000</u>
LOAM	
STONE PRODUCTS	<u>10,000</u>
OTHER ( <u>Fill</u> )	<u>10,000</u>
TOTAL	<u>140,000</u>

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN  
SIGNED COPY TO - OWNER, RETURNED BY ASSESSING OFFICIALS  
SIGNED COPY TO - DEPT. OF REVENUE, PROPERTY APPRAISAL DIVISION

15. CHECK ONLY THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100.00 FEE  
(check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE  
(excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100.00 FEE  
(exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE  
(fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

A. Chris Bolton 03-30-22  
SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Chris Bolton Manager  
PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

B. \_\_\_\_\_ DATE SIGNED

Northern Sand + Gravel  
PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

1225 River Rd.  
MAILING ADDRESS

Wesare NH 03281  
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS cjbolton@gsinet.net

TELEPHONE 603-529-7760 CELL PHONE 603-345-2720  
(Type numbers only; no symbols) (Type numbers only; no symbols)

DATE INTENT SENT TO TOWN: \_\_\_\_\_

E-MAIL REPORT & CERTIFICATE?  (Check if YES. If No, they will be mailed to the address above)

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_

Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

SIGNATURES & DATE OF ASSESSING OFFICIALS

The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete and;
- Any bond required under RSA 72-B:6 has been received.

SIGNATURE (IN INK) DATE

SIGNATURE (IN INK) DATE

SIGNATURE (IN INK) DATE

SIGNATURE (IN INK) DATE

SIGNATURE (IN INK) DATE

# INTENT TO EXCAVATE CHECKLIST

Date received 4/15/22 Office ID# 22-213-08-E  
Owner's name Aucoin, Leo Lot # 1/522  
Route to: Planning Board/Consultant approval Approved via email Date 4/15/22  
Items 1 - 16 Complete \_\_\_\_\_

Missing items:

- 1 Town/City
- 2 Tax map/lot
- 3 Name of road using
- 4 Acreage of lot/acreage to be cut
- 5 Date of permit per RSA 155:E2 or
- 6 Date of report, per RSA 155-E:21 (d)
- 7 Permit number per RSA 485-A:17, if any
- 8 Incidental construction/155-E Exception
- 9 Total permitted area (acres)
- 10 Excavation area (acres) as of April 1
- 11 Reclaimed area (acres) as of April 1
- 12 Remaining cubic yards of earth to excavate
- 13 Type of ownership
- 14 Description of earth to be removed
- 15 Original with \$100  
 Original with no fee  
Supplemental with \$100  
Supplemental with no fee
- 16 Owner(s) signatures and mailing address  
Date sent to town

Taxes current up Yes  No   
Security bond required Yes  No  \$ Amount \_\_\_\_\_  
Date paid \_\_\_\_\_ Date returned \_\_\_\_\_  
Driveway permit needed Yes  No  Initialed \_\_\_\_\_

Notes/  
Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**NOTICE OF INTENT TO EXCAVATE**  
RSA 72-B

**GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE**

(Assigned by Municipality)

YR      TOWN      OP#      E

-    -   -   -

For Tax Year April 1, 22 to March 31, 23

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: HENNIKER, NH
- Tax Map/Block/Lot #: 1/522
- Name of Access Road: WEAVER RD / RT 114
- Total Acreage of Lot: ~~15.27~~ 27 ACRES
- Date of Permit per RSA 155-E:2: \_\_\_\_\_  
or \_\_\_\_\_ (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: \_\_\_\_\_  
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if YES
- Total Permitted Area (acres): ~~15.27~~ 27 ACRES
- Excavation Area (acres) as of April 1: 30,000 sq ft
- Reclaimed Area (acres) as of April 1: 10,000 sq ft
- Remaining Cubic Yards of Earth to Excavate: 50,000
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Leo G. Aucorn 4/15/22  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S)      DATE SIGNED

LEO G. Aucorn  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S)      DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

619 Gulf Rd  
MAILING ADDRESS

Henniker NH 03242  
CITY OR TOWN      STATE      ZIP CODE

leo's excavating @ tds.net  
E-MAIL ADDRESS

603-428-7443 \_\_\_\_\_  
HOME PHONE (Enter number without dashes)      CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4/15/22

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	<u>1000</u>
LOAM	
STONE PRODUCTS	
OTHER (      )	
TOTAL	

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

**SIGNATURES & DATE OF ASSESSING OFFICIALS**  
The Selectmen/Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.

SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE
SIGNATURE (IN INK)	DATE

Received by  
TOWN OF HENNIKER

APR 15 2022

SELECTMEN'S OFFICE

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN  
SIGNED COPY TO - OWNER, RETURNED BY ASSESSING OFFICIALS  
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION



TOWN OF HENNIKER, NEW HAMPSHIRE  
APPOINTMENT

To **Suzanne Richards** of Henniker, in the County of Merrimack:

WHEREAS, there is a vacancy in the position of **Ballot Clerk**, of said Town of Henniker, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Suzanne Richards**, as a member of the **Ballot Clerks**, of said Town. Your tenure as member of the **Ballot Clerks** will continue for the stipulated term or until your termination by the Town of Henniker.

Upon your taking oath of office, and having this appointment and the certificate of said office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the responsibilities of such office until **September 1, 2025**.

*Given under our hands this 19<sup>th</sup> day of April 2022*

BOARD OF SELECTMEN:

\_\_\_\_\_  
\_\_\_\_\_

I, **Suzanne Richards**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Ballot Clerks**, according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire, SO HELP ME GOD (This I do under the pains of penalties of perjury).

\_\_\_\_\_  
**Suzanne Richards**

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

Personally appeared the above, **Suzanne Richards**, who took and subscribed the foregoing oath. Before me,

Date: \_\_\_\_\_

Town Clerk received and recorded (signature): \_\_\_\_\_

Verified ID



**Town of Henniker**

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

Received By  
TOWN OF HENNIKER  
**MAR 28 2022**  
Building  
Planning & Zoning

**APPLICATION FOR VOLUNTEER POSITION**

COMMITTEE / BOARD:

NAME (as it should appear on Appointment Form):	603-995-9430
FULL NAME: SUZANNE RICHARDS	PHONE:
PHYSICAL ADDRESS: 46 VILLAGE GREEN	
MAILING ADDRESS HENNIKER, NH 03242	
EMAIL ADDRESS: expdescoach@gmail.com	

Why are you seeking this appointment?:  
*To fill openings in Voting Poll workers Team*

What experience would you bring to this position?:  
*I did this for 20 years in Vermont  
I have worked the door the past 2 voting cycles*

Do you have any specific goals or objectives you would seek to implement if you are appointment to this position?:  
*Keep the integrity of NH Voting*

SIGNATURE: *Suzanne Richards* DATE: *3/28/22*



TOWN OF HENNIKER, NEW HAMPSHIRE  
APPOINTMENT

To **Wendy Blacker** of Henniker, in the County of Merrimack:

WHEREAS, there is a vacancy in the position of **Ballot Clerk**, of said Town of Henniker, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said **Wendy Blacker**, as a member of the **Ballot Clerks**, of said Town. Your tenure as member of the **Ballot Clerks** will continue for the stipulated term or until your termination by the Town of Henniker.

Upon your taking oath of office, and having this appointment and the certificate of said office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the responsibilities of such office until **September 1, 2025**.

*Given under our hands this 19<sup>th</sup> day of April 2022*

BOARD OF SELECTMEN:

\_\_\_\_\_  
\_\_\_\_\_

I, **Wendy Blacker**, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the **Ballot Clerks**, according to the best of my abilities, agreeable to the rules and regulations of the constitution and laws of the State of New Hampshire, SO HELP ME GOD (This I do under the pains of penalties of perjury).

\_\_\_\_\_  
**Wendy Blacker**

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

Personally appeared the above, **Wendy Blacker**, who took and subscribed the foregoing oath. Before me,

Date: \_\_\_\_\_

Town Clerk received and recorded (signature): \_\_\_\_\_

Verified ID



**Town of Henniker**

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

Received by  
TOWN OF HENNIKER

MAR 30 2022

SELECTMEN'S OFFICE

**APPLICATION FOR VOLUNTEER POSITION**

COMMITTEE / BOARD:

Ballot Clerk

NAME (as it should appear on Appointment Form):

FULL NAME:

Wendy S Blacker

PHONE:

603 848-0640

PHYSICAL ADDRESS:

55 Old Mill Pond Rd, Henniker, NH

MAILING ADDRESS

Same

EMAIL ADDRESS:

WendyandKevin@comcast.net

Why are you seeking this appointment?:

Would like to become more involved with  
Town of Henniker and the Voting System.

What experience would you bring to this position?:

Mature adult. Personable, Reliable

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

To make sure all Request Rules =  
Voting Followed.

SIGNATURE:

Wendy S Blacker

DATE:

3/30/22



**TOWN OF HENNIKER APPOINTMENT**

To **Lori Hubbard**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of Lori Hubbard, appointing him as a Volunteer Member of the OHRV Committee until September 1, 2025.

BOARD OF SELECTMEN:

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



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

Received by  
 TOWN OF HENNIKER

APR 08 2022

SELECTMEN'S OFFICE

**APPLICATION FOR VOLUNTEER POSITION**

COMMITTEE / BOARD: OTRV Committee

NAME (as it should appear on Appointment Form): Lori Hubbard

FULL NAME: Lori Hubbard

PHONE:

203-733-8096

PHYSICAL ADDRESS: 7 Colleague Pond Rd, Henniker NH 03242

MAILING ADDRESS same -

EMAIL ADDRESS: lorkillrn@gmail.com

Why are you seeking this appointment?:

Want to be more involved with the community and have a large interest in working together with residents to ensure OTRV riding remains a safe activity for all to enjoy.

What experience would you bring to this position?:

I sit on many committees through my work and frequently deal with customer relations. I also am a member of the local OTRV club and enjoy riding with my family. I also am a landowner in

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

town and allow use of trails on my property.

I would like to ensure a positive relationship is maintained between residents and town leadership. I would also like to ensure trails remain open.

SIGNATURE: Lori Hubbard

DATE: 4/7/22



**TOWN OF HENNIKER APPOINTMENT**

To **Paul Sheppard**, of Henniker, NH, in the County of Merrimack:

**Town of Henniker Board of Selectmen:**

*Motion:* To accept the Volunteer Application of Paul Sheppard, appointing him as a Volunteer Member of the OHRV Committee until September 1, 2025.

BOARD OF SELECTMEN:

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





**Town of Henniker**

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

Received by  
TOWN OF HENNIKER

APR 07 2022

SELECTMEN'S OFFICE

*Renewal*

**APPLICATION FOR VOLUNTEER POSITION**

COMMITTEE / BOARD: *OHRV*

NAME (as it should appear on Appointment Form): *Paul Sheppard*

PHONE:

FULL NAME: *Paul Sheppard*

PHYSICAL ADDRESS: *201 Pine Hill Rd.*

MAILING ADDRESS: *same*

EMAIL ADDRESS: *Pashe10019@gmail.com*

Why are you seeking this appointment?:

*I was on it previously*

What experience would you bring to this position?:

*My past experience*

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

*To be open minded and engaged.*

SIGNATURE:

DATE:

*4/7/22*

**TAX COLLECTOR'S WARRANT  
STATE OF NEW HAMPSHIRE**

**Merrimack ss.**

**TO: Kimberly Johnson , Collector of Taxes for Henniker Wastewater Treatment, New Hampshire in said county.**

In the name of the State you are hereby directed to collect the charges in the list herewith committed to you, amounting to the sum of Two Hundred Ninety Thousand Eight Hundred Seventy Three Dollars and Forty Cents (\$290,873.40) and with interest at eight (8%) percent per annum from May 27, 2022 thereafter, on all sums not paid on or before that day.

And we further order you to remit all monies collected to the Town Treasurer, or to the Town Treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total One Thousand Five Hundred Dollars (\$1,500.00) or more.

Given under our hands at Henniker Wastewater Treatment, New Hampshire, this Nineteenth day of April in 2022.

\_\_\_\_\_  
Kris Blomback

\_\_\_\_\_  
Peter Flynn

\_\_\_\_\_  
Tia Hooper

\_\_\_\_\_  
Scott Osgood

\_\_\_\_\_  
William Marko

Signer  
Henniker Wastewater Treatment, New Hampshire

**From:** [Diane Kendall](#)  
**To:** [Kris Blomback - Pats Peak Ski Area](#)  
**Cc:** [Wendy Baker](#)  
**Bcc:** [Scott Osgood](#) [REDACTED] [Peter Flynn](#); [Tia Hooper](#); [Bill Marko](#)  
**Subject:** 4/5/22 Agenda Materials  
**Date:** Friday, April 1, 2022 11:55:00 AM  
**Attachments:** [image001.png](#)

---

Good morning,

This is a test to see if you can access these files from the share point drive. It includes all the documents for the next Selectboard meeting. Please let me know if you have difficulty.

[REDACTED]

Best,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

STATEMENT OF CONFIDENTIALITY

This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail.

## Diane Kendall

---

**From:** Diane Kendall  
**Sent:** Friday, April 1, 2022 3:28 PM  
**To:** Bill Marko  
**Subject:** RE: 4/5/22 Agenda Materials

Hello,

Thanks for letting me know that you could access and read the documents. The link I just sent you contains all the documents that you will need for the April 5<sup>th</sup> non-public at 5:30 and Public and Non-Public meetings at 6:15.

Help me understand what links are missing and I can try to restore them.

Thank you,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

### STATEMENT OF CONFIDENTIALITY

This e-mail and any attachments are intended only for use by the addressee and may contain legally privileged or confidential information. If you are not the intended recipient of this e-mail, any dissemination or copying of this e-mail or any attachments is prohibited. If you have received this e-mail in error, please notify me immediately, and permanently delete the original and any copy of the e-mail.

---

**From:** Bill Marko <[REDACTED]>  
**Sent:** Friday, April 1, 2022 3:16 PM  
**To:** Diane Kendall <[REDACTED]>  
**Subject:** Re: 4/5/22 Agenda Materials

Hi Diane.

I can open and read the documents but there are no live links. Past agenda items would have links to pertinent documents further into the packet. Either the links are not there or my phone stripped them away.

Regards, Bill

Get [Outlook for Android](#)

---

**From:** Diane Kendall <[REDACTED]>  
**Sent:** Friday, April 1, 2022, 11:57 AM  
**To:** Kris Blomback - Pats Peak Ski Area <[REDACTED]>  
**Cc:** Wendy Baker <[REDACTED]>  
**Subject:** 4/5/22 Agenda Materials

Good morning,

This is a test to see if you can access these files from the share point drive. It includes all the documents for the next Selectboard meeting. Please let me know if you have difficulty.



Best,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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## Diane Kendall

---

**From:** D Scott Osgood <[REDACTED]>  
**Sent:** Saturday, April 2, 2022 9:37 AM  
**To:** Diane Kendall  
**Cc:** D Scott Osgood; Wendy Baker  
**Subject:** Re: 4/5/22 Agenda Materials

Hi Diane,  
I didn't understand what was sent.  
Could I swing by on Monday to see what was sent?  
Thanks  
Scott O

On Fri, Apr 1, 2022 at 11:57 AM Diane Kendall <[REDACTED]> wrote:

Good morning,

This is a test to see if you can access these files from the share point drive. It includes all the documents for the next Selectboard meeting. Please let me know if you have difficulty.

[REDACTED]

Best,

Diane Kendall

Town Administrator

Town of Henniker

603-428-3221 x105

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## Diane Kendall

---

**From:** D Scott Osgood <[REDACTED]>  
**Sent:** Saturday, April 2, 2022 9:39 AM  
**To:** Diane Kendall  
**Subject:** Fwd: Next Conservation Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

FYI Diane if you weren't copied.

Scott O

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

**From:** Bennett, Ross <[REDACTED]>  
**Date:** Fri, Apr 1, 2022 at 9:49 AM  
**Subject:** RE: Next Conservation Meeting  
**To:** Broken Boat Farm LLC <[REDACTED]> <[REDACTED]> <[REDACTED]> <[REDACTED]> D Scott Osgood

Hi Kelly- I think this is a great idea for a discussion topic. The flood plain in Henniker is being overrun with oriental bittersweet, which will be an ecological game-changer for Henniker during our lifetimes. So I'd be especially interested in hearing if your livestock have that on their resume. Hope to see you next week.

-Ross

---

**From:** Broken Boat Farm LLC <[REDACTED]>  
**Sent:** Wednesday, March 30, 2022 5:47 PM  
**To:** [REDACTED] Bennett, Ross <[REDACTED]> [REDACTED] D Scott Osgood <[REDACTED]>  
**Subject:** Next Conservation Meeting

### EXTERNAL EMAIL

**EXTERNAL EMAIL - We could not verify the authenticity of this message. Please be cautious when clicking on links or opening attachments.**

Good Evening Everyone!!

I hope y'all had a good winter!! I was wondering when the next meeting was and if I could get on the agenda for 5-10 minutes.

I remember the commission was working on a forest management plan and was unsure if that included any invasive species management.

I'd like 5-10 minutes of your time to introduce myself to anyone I don't know, and about the benefits of utilizing Livestock Landscaping in the conservation areas.

Below is the link to before and after pictures from the work we did last season for your viewing pleasure.

<https://www.brokenboatfarm.com/gallery>

--

Cheers!!

*Kelly*

*Owner & Chief Executive Operator*

*Broken Boat Farm LLC*

Email: [REDACTED]

Phone/ text: [REDACTED]

Website: [www.brokenboatfarm.com](http://www.brokenboatfarm.com)

Facebook: [facebook.com/BrokenBoatFarm](https://facebook.com/BrokenBoatFarm)



## Diane Kendall

---

**From:** D Scott Osgood <[REDACTED]>  
**Sent:** Saturday, April 2, 2022 9:40 AM  
**To:** Diane Kendall  
**Cc:** D Scott Osgood  
**Subject:** Fwd: Next Conservation Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Also sent if you hadn't received..just an FYI

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

**From:** Mitch, Mark <[REDACTED]>  
**Date:** Fri, Apr 1, 2022 at 9:55 AM  
**Subject:** Re: Next Conservation Meeting  
**To:** Broken Boat Farm LLC <[REDACTED]> <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]> Howard, Sachiko <[REDACTED]> D Scott Osgood <[REDACTED]>

Hi Kelly,

We will put you on the agenda for the Wed., April 6 meeting at 7:10 PM at the Henniker Grange Hall on Western Ave. Meetings start at 7 PM put it always takes us 10 minutes to get organized.

Mark

-----  
Mark Mitch  
New England College  
Dept. of Environmental Science  
[REDACTED]

---

**From:** Broken Boat Farm LLC <[REDACTED]>  
**Sent:** Wednesday, March 30, 2022 5:46 PM  
**To:** [REDACTED] <[REDACTED]> Mitch, Mark <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> Howard, Sachiko <[REDACTED]> D Scott Osgood <[REDACTED]>  
**Subject:** Next Conservation Meeting

Good Evening Everyone!!

I hope y'all had a good winter!! I was wondering when the next meeting was and if I could get on the agenda for 5-10 minutes.

I remember the commission was working on a forest management plan and was unsure if that included any invasive species management.

I'd like 5-10 minutes of your time to introduce myself to anyone I don't know, and about the benefits of utilizing Livestock Landscaping in the conservation areas.

Below is the link to before and after pictures from the work we did last season for your viewing pleasure.

<https://www.brokenboatfarm.com/gallery>

--

Cheers!!

*Kelly*

*Owner & Chief Executive Operator*

*Broken Boat Farm LLC*

Email: [REDACTED]

Phone/ text: [REDACTED]

Website: [www.brokenboatfarm.com](http://www.brokenboatfarm.com)

Facebook: [facebook.com/BrokenBoatFarm](https://facebook.com/BrokenBoatFarm)

--

D Scott Osgood

Cell (603)848-8218

[REDACTED]

**From:** [Diane Kendall](#)  
**To:** [Bill Marko](#)  
**Cc:** [Wendy Baker](#)  
**Bcc:** [Kris Blomback - Pats Peak Ski Area](#); [Peter Flynn](#); [Scott Osgood](#) ( [REDACTED] ); [Tia Hooper](#)  
**Subject:** RE: 4/5/22 Agenda Materials  
**Date:** Monday, April 4, 2022 8:56:00 AM

---

Hi Bill,

Wendy is working on adding the links to the online Agenda. Wendy was on vacation Thursday and Friday, I finished preparing the agenda and I wasn't aware that document contained links.

Thank you for bringing this to our attention.

Bcc: Kris Blomback, Peter Flynn; Scott Osgood; Tia Hooper

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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---

**From:** Bill Marko < [REDACTED] >  
**Sent:** Friday, April 1, 2022 4:19 PM  
**To:** Diane Kendall < [REDACTED] >  
**Subject:** Re: 4/5/22 Agenda Materials

I didn't explain it very well. I'm referring to links WITHIN the agenda. If you look at past agendas, you'll see what I mean. For example, when you see the main agenda item to buy a skidsteer, the line would have a hyperlink that takes you to the skidsteer quote further into the package. Give me a call if it would be easier.

Bill

Get [Outlook for Android](#)

## Diane Kendall

---

**From:** Bill Marko <[REDACTED]>  
**Sent:** Monday, April 4, 2022 9:46 AM  
**To:** Diane Kendall  
**Subject:** Budget expenditures, Planning board

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Diane,

May I please see the details of lines 4191-390 and 4191-560 of our budget report under "Planning"?

This would include the actual invoices and or bills paid for that period charged to those accounts. Scanned copies are fine or if it's easier to make printouts, I will stop by to pick them up.

I don't have a specific timeframe but would hope that this can be provided this week.

Thanks in advance, Bill

Get [Outlook for Android](#)

## Diane Kendall

---

**From:** Diane Kendall  
**Sent:** Monday, April 4, 2022 10:02 AM  
**To:** Kathleen LaBonte-LoFaro  
**Subject:** RE: Henniker Town Designated Emails for Boards and Staff

Hello Ms. Labonte-LoFaro,

Please call me at your earliest convenience to discuss.

Regards,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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---

**From:** Kathleen LaBonte-LoFaro <[REDACTED]>  
**Sent:** Saturday, April 2, 2022 2:17 PM  
**To:** Diane Kendall <[REDACTED]>  
**Cc:** peter flynn41 <[REDACTED]> tiamhooper <[REDACTED]> bill <[REDACTED]>  
dsosgood henniker <[REDACTED]>  
**Subject:** Henniker Town Designated Emails for Boards and Staff

---

Dear Diane,

I just reviewed all documentation for the April 5, 2022 Selectboard Meeting.

There are important pieces of my correspondence missing from the packet, and the referenced documents. Would you kindly make the appropriate number of copies of the following missing correspondence, and give to the Selectboard Tuesday night for their binders.

- Emails between Selectboard members regarding closing town office for staff to attend a funeral as I reference them in my March 18th email to you. (See Attached)
- March 13, 2022, email to you regarding the need for designated town emails, and regarding voter machines. You told me to send this email to you and you would distribute. I have no idea if that was ever done. (See Attached)
- March 18, 2022 email to you in rebuttal to your March 17th email. (See Below)

### NOTE:

Your March 17th email in response to my March 17th email are both in the packet.

Thank you for your timely attention to this matter.

Sincerely yours,

Kathleen (LaBonte)  
722 Gulf Road, Henniker, NH 03242  
Tel. (603) [REDACTED] Email: [REDACTED]

---

**From:** "klalo" <[REDACTED]>  
**To:** "diane kendall" <[REDACTED]>  
**Cc:** "peter flynn41" <[REDACTED]> "tiamhooper" <[REDACTED]> "dsosgod henniker" <[REDACTED]> "bill" <[REDACTED]> "Bruce Trivellini" <[REDACTED]>  
**Sent:** Friday, March 18, 2022 4:50:18 PM  
**Subject:** Henniker Town Designated Emails for Boards and Staff

Hello Diane,

Thank you for your response, which I kindly address as follows:

- In my 3/17/2022 email (attached), I did not use the words "illegal meetings," but rather that **"the people's business was conducted outside of the public purview** through usage of "personal" selectboard emails...again." That **"it is wrong and illegal..."**
- To state you have "no knowledge of illegal meetings.....and all members conduct business in a manner that is reasonable and prudent" is disingenuous. I wrote to you 3/17 that I listened to the live stream discussion between the Board and Dr. Trivellini talking about the email exchanges between board members, and a decision made to close town offices and allow 3 staff members attend a funeral. Further, we all have the copies of the email exchanges between board members.
- I appreciate you forwarding RSA Chapter 91-A - Public Meetings, which I'm well aware of. The bullet point you selected to emphasize is perfect, as it defines that the Board you serve just held an "illegal" meeting to make a decision outside of the public purview....again, as this is NOT the first time they have gotten caught doing this. For Chair Blomback to state he just thought to make a decision 3/14 outside of the public meeting 3/15 to close the town offices for 3+ hours as merely "housekeeping," is disingenuous as well.
- What do you think of a town board that has knowingly conducted an illegal activity, and looks to town administrators to cover for them? I have files of correspondence to prove this. We certainly can ponder this sad expectation for all of the administrators I've seen come and go since I moved here 26 years ago.
- Even knowing that I watched the live stream of the meeting you were in attendance at; have copies of the email exchanges; and your copy of "Public Meetings" rules highlighting illegal meetings; how could you write to me that you have no knowledge of illegal meetings? Frankly, I look for honesty and integrity when I take the time to discuss matters of concern with the town, and would appreciate that all remain on that level of ethical maturity.

#### EMAIL ISSUE

It is long past time to have designated town emails for boards and staff. My attached 3/13 email outlines many of the reasons why I do not particular care for the general town website to a computer generated system to communicate and attach correspondence. To give an excuse that "communities have become vulnerable to loss and exposure from cyber criminals, we no longer provide direct links to emails on our website." is tired and old. We have been hearing that for years. Might we say that about personal emails being used by board members for town business that should remain between the walls of town offices and departments? I'm much more concerned about that, and the board should be as well.

#### ACTION

- It would be my request at this time that the selectboard place this issue on the next agenda for discussion.

- That a representative from the telephone provider be invited to attend to discuss the ins and outs of putting into place town wide emails, and move completely away from usage of personal emails for any town business. We should all want to hear what needs to be done to activate this common office procedure which is completed without much fanfare in most town offices.
- Government Management of E-mail - What's in Your Municipalities In-box?  
<https://www.nhmunicipal.org/town-city-article/government-management-e-mail-%E2%80%93-what%E2%80%99s-your-municipalities-box>  
 "The managers and legal counsel for School Districts and Municipalities should know what is in their government operated e-mail systems. They should ensure policy, procedure, training, and compliance are in place for proper record preservation and destruction."

Thank you for your attention and interest to this communication, and I look forward to hearing a response pertaining to the "action" request.

Sincerely and respectfully yours,

Kathleen (LaBonte)  
 722 Gulf Road, Henniker, NH 03242  
 Tel. (603) [REDACTED] Email: [REDACTED]

\*\*\*\*\*

**From:** Diane <[REDACTED]>  
**To:** Kathleen <[REDACTED]>  
**Date:** Thursday, 17 March 2022 3:08 PM EDT  
**Subject:** RE: Henniker Town Designated Emails for Boards and Staff

Good afternoon, Kathleen.

Thank you for your email and concerns. I have no knowledge of illegal meetings and trust that our board chair and all members conduct business in a manner that is reasonable and prudent. Please see below and attached for a definition of "Meeting".

**"Meeting":** The convening of a quorum (majority) of any public body to discuss or act on any of that body's business, including work sessions. It is a "meeting" whether the members convene in person, by telephone, or electronic communication, or in any other way in which all members may communicate with each other contemporaneously. **However**, legal **meetings** may never be conducted by email or any other format which does not comply with notice and public accessibility requirements, or which does not allow the public to hear, read or discern the discussion contemporaneously at the noticed meeting location. RSA 91-A:2."

The public does have the opportunity to contact board members through our website. [Board of Selectmen | Henniker, NH](#) If you click on the names of the board members you will be directed to form to send an email. We will be linking to Bill Marko soon as he is newly elected. Because our communities have become vulnerable to loss and exposure from cybercriminals, we no longer provide direct links to emails on our website. The public can also write to the board or participate in the public comment section of the Selectboard meetings. And the public can call, write, visit or email me with concerns.

I will include your email in the correspondence section of the Agenda for April 5<sup>th</sup>. Would you also like an appointment to appear before the board to speak about your concerns?

Thank you for your appreciative comments. I am very pleased to be serving the Henniker community.

Regards,

Diane Kendall  
 Town Administrator  
 Town of Henniker  
 603-428-3221 x105

**From:** [Diane Kendall](#)  
**To:** [Kris Blomback - Pats Peak Ski Area](#)  
**Cc:** [Peter Flynn](#); [Scott Osgood](#) [REDACTED] [Tia Hooper](#); [Bill Marko](#)  
**Subject:** 4/5/22 Agenda posted to website has been updated to include page links  
**Date:** Monday, April 4, 2022 11:26:00 AM

---

Just an FYI, the 4/5/22 Agenda posted to website has been updated to include page links.

[agenda 4.5.22 all rev dk for web 0.pdf \(henniker.org\)](#)

Thank you for your patience,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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## Diane Kendall

---

**From:** Diane Kendall  
**Sent:** Tuesday, April 5, 2022 12:12 PM  
**To:** Kris Blomback - Pats Peak Ski Area; Peter Flynn; Scott Osgood ( [REDACTED] ) Tia Hooper; Bill Marko  
**Subject:** Reminder Meeting will start at 5:30 tonight for non-public session for Hiring

Reminder the meeting will start at 5:30 tonight for non-public session for Hiring

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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## Diane Kendall

---

**From:** D Scott Osgood <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 1:20 PM  
**To:** Diane Kendall  
**Subject:** Re: Request for notes dur8ng meeting 04 05 2022

Hi Diane,  
For the record, I did not read the note you passed on to Kris.  
And, that camera makes my hair look very bad.  
Best,

Scott O

On Wed, Apr 6, 2022 at 11:32 AM Bruce Trivellini <[REDACTED]> wrote:

Attached is a clip from last night's meeting where Town Administrator Diane Kendall passes a note to osgood and he in turn gives the note to Mr. Blomback. I would like a copy of this note shared in open meeting date 04 05 2022.

This information should have been given to all board members. Mr. Marko, Ms. Hooper and flynn were denied access to this note.

My opinion...Town Administrator should be immediately fired and select board members involved should resign...Mr. Blomback and you disagree with Mr. Marko about trust, you are tone deaf and disregard the public's continued expression of its lack of trust in your leadership.

This occurs during second public speak ~3:00:00 or at 21:32:55 hours...

**Dr. Bruce J. Trivellini, D.D.S.**

*"Conformity is the jailer of freedom and the enemy of growth." (President John F. Kennedy)*

--

D Scott Osgood  
Cell (603)848-8218  
[REDACTED]

## Diane Kendall

---

**From:** Bruce Trivellini <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 6:08 AM  
**To:** Diane Kendall  
**Cc:** Tia Hooper; Bill Marko  
**Subject:** RV's

Before we go down this EXPENSIVE rabbit hole, the town has already litigated this...

Diane I am disappointed in YOU... that town planner failed to advise you of this regarding current questions and violations regarding RV's...he was here when Rock n Birch happened...

Another great reason to fire mr. fougere immediately

The town is quite clear on this issue...

*"Now, Henniker officials are telling Rock 'n' Birch tenants they need to leave. By the end of the month, Colburn – along with several other residents who call Rock 'n' Birch home – will have to find a new place to live.*

*The town has argued that Rock 'n' Birch is only zoned as a recreational campground, and not intended for year-round use, an argument the campground's owner, Ray Panetta, has fought for years. But in May 2016, Panetta settled with the town and agreed to close the campground from November to April 30. Tenants learned of the agreement in December of last year, and now the deadline is two weeks away."*

FIND THE ROCK N BIRCH FILE...

**Dr. Bruce J. Trivellini, D.D.S.**

*"Conformity is the jailer of freedom and the enemy of growth." (President John F. Kennedy)*

## Diane Kendall

---

**From:** Kris Blomback - Pats Peak Ski Area <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 9:52 AM  
**To:** Grace Dunklee Cohen  
**Cc:** Diane Kendall  
**Subject:** RE: OHRV Meeting - June 28

Scratch the original e-mail. I found your personal e-mail.

I'll see to it that it gets posted on the municipal calendar. OHRV meeting scheduled for June 28.

Kris

## Diane Kendall

---

**From:** Grace Dunklee Cohen <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 10:05 AM  
**To:** Kris Blomback - Pats Peak Ski Area  
**Cc:** Diane Kendall  
**Subject:** Re: OHRV Meeting - June 28

Thank you Kris - I appreciate your both your patient attention to our neighborhood issue - and your prompt follow up.

I will let neighbors know.

Kind regards,

Grace Dunklee Cohen

Anthorne Group

Mobile: [REDACTED]

Office: [REDACTED]

eMail: [REDACTED]

"No act of kindness, no matter how small, is ever wasted."  
- Aesop (620 B.C. - 560 B.C.)

Sent from my iPhone

On Apr 6, 2022, at 9:52 AM, Kris Blomback - Pats Peak Ski Area <[REDACTED]> wrote:

Scratch the original e-mail. I found your personal e-mail.

I'll see to it that it gets posted on the municipal calendar. OHRV meeting scheduled for June 28.

Kris

**From:** [Diane Kendall](#)  
**To:** [Kris Blomback - Pats Peak Ski Area](#)  
**Cc:** [Wendy Baker](#)  
**Bcc:** [Peter Flynn](#); [Scott Osgood](#); [REDACTED]; [Bill Marko](#); [Tia Hooper](#)  
**Subject:** Missing Signatures from Consent Agenda for BTLA Settlement  
**Date:** Wednesday, April 6, 2022 10:17:00 AM

---

Good morning,

Selectboard signatures are missing from the BTLA Settlement Agreement for Map 1 Lot 662 which was page 2 of the Abatement package on the consent agenda. Board members signed the first page but missed the second page.

Can you come by the office to sign as soon as convenient? We will leave it in a folder labeled "Consent Agenda" in the office conference room.

Regards,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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## Diane Kendall

---

**From:** Bruce Trivellini <[REDACTED]>  
**Sent:** Wednesday, April 6, 2022 11:32 AM  
**To:** Diane Kendall  
**Cc:** Kris Blomback - Pats Peak Ski Area; Tia Hooper; Bill Marko; Peter Flynn; Scott Osgood  
**Subject:** Request for notes during meeting 04 05 2022  
**Attachments:** OSGOOD NOTES 04 05 2022.mp4

Attached is a clip from last night's meeting where Town Administrator Diane Kendall passes a note to Osgood and he in turn gives the note to Mr. Blomback. I would like a copy of this note shared in open meeting date 04 05 2022.

This information should have been given to all board members. Mr. Marko, Ms. Hooper and Flynn were denied access to this note.

My opinion...Town Administrator should be immediately fired and select board members involved should resign...Mr. Blomback and you disagree with Mr. Marko about trust, you are tone deaf and disregard the public's continued expression of its lack of trust in your leadership.

This occurs during second public speak ~3:00:00 or at 21:32:55 hours...

**Dr. Bruce J. Trivellini, D.D.S.**

*"Conformity is the jailer of freedom and the enemy of growth." (President John F. Kennedy)*

## Diane Kendall

---

**From:** Bill Marko <[REDACTED]>  
**Sent:** Thursday, April 7, 2022 2:39 PM  
**To:** Russ Roy; Kris Blomback - Pats Peak Ski Area  
**Cc:** Diane Kendall; Kelly Henley  
**Subject:** Re: Budget expenditures, Planning board

Hi Russ,

No need to apologize and thank you for the information.

Regards, Bill

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---

**From:** Russ Roy <[REDACTED]>  
**Sent:** Thursday, April 7, 2022, 11:41 AM  
**To:** Bill Marko <[REDACTED]> Kris Blomback - Pats Peak Ski Area <[REDACTED]> Tia Hooper <[REDACTED]>  
<[REDACTED]> Scott Osgood <[REDACTED]> <[REDACTED]> Peter Flynn <[REDACTED]>  
**Cc:** Diane Kendall <[REDACTED]> Kelly Henley <[REDACTED]>  
**Subject:** FW: Budget expenditures, Planning board

Bill:  
Sorry for the delay, I was on vacation through Wednesday. Please find attached copies of the invoices requested.

Russ Roy  
Finance Director

---

**From:** Kelly Henley <[REDACTED]>  
**Sent:** Thursday, April 7, 2022 8:46 AM  
**To:** Russ Roy <[REDACTED]>  
**Subject:** FW: Budget expenditures, Planning board





Kelly Henley, Deputy Finance Director  
Town of Henniker, NH  
**a:** 18 Depot Hill Rd., Henniker, NH 03242  
**t:** 603.428.3221 | **w:** [www.henniker.org](http://www.henniker.org)

---

**From:** Diane Kendall <[REDACTED]>  
**Sent:** Monday, April 4, 2022 9:56 AM  
**To:** Bill Marko <[REDACTED]>  
**Cc:** Russ Roy <[REDACTED]> Kelly Henley <[REDACTED]>  
**Subject:** RE: Budget expenditures, Planning board

Hi Bill,

I am forwarding this request to the Finance Department.

Best,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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---

**From:** Bill Marko <[REDACTED]>  
**Sent:** Monday, April 4, 2022 9:46 AM  
**To:** Diane Kendall <[REDACTED]>  
**Subject:** Budget expenditures, Planning board

Hi Diane,

May I please see the details of lines 4191-390 and 4191-560 of our budget report under "Planning"?

This would include the actual invoices and or bills paid for that period charged to those accounts. Scanned copies are fine or if it's easier to make printouts, I will stop by to pick them up.

I don't have a specific timeframe but would hope that this can be provided this week.

Thanks in advance, Bill

## Diane Kendall

---

**From:** Diane Kendall  
**Sent:** Thursday, April 7, 2022 3:50 PM  
**To:** Bruce Trivellini  
**Subject:** RE: Subject matter EMAIL AND CORRESPONDENCE

[Board of Selectmen Meeting Agenda - 4/5/22 - 6:15 | Henniker, NH](#)

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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**From:** Bruce Trivellini <[REDACTED]>  
**Sent:** Thursday, April 7, 2022 5:45 AM  
**To:** Diane Kendall <[REDACTED]>  
**Cc:** Tia Hooper <[REDACTED]> Bill Marko <[REDACTED]> Peter Flynn  
<[REDACTED]> Scott Osgood <[REDACTED]> Kris Blomback - Pats Peak Ski Area  
<[REDACTED]>  
**Subject:** Subject matter EMAIL AND CORRESPONDENCE

The public was insured that first thing Wednesday morning, Town Administrator Kendall would post the emails and correspondences discussed at your last meeting.

As of this writing, I cannot find those documents. Could you please advise me if they are available online at this time? Please direct me to their location.

Thank you

**Dr. Bruce J. Trivellini, D.D.S.**

*"Conformity is the jailer of freedom and the enemy of growth." (President John F. Kennedy)*

▪

## Diane Kendall

---

**From:** [REDACTED]  
**Sent:** Saturday, April 9, 2022 5:41 PM  
**To:** Diane Kendall; 'Kris Blomback, Chairman'; 'Peter Flynn'; 'Scott Osgood'; 'Tia Hooper'  
**Cc:** Mike Flecchia; Scott Dias  
**Subject:** Transfer Station initiatives

Fellow Board members and Diane,

I have two Transfer Station items I'd like us to address.

1) I have received multiple comments about the loss of brush disposal at the Transfer station. Our residents feel strongly that the service should return. We recently had an email from Mike Flecchia to that end and have had several citizens speak to this during BOS meetings.

I saw that Diane was researching methods to handle this and I look forward to her findings. I'd like to push this to the forefront with spring cleanup activity already started. Mr Flecchia's idea of giving away the ash as soil enhancement is a good one if we burn the debris. Another idea might be chipping the brush and giving away the "mulch". Clean construction debris is also a concern and needs to be addressed similarly.

2) with regard to the derogatory way some of our citizens have treated the Transfer station attendants, I think the root problem stems from people not understanding the current economics regarding recycling. Our vendors have placed strict parameters on what can and cannot be recycled and our attendants are trying to get our users to sort it out before throwing it into the recycle bin, but running into a lot of negativity.

I think a public outreach session or two could help. If you recall, when we started the road improvement initiatives back in 2018, we held public meetings to educate our citizens on the basics of road construction and the challenges we faced. The word spread to others and we ended up with broad support for road repair funding.

I believe similar outreach sessions, held at the community center would also result in the townspeople understanding the realities of the recycling world and why we do it the way we do. I would like to discuss this idea as an agenda item and if there is interest in the idea, move forward.

Regards, Bill

**From:** [Diane Kendall](#)  
**To:** [Kris Blomback - Pats Peak Ski Area](#)  
**Bcc:** [Peter Flynn](#); [Scott Osgood](#) [REDACTED]; [Tia Hooper](#); [Bill Marko](#)  
**Subject:** FW: Join Us for 2022 Right-to-Know Hybrid Workshop!  
**Date:** Monday, April 11, 2022 1:35:00 PM

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FYI

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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**From:** New Hampshire Municipal Association <[REDACTED]>  
**Sent:** Monday, April 11, 2022 10:00 AM  
**To:** Diane Kendall <[REDACTED]>  
**Subject:** Join Us for 2022 Right-to-Know Hybrid Workshop!

Join us for 2022 Right-to-Know Hybrid Workshop



**The Right-to-Know Law and Governmental Records**

## **and Public Meetings Hybrid Workshop**

**9:00 am - 1:00 pm**  
**Thursday, April 28, 2022**

**In person attendance (25 Triangle Park Drive, Concord)**  
**(Limited to 60 people)**



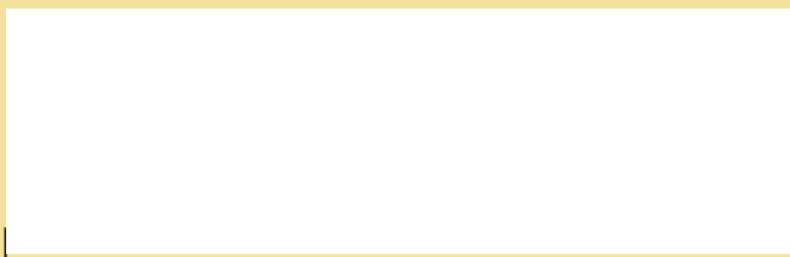
**Virtual attendance via Zoom**

**Registration Fees: \$65.00 (in-person); \$55.00 (virtual)**

Join Legal Services Counsel Stephen Buckley and Municipal Services Counsel Jonathan Cowal who will discuss the requirements for holding a proper public meeting, as well the exceptions to the meeting requirement (the so-called "non-meeting"). The attorneys will also address managing virtual public access and allowing public body members to participate remotely when their physical attendance is not reasonably practical. Consideration will also be directed at preparing meeting minutes and facilitating public comment through meeting rules of procedure.

The attorneys will also address statutory changes regarding keeping an inventory of non-public session minutes, exemptions for attorney-client communications, deliberating in non-public session to discuss unsealing minutes, and limiting the nondisclosure of minutes related to the sale or acquisition of real or personal property.

The attorneys will also provide guidance on handling governmental record matters arising under the Right-to-Know Law. Handling governmental records requests requires an understanding of all aspects of request processing including: the requirements for availability, storage, electronic records, redaction, cost estimates, mandated access for certain records and appointments for review of records. This virtual workshop will also address what records are exempt from disclosure, along with whether a record request that would require a search for multiple documents must be fulfilled or whether a request impermissibly seeks to create a record that does not exist. In addition, guidance will be provided on the retention of governmental records and how claims under the Right-to-Know Law are enforced.



**Questions?**

Please contact NHMA at [REDACTED] or [REDACTED]

Our mailing address is:  
25 Triangle Park Drive  
Concord, NH 03301

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**From:** [Diane Kendall](#)  
**To:** [Peter Flynn](#)  
**Bcc:** [Kris Blomback - Pats Peak Ski Area](#); [Scott Osgood](#) [REDACTED] [Tia Hooper](#); [Bill Marko](#)  
**Subject:** Agenda for April 19th  
**Date:** Wednesday, April 13, 2022 6:04:00 PM

---

Good afternoon,

The Selectboard has a regularly scheduled meeting Tuesday April 9 at 6:15. Kris Blomback will be absent, and Peter Flynn will chair the meeting. Chief French has requested a non-public session at 6:00pm to discuss compensation of a PD employee. He only needs about 10 minutes.

Please let me know if you are available for us to schedule a non-public 6:00pm on Tuesday April 9<sup>th</sup>. You can call me with your questions or just reply yes or no to this email.

Bcc: Kris Blomback; Scott Osgood; Tia Hooper; Bill Marko

Thank you,

Diane Kendall  
Town Administrator  
Town of Henniker  
603-428-3221 x105

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## Diane Kendall

---

**From:** Bill Marko <[REDACTED]>  
**Sent:** Thursday, April 14, 2022 11:59 AM  
**To:** Diane Kendall  
**Subject:** Re: Agenda for April 19th

I can be there for 6pm. Bill

Get [Outlook for Android](#)





## TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall  
18 Depot Hill Road  
Henniker, NH 03242  
Tel: (603) 428-3221

---

# STAFF REPORT

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**DATE:** 4/19/2022

**TITLE:** WWTP DES Energy Evaluation Presentation

**INITIATED BY:** Ken Levesque, WWTP Superintendent

**PREPARED BY:** Diane Kendall, Town Administrator

**PRESENTED BY:** Sharon L. Nall, P.E., Supervisor Planning, Protection and Assistance  
Section Wastewater Engineering Bureau, Water Division, NHDES and Steve Bolles Process Energy Services, LLC

**AGENDA DESCRIPTION:** (20 minutes) Energy audit wrap-up presentation and funding opportunities

**Legal Authority:** N/A

**Financial Details:** TBD

**Background:** NHDES Clean Water State Revolving Fund (CWSRF) provided funding to continue conducting energy audits at New Hampshire's wastewater treatment facilities (WWTFs). The NHDES CWSRF program is also providing loan forgiveness to encourage implementation of the energy audit findings. The loan forgiveness is in addition to any incentives offered by NHSaves. Process Energy Services (PES) was selected as the consultant to perform the energy evaluations. PES specializes in water/wastewater system process energy evaluations throughout the U.S. **The evaluation tasks included the following: Provide an energy-related review of each facility process; Assemble energy, flow and equipment operational information based on plant process and field measurements to identify potential cost saving projects; Provide preliminary savings and cost data for the identified energy measures.** The recommendations included in this preliminary evaluation are based on two site visits to review the facility process equipment with staff and collect operational data. Although the wastewater process was the primary focus of the evaluation, a review of the building heating systems was also performed.

**Town Administrator Comment:** The attached report; conclusions; recommendations and funding opportunities for energy management practices at the WWTP will be presented to the Board of Selectman.

**WWTP Superintendent Comment:**

**Suggested Action/Recommendation:** Table implementation decision for future meeting as most items will be address in the upgrade with recommendations from Underwood Engineering.

# ENERGY EVALUATION

Town of Henniker  
Wastewater Treatment Plant and Pump Stations

Henniker, New Hampshire



PROCESS ENERGY SERVICES, LLC

WATER ♦ WASTEWATER ♦ INDUSTRIAL

---

**ENERGY EVALUATION**

**for the**

**HENNIKER WASTEWATER TREATMENT FACILITY  
& COLLECTION SYSTEM PUMP STATIONS**

**September 2021**

**Henniker, NH**

**Performed by:**

Process Energy Services, LLC  
2 Lafayette Rd.  
Londonderry, New Hampshire 03053  
(603) 537-1286

**Supported by:**

New Hampshire Department of Environmental Services  
Eversource

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### APPENDIX A: UTILITY RATE SCHEDULE

### APPENDIX B: PRODUCT DATA SHEETS

While the recommendations in this report have been reviewed for technical accuracy, Process Energy Services is not liable if the projected savings are not achieved. The recommendations are based on an analysis of conditions observed at the time of the evaluation, information provided by facility staff and estimated costs for equipment and labor based on similar projects. Actual savings and project costs will depend on many factors, including varying process flows and loads, recommendations implemented, seasonal variations in fuel costs and weather, and proper equipment operation. Before implementation of the measures presented in this report, Process Energy Services recommends a more detailed analysis to verify savings and project costs.

### SECTION 1. EXECUTIVE SUMMARY

#### 1.1 Overview

In 2016, the New Hampshire Department of Environmental Services (NHDES), the New Hampshire Office of Energy and Planning (NHOEP) and New Hampshire electric utilities secured funding to perform comprehensive and preliminary process energy evaluations at selected New Hampshire Wastewater Treatment Facilities. Due to the success of this initial program, NHDES Clean Water State Revolving Fund (CWSRF) provided funding to continue conducting energy audits at New Hampshire's wastewater treatment facilities (WWTFs). The NHDES CWSRF program is also providing loan forgiveness to encourage implementation of the energy audit findings. The loan forgiveness is in addition to any incentives offered by NHSaves.

Process Energy Services (PES) was selected as the consultant to perform the energy evaluations. PES specializes in water/wastewater system process energy evaluations throughout the U.S.

The evaluation tasks included the following:

- Provide an energy-related review of each facility process.
- Assemble energy, flow and equipment operational information based on plant process and field measurements to identify potential cost saving projects.
- Provide preliminary savings and cost data for the identified energy measures.

The recommendations included in this preliminary evaluation are based on two site visits to review the facility process equipment with staff and collect operational data. Although the wastewater process was the primary focus of the evaluation, a review of the building heating systems was also performed.

#### 1.2 Report Organization

As cost savings projects were developed, each measure was prioritized based on ease of implementation, cost effectiveness and ability for each project to support subsequent measures. The projects have been categorized as energy conservation measures (ECMs) for projects that require a capital investment, operational measures (OMs) for fast payback improvements (1 year or less), and energy supply measures (ESMs) for improvements that may reduce energy costs without reducing energy consumption (i.e. alternative energy supplier and rate schedule changes). Energy management practices (EMPs) that are essential for a successful energy management program have also been included.

The report organization includes an Executive Summary to provide an overview of the recommended project savings and costs. Section 2 reviews energy management initiatives and benchmarking facility energy use. Section 3 reviews the collection system pump stations. Section 4 includes an energy related overview of each process at the wastewater plant and Section 5 includes a detailed review of each proposed measure.

The project evaluation summary table is presented in Table 1.1. A summary of the qualified measures and their associated savings is presented in Table 1.2.

**Table 1.1: Project Evaluation Summary**

**2020 Annual Electric Energy Costs**

Wastewater Plant/Ramsdell Pump Station	\$ 54,086
West Henniker Pump Station	<u>\$ 3,839</u>
<b>Total for WWTF &amp; Pump Stations</b>	<b>\$ 57,925</b>

**2020 Baseline Propane/Fuel Energy Costs**

Wastewater Plant (fuel oil)	\$ 10,590
Wastewater Plant (propane)	<u>\$ 1,852</u>
<b>Total</b>	<b>\$ 12,442</b>

**Projected Annual Cost and Savings Summary**

	<u>Calculated Savings</u>	<u>Percent of Costs</u>
Electric Cost Savings	\$ 11,457	20 %
Fuel/Propane Savings	<u>\$ 1,109</u>	<u>9 %</u>
<b>Net Annual Savings/Percent of Energy Costs</b>	<b>\$ 12,566</b>	<b>18%</b>

**Project Costs/Payback**

Estimated Cost of Projects	<b>\$ 44,000</b>
Simple Payback	<b>3.5 Years</b>

**Electric Energy Reduced Power Plant Emissions**

In addition to the energy cost savings, reducing station energy use will also provide environmental benefits by reducing greenhouse gas emissions (GHG) that include CO<sub>2</sub>, N<sub>2</sub>O and CH<sub>4</sub>. The information in this evaluation can be used by the Town to develop a GHG inventory plan in accordance with the EPA’s Climate Leadership Program. Reduced power plant emission is based on 95,512 kWh annual savings.

Carbon Dioxide (1.37 lbs/kWh)	130,851	lbs/year
Sulfur Oxides (0.0035 lbs/kWh)	334	lbs/year
Nitrous Oxides (0.0010 lbs/kWh)	95	lbs/year

Emission unit source: U.S. EPA eGrid 2007 and U.S. EPA Office of Air Quality Planning & Standards ([www.epa.gov/cleanenergy/energy-resources/egrid/faq.html](http://www.epa.gov/cleanenergy/energy-resources/egrid/faq.html)).

**Table 1.2: Recommended Cost Saving Measures**

No	Cost Saving Measures	Annual Energy Savings (kWh)	First Year Annual Savings (\$)	Initial Cost (\$)	Simple Payback (yrs)
	<b>ENERGY MANAGEMENT PRACTICES</b>				
EMP 1	Benchmark Energy Use with Process Data	--	--	\$2,000	--
	<b>Total for EMPs</b>	<b>--</b>	<b>--</b>	<b>\$2,000</b>	<b>--</b>
	<b>OPERATIONAL MEASURES</b>				
OM 1	Adjust WWTF Building Thermostats	--	\$1,109	--	--
OM 2	Adjust Pump Station Building Thermostat	2,100	\$269		
	<b>Total for OMs</b>	<b>2,100</b>	<b>\$1,378</b>	<b>--</b>	<b>--</b>
	<b>ENERGY CONSERVATION MEASURES</b>				
ECM 1	Replace Ramsdell Electric Heaters	61,000	\$6,242	\$25,000	6.5
ECM 2	Install VFDs for the Sludge Holding Tank Blowers	32,412	\$4,946	\$17,000	1.2
	<b>Total for ECMs</b>	<b>93,412</b>	<b>\$11,188</b>	<b>\$42,000</b>	<b>3.8</b>
	WWTF Propane/Fuel Oil Energy and Cost Savings	--	\$1,109	--	--
	WWTF Electric Energy and Cost Savings	95,512	\$11,457	\$44,000	3.8
	<b>Total</b>	<b>95,512</b>	<b>\$12,566</b>	<b>\$44,000</b>	<b>3.5</b>

Eversource may be able to provide incentives for qualified measures in Table 1.2. The energy efficiency program information can be found at [www.NHSaves.com](http://www.NHSaves.com).

**SECTION 2. ENERGY MANAGEMENT**

**2.1 Energy Management Program**

Facility staff currently makes an effort to operate the facility as efficiently as possible. To help maintain a high level of facility efficiency, we recommend benchmarking energy usage and costs with process data. This will help verify project savings and identify future energy saving improvements. This task is discussed more in EMP #1 in Section 5.

The EPA 2008 Energy Management Guidebook for Water and Wastewater Utilities presents a management system approach for water and wastewater utilities for energy conservation. Based on the successful Plan-Do-Check-Act process, the guidebook provides information on establishing and prioritizing energy conservation targets (Plan), implementing specific practices to meet these targets (Do), monitoring and measuring energy performance improvements and cost savings (Check), and periodically reviewing progress and making adjustments to energy programs (Act).

**2.2 Benchmarking Facility Energy Use**

Energy benchmarking can be accomplished using internal or external comparisons. Internal benchmarking allows an organization to evaluate facility energy use year to year to monitor facility efficiency changes. The results can be used within an organization to track performance over time, identify best practices, and to increase management’s understanding of how to analyze and interpret energy data. The NHDES has set an internal benchmarking goal to reduce energy use for each audited wastewater facility by 33% compared to the baseline year energy use.

For external benchmarking, a facility can be compared to similar facilities. When process and energy use data is assembled, the information can be used to assess performance and motivate staff to investigate why performance is lower than expected or to confirm efficiency efforts by receiving a high performance rating relative to other facilities. Nine years of energy, flow and process load data for the Henniker WWTF is shown in Table 2.1.

**Table 2.1: Henniker Wastewater Plant Benchmarking Data**

Year	Total WWTF Annual Energy Usage (kWh)	Total Annual Flow (MG)	Annual Average Daily BOD Removed (lb/day)	Annual Average kWh/MG Treated	Annual Average kWh/lb BOD removed
2012	362,700	65.15	284	5,567	3.50
2013	384,200	65.70	234	5,848	4.49
2014	378,000	66.58	208	5,678	4.97
2015	362,000	51.79	182	6,990	5.44
2016	353,177	50.32	185	7,018	5.22
2017	325,000	62.93	304	5,165	2.93
2018	343,300	55.50	165	6,186	5.70
2019	366,100	52.31	188	6,999	5.33
<b>2020</b>	<b>337,500</b>	<b>45.9</b>	<b>132</b>	<b>7,576</b>	<b>7.0</b>



The benchmark data was compared to similar facilities in New Hampshire in Table 2.2 for both the kWh/lb BOD and the kWh/MG values.

**Table 2.2: Benchmarking Data Compared to Similar NH WWTF Facilities**

Plant	Total Annual Energy Usage (kWh)	Total Flow (MG)	Annual Average Daily BOD Removed (lb/day)	Annual Average kWh/lb BOD removed	Annual Average kWh/MG Treated
Hinsdale	138,735	91	211	1.80	1,525
Littleton	516,160	233	4747	0.30	2,215
Sunapee	355,800	124	464	2.1	2,871
Rollinsford	100,591	33	228	1.21	3,048
Bristol	284,200	79.6	374	2.08	3,570
Jaffrey	975,536	231	958	2.79	4,223
Winchester	271,990	53	388	1.92	5,132
Wolfeboro	639,236	92.7	473	3.9	7,335
<b>Henniker</b>	<b>337,500</b>	<b>45.9</b>	<b>132</b>	<b>7.01</b>	<b>7,576</b>
Woodstock	317,301	37	408	2.13	8,641
Warner	151,914	17.1	144	2.89	8,884

It is challenging to compare facility energy use when each wastewater plant is unique and has site-specific challenges that may include land area constraints, plant hydraulic limitations, varying permit requirements and odor control issues. Even though these issues can make it difficult to make direct comparisons with other plants, benchmarking is a valuable tool that helps facilities track energy saving progress and provides an incentive to reach higher levels of plant efficiency.

If the new identified measures in this report are implemented, annual facility WWTF energy use could be reduced to approximately 315,768 kWh. The new benchmark values after implementing the proposed projects are summarized below.

**Table 2.3: New Values after Energy Project Implementation**

Plant	Total New Annual Energy Use (kWh)	2020 Annual Total Flow (MG)	2020 Annual Average Daily BOD Removed (lb/day)	Annual Average kWh/MG Treated	Annual Average kWh/lb BOD removed
Henniker WWTF	244,088	45.9	132	5,318	5.1

The projected 27% energy savings for the facility is lower than the NHDES goal of helping New Hampshire facilities reduce energy use by 33%.

**SECTION 3. COLLECTION SYSTEM PUMP STATION**

**3.1 General**

The wastewater collection system was constructed in the 1970s and includes two collection system pump stations. The Ramsdell Road Pumping Station collects wastewater from the entire service area, including the interceptor along Western Avenue via a force main from the West Henniker Pumping Station. It also includes an area south of the Contoocook River where wastewater is routed to the pumping station via two siphons. The West Henniker Pumping Station takes in flow just west of Juniper Ridge Road and ending at Old Hillsboro Road. The Town’s entire gravity system, with the exception of the siphons, was inspected between 2016 and 2018.

An overview of the two pump stations and opportunities to reduce energy costs is discussed below.

**3.2 Ramsdell Road Pump Station**

The Ramsdell Pump Station is located approximately 300 feet from the WWTF Control Building and serves as the main influent pump station to the wastewater treatment facility.



The station includes a concrete wetwell and adjacent three level pump station building. The below grade levels are poured concrete and the above grade building includes block walls with brick exterior, and a concrete plank/membrane roof. Power for the station is provided from the wastewater plant’s electric service.

The station was flooded in 2017 due to a broken water line. Upgrades after the flood included rebuilding the three pumps, new VFDs and replacement of all the electrical panels and controls.

The station equipment includes an influent grinder in the wetwell, three dry-pit centrifugal pumps in the pump building lower level, piping/valves and electrical/control panels. The wetwell is heated and ventilated continuously with a rooftop make-up air handler and exhaust fan. The air handler includes a Thermolec 40 kW two-stage electric duct heater. The pump station building is heated with a 15 kW unit heater on the middle level controlled with a wall thermostat. An exhaust fan serves all three levels of the pump station building and is operated manually when required. The electric heater thermostats for the wetwell (in the make-up air unit cabinet) and pump building (one the second level) were set at 60 degrees.

Since the pumps are not equipped with run time meters, 12 months of runtime was estimated using instantaneous flow readings taken for each pump and total monthly plant influent flow for the 2020 baseline year. Data loggers were also installed for one week to verify typical pump run time. These estimated hours are shown in Table 3.2 and were assumed to be evenly allocated to both pumps.

Pump energy use was estimated using field measured power readings for each pump. With this data, the energy use for miscellaneous equipment (grinder, electric heat, dehumidifier) at the station can typically be determined. However, since the station is on the same electric service account as the plant, the energy use for the miscellaneous station equipment was estimated.

### 3. COLLECTION SYSTEM PUMP STATIONS

For the large electric heat load at the pump station, the seasonal changes in plant energy use were used to estimate this portion of the station energy use. This was only possible since the wastewater plant has no electric heat on site. The data is summarized below.

**Table 3.1: Ramsdell Estimated 2020 Energy and Operational Data**

Month	Pump #1	Pump #2	Total Pump Hours	Influent Monthly Flow (MG)	Estimated Pump Energy Use (kWh)	Estimated Energy Use (kWh) for Misc. Equipment	Total Energy Use (kWh)
Jan	112	112	224	4.95	1,749	12,000	13,749
Feb	101	101	201	4.45	1,570	8,000	9,570
Mar	107	107	215	4.75	1,676	8,000	9,676
Apr	123	123	246	5.43	1,917	2,000	3,917
May	100	100	201	4.44	1,567	2,000	3,567
Jun	61	61	122	2.70	954	2,000	2,954
Jul	60	60	119	2.64	931	1,000	1,931
Aug	61	61	121	2.68	946	1,000	1,946
Sep	66	66	131	2.90	1,025	1,000	2,025
Oct	70	70	141	3.11	1,098	5,000	6,098
Nov	68	68	136	3.01	1,064	7,000	8,064
Dec	74	74	147	3.25	1,148	12,000	13,148
<b>Total/Avg</b>	<b>1003</b>	<b>1003</b>	<b>2006</b>	<b>44.3</b>	<b>15,645</b>	<b>61,000</b>	<b>76,645</b>

As shown above, the 40 kW and 15 kW electric heaters at the station represent an estimated 18% of the total energy use for both the pump station and the wastewater plant. Upgrading the station heating system to reduce this significant amount of energy is reviewed in ECM #1.

#### Pump Data

The pump system includes two Deming Model 7195-4056 dry-pit pumps originally rated for 800 gpm at 46 feet TDH. The units are equipped with the 20 HP EM motors that were previously used for the magnetic clutch variable speed drives. The motors were modified to work with the AC VFDs currently installed. The VFDs are operated at a constant speed of 52 Hz when the pumps are activated.

Process Energy Services collected pump field data using a Fluke power meter, pressure transducer and flow from the existing station flow meter. This data was used to calculate pump efficiency for Pumps #1 and #2 in Table 3.2. Pump #3 was out of service during the field visit.

**Table 3.2: Ramsdell Pump Test Data**

Pump Designation	VFD Speed (Hz)	Flow (gpm)	Discharge Pressure (psi)	Wetwell Level to floor (ft)	TDH (ft) *	Measured kW	Calculated Pump Efficiency*	Pump Curve Efficiency
Pump #1	52	370	19.8	4.5	45.2	7.6	51%	60%
Pump #2	52	366	19.8	4.5	45.2	8.1	47%	60%
Pump #3	Out of Service							

\*TDH calculation = discharge psi \*2.31 + 4' to floor – 4.5 ft suction level

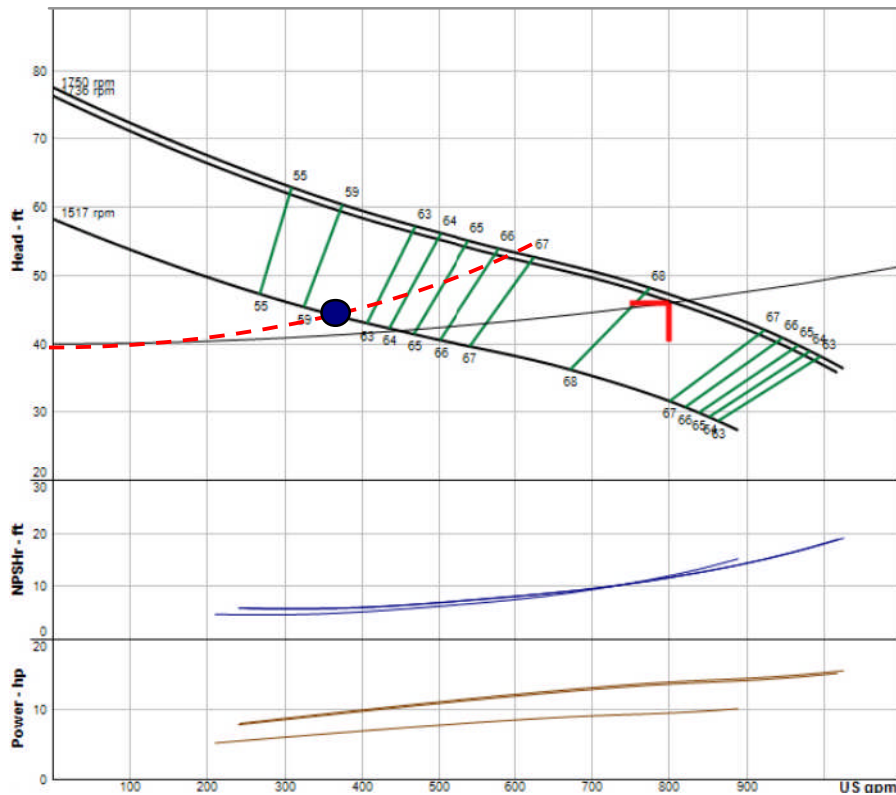
\*\* Calculated using an estimated motor efficiency of 85% and VFD efficiency of 96%

### 3. COLLECTION SYSTEM PUMP STATIONS

The calculated pump efficiency was based on an assumed motor efficiency of 85%, which is lower than a more typical 93% for a premium efficiency 20 hp, 1800 RPM vertical motor. The reasoning for this is that the motors are older EM units that have been modified to work with the new AC VFDs, which typically reduces the motor efficiency. Based on the low pump run time and cost of vertical premium efficiency motors, replacing the motors was not cost effective and did not qualify as a measure.

The pump curve value shown below includes the measured data point (average of both pumps). The system static head (at zero flow) was based on estimated elevations of 403' for the level in the wetwell and 443' for the average water level in the headworks.

**Figure 3.1: Deming Pump Curve**



The tested pump efficiency for both units was lower than the original pump curve efficiency at the same flow rate. However, the reduction for both pumps was not significant enough to justify pump rebuilds.

**3.3 West Henniker Pump Station**

The West Henniker Pump Station is a dry pit pump station with concrete wetwell. The station was originally built in 1975 and in 1994 a building was constructed over the wetwell and pump chamber. An emergency generator is located outside in a separate enclosure. The generator and transfer switch were replaced in 2012.



The building is constructed with wood frame walls and a wood truss/asphalt shingled roof. Fiberglass batt insulation is installed in the walls and ceiling. The station equipment includes two dry pit Deming pumps with 7.5 hp motors, an influent grinder and a 3.5 kW electric cabinet heater on the upper level of the wetwell side. The heater thermostat setting was observed to be 60 degrees. The below grade pump chamber is not heated and served by an exhaust fan that is only operated manually. An exhaust fan for the wetwell is operated continuously.

The emergency generator is a 50 kW Cummins diesel unit with a 1000-watt block heater. During the site visit, the block heater temperature was measured to be 87 degrees, which is lower than the 100 to 120 degree range that is typical for most generators.

Electric service for the station is provided on the Eversource “G” Rate Schedule. The 2020 station flow and electric billed energy use data is summarized below. A flow rate of 180 gpm was estimated based on the size of the pump and the average measured pump power draw for both pumps was 6.0 kW.

**Table 3.3: West Henniker Pump Station 2020 Energy and Operational Data**

Month	Pump #1	Pump #2	Total Pump Hours	Estimated Monthly Flow (MG)	Pump Energy Use (kWh)	Estimated Energy Use (kWh) for Misc. Equipment	Station Billed Energy Use (kWh)
Jan	98	91	189	2.0	1,134	2,242	3,376
Feb	82	73	155	1.7	930	2,099	3,029
Mar	127	111	238	2.6	1,428	1,388	2,816
Apr	131	112	243	2.6	1,458	1,079	2,537
May	120	54	174	1.9	1,044	1,882	2,926
Jun	61	55	116	1.3	696	1,244	1,940
Jul	38	34	72	0.8	432	1,106	1,538
Aug	47	40	87	0.9	522	846	1,368
Sep	28	25	53	0.6	318	874	1,192
Oct	39	35	74	0.8	444	928	1,372
Nov	72	66	138	1.5	828	681	1,509
Dec	90	79	169	1.8	1,014	1,329	2,343
<b>Total/Avg</b>	<b>729</b>	<b>740</b>	<b>1708</b>	<b>18.4</b>	<b>10,248</b>	<b>15,698</b>	<b>25,946</b>

The column for miscellaneous energy use includes the generator block heater, grinder and the 3.5 kW electric heater. The seasonal energy use is an indication that the electric heater represents approximately 7,000 kWh annually. OM #2 reviews the saving for maintaining the electric heater thermostat between 45 and 50 degrees.

### 3. COLLECTION SYSTEM PUMP STATIONS

The 2020 electric energy cost billing data for the station is summarized below.

**Table 3.4: West Henniker Pump Station 2020 Electric Energy Use and Costs**

Month	Energy Use (kWh)	Demand (kW)	Demand Cost	Delivery (kWh) Cost	Monthly Fee	Energy Supply Cost	Total Delivery Cost	Total Cost
Jan	3,376	6.8	\$29	\$203	\$32	\$231	\$264	\$495
Feb	3,029	6.7	\$28	\$182	\$32	\$207	\$242	\$449
Mar	2,816	6.2	\$20	\$169	\$32	\$193	\$221	\$413
Apr	2,537	6.1	\$18	\$152	\$32	\$174	\$202	\$376
May	2,926	5.8	\$13	\$176	\$32	\$200	\$221	\$421
Jun	1,940	5.6	\$10	\$116	\$32	\$133	\$158	\$291
Jul	1,538	4.3	\$0	\$92	\$32	\$105	\$124	\$229
Aug	1,368	3	\$0	\$82	\$32	\$94	\$114	\$208
Sep	1,192	2.7	\$0	\$72	\$32	\$82	\$104	\$185
Oct	1,372	4.1	\$0	\$82	\$32	\$94	\$114	\$208
Nov	1,509	4.4	\$0	\$91	\$32	\$103	\$123	\$226
Dec	2,343	5.3	\$5	\$141	\$32	\$160	\$178	\$338
<b>Totals</b>	<b>25,946</b>	<b>61.0</b>	<b>\$123</b>	<b>\$1,557</b>	<b>\$384</b>	<b>\$1,775</b>	<b>\$2,064</b>	<b>\$3,839</b>

With no station flow meter and no performance curve available for the Deming pumps, efficiency could not be evaluated.

SECTION 4. WASTEWATER TREATMENT PLANT

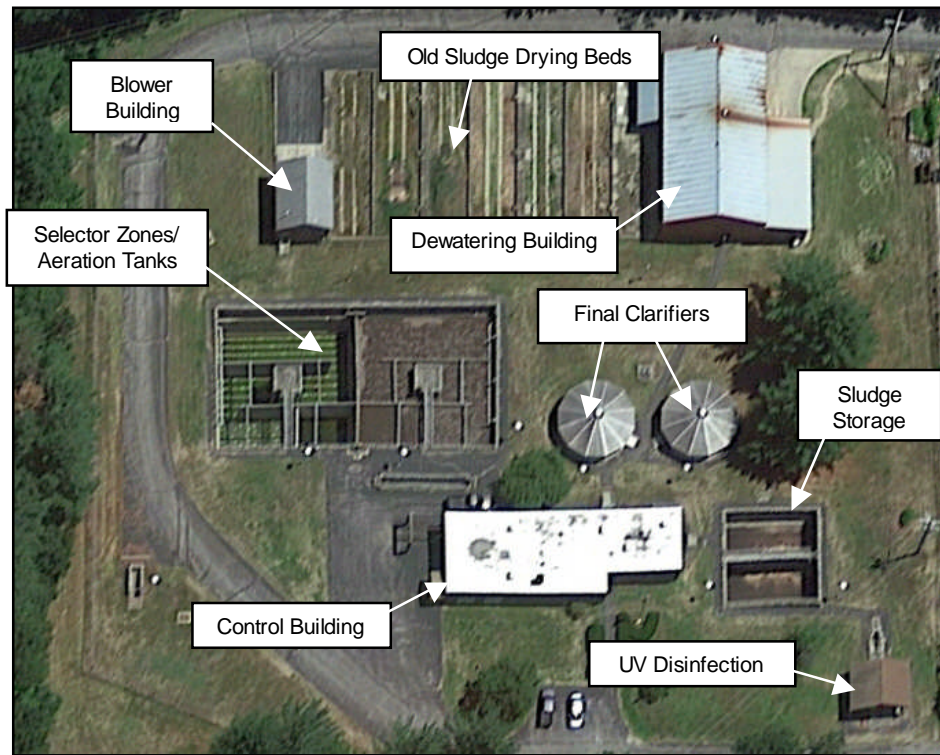
4.1 General

The Henniker Wastewater Treatment Facility (WWTF) was originally designed as a 0.51 million gallon per day (MGD) extended aeration secondary treatment facility in the 1970s. In 2007, the facility was upgraded with new blowers and fine bubble aeration system with an anoxic selector zone.

The influent wastewater is conveyed into the plant headworks through the Ramsdell Road Pump Station. Upon entering the facility, the wastewater passes through a grit chamber before flowing by gravity to one of the selector zones/aeration tanks. The tank influent channel receives influent flow, return activated sludge, and belt press filtrate. Flows from the aeration tanks are then gravity fed to the clarifiers before passing through the ultraviolet light (UV) disinfection system. Disinfected wastewater flows by gravity to the Contoocook River.

An overview of the plant site buildings and process systems is shown below.

Figure 4.1 Henniker WWTF Site



Waste sludge is stored in two aerated sludge storage tanks before being dewatered with a belt filter press. After dewatering, sludge cake is transported off site for disposal.

4.2 WWTF Baseline Energy Use

The WWTF is billed on the Eversource “G” Rate Schedule. This rate schedule includes a monthly service fee and various individual charges based on the monthly kWh energy consumption and a demand charge for the highest peak kW registered during the month.

**Table 4.1: WWTF 2020 Electric Energy Use and Costs**

Month	Energy Use (kWh)	Demand (kW)	Demand Cost	Delivery (kWh) Cost	Monthly Fee	Energy Supply Cost	Total Delivery Cost	Total Cost
Jan	40,400	68	\$1,035	\$2,424	\$32	\$2,763	\$3,491	\$6,254
Feb	33,300	72	\$1,102	\$1,998	\$32	\$2,278	\$3,132	\$5,409
Mar	34,700	69	\$1,043	\$2,082	\$32	\$2,373	\$3,157	\$5,530
Apr	29,500	58	\$859	\$1,770	\$32	\$2,018	\$2,661	\$4,679
May	30,700	61	\$922	\$1,842	\$32	\$2,100	\$2,796	\$4,896
Jun	23,600	56	\$830	\$1,416	\$32	\$1,614	\$2,278	\$3,892
Jul	22,000	40	\$619	\$1,320	\$32	\$1,505	\$1,971	\$3,476
Aug	22,100	42	\$670	\$1,326	\$32	\$1,512	\$2,028	\$3,539
Sep	19,200	43	\$684	\$1,152	\$32	\$1,313	\$1,868	\$3,181
Oct	23,800	44	\$696	\$1,428	\$32	\$1,628	\$2,156	\$3,784
Nov	24,800	56	\$923	\$1,488	\$32	\$1,696	\$2,443	\$4,139
Dec	33,400	60	\$985	\$2,004	\$32	\$2,285	\$3,021	\$5,306
<b>Totals</b>	<b>337,500</b>	<b>669</b>	<b>\$10,367</b>	<b>\$20,250</b>	<b>\$384</b>	<b>\$23,085</b>	<b>\$31,001</b>	<b>\$54,086</b>

Fuel Use

A summary of 2020 fuel oil/propane use and cost for the WWTF is provided below.

**Table 4.2: WWTF 2020 Fuel Use and Costs**

Building	Fuel Use (gallons)	Total Cost	Average 2020 Unit Cost
Control Building Fuel Oil	2,977	\$6,582	\$2.21
Dewatering Building Fuel Oil	1,758	\$4,008	\$2.32
Dewatering Building Propane	1,343	\$1,852	\$1.38
<b>Total</b>	--	<b>\$12,442</b>	--



4.3 Plant Energy Balance

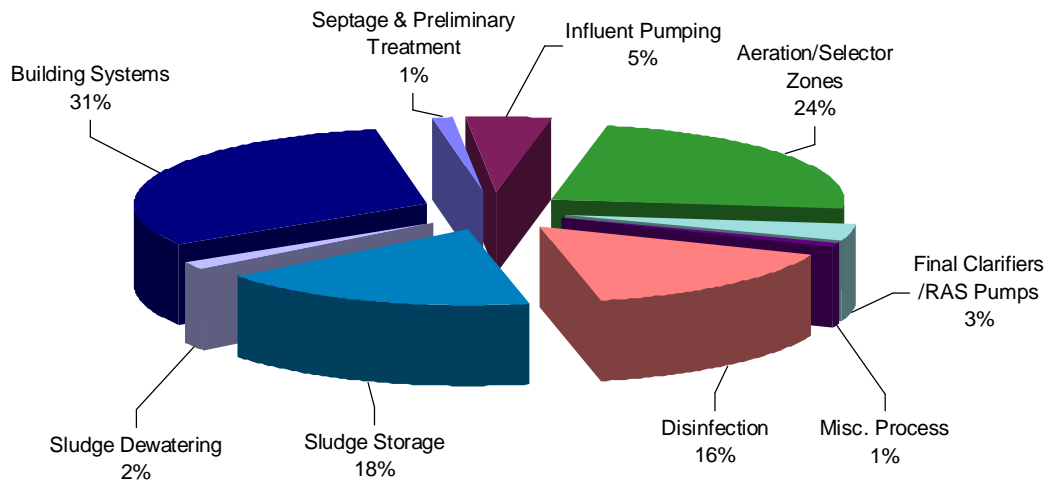
Using 2020 plant data, kW measurements and discussions with plant staff, a breakdown of facility electrical energy use was estimated in Table 4.3.

Table 4.3: WWTF Energy Use Breakdown

Plant System	Baseline Annual Use (kWh)	Percent of Total
Septage	955	0%
Preliminary Treatment	2,850	1%
Influent Pumping (Ramsdell PS)	15,655	5%
Primary Treatment & Primary Sludge	0	0%
Intermediate Pumping	0	0%
Aeration	80,592	24%
Advanced Treatment	0	0%
Final Clarifiers/RAS Pumps	11,763	3%
Disinfection & Post Aeration	52,560	16%
Effluent Pumping	0	0%
Sludge Storage	60,444	18%
Anaerobic Digestion	0	0%
Sludge Dewatering	5,555	2%
Sludge Composting/Incineration	0	0%
Odor Control	0	0%
Miscellaneous Process Equipment	2,238	1%
WWTF & Ramsdell PS Building Systems	105,280	31%
<b>Annual Total</b>	<b>337,892</b>	<b>100%</b>
<b>Annual Electric Use from 2020 Bills</b>	<b>337,500</b>	<b>--</b>

The energy use breakdown is illustrated below.

Figure 4.2: Energy Use Breakdown



A summary of each treatment process follows this section.

#### 4.4 Preliminary Treatment

As wastewater flow enters the plant site, it is first directed to the headworks for preliminary treatment. Flow is initially directed through a manual bar screen to remove large solids and then passes through a grit removal system.

The grit system includes a circular chamber, grit removal pumps and classifier. Most of the equipment is original (1975) and has exceeded its useful life.



The grit chamber includes a drive motor/rake to collect the grit in a sump that operates continuously. A grit pump and classifier are operated 2 hours/month to remove the accumulated grit. The pumps discharge the collected grit slurry through a classifier to separate the grit, which is disposed into a bin for disposal.

Estimated energy use for preliminary system equipment is summarized below. This is a low energy system with minimal run time.

**Table 4.4: Preliminary Treatment System Energy Use**

Equipment	Hp	Power (kW)	Annual Hours	Annual Energy Use (kWh)
Grit Chamber Drive	0.50	0.30	8760	2,614
Grit Classifier	1.50	0.90	24	21
Grit Pump #1	7.50	4.48	24	107
Grit Pump #2	7.50	4.48	24	107
<b>Total</b>				<b>2,850</b>

#### 4.5 Septage Receiving

The septage receiving system includes a below grade concrete tank, a Lakeside Rotomat septage screening system, two tank mixers and a septage pump. The low horsepower equipment has minimal use since the facility does not take in much septage. Annual run time of ~200 hours is estimated for all the equipment in Table 4.5.

**Table 4.5: System Estimated Annual Energy Use**

Equipment	Hp	Power (kW)	Annual Hours	Annual Energy Use (kWh)
Septage Screen	2.00	1.19	200	239
Septage Mixer #1	1.50	0.90	200	179
Septage Mixer #2	1.50	0.90	200	179
Septage Pump	3.00	1.79	200	358
<b>Total</b>				<b>955</b>

### 4.6 Aerated Lagoons

After preliminary treatment, the wastewater flows from the grit removal system and is mixed with return activated sludge (RAS) prior to entering the aeration tanks. The aeration system includes two parallel treatment trains with one operated at a time.

In 2007, the biological treatment process was modified by adding a selector zone and installing a fine bubble diffused aeration system in the aerobic zone. A new blower building was also constructed during the upgrade and includes three positive displacement blowers equipped with variable frequency drives (VFDs).



#### Selector Zones

The selector zone creates anoxic/anaerobic conditions to minimize filamentous organisms and improve settling in the clarifiers. The O&M Manual notes that some denitrification may occur in the selector zones, but nutrient removal was not intended for the system. Flow from the selector zone passes through openings in the baffle wall to the aeration tanks.

Each selector zone is 25.8' x 19.7' with a sidewater depth of 13'. The zone includes a 2.5 hp mixer that is operated continuously. The O&M manual indicates that the existing PLC controls are capable of cycling the mixers on/off if desired. Several New Hampshire plants with selector zones deactivate the mixers during certain times of the year, add VFDs to adjust mixer speed or cycle the units.

With a power draw measurement of 2.2 kW for the on-line unit (#2), cycling the mixer on and off every hour would save approximately 9,636 kWh (\$1,200 in annual energy costs). Staff would need to evaluate if this adjustment would adversely impact settling, however, with the controls already in place no additional cost would be required.

#### Fine Bubble Aeration

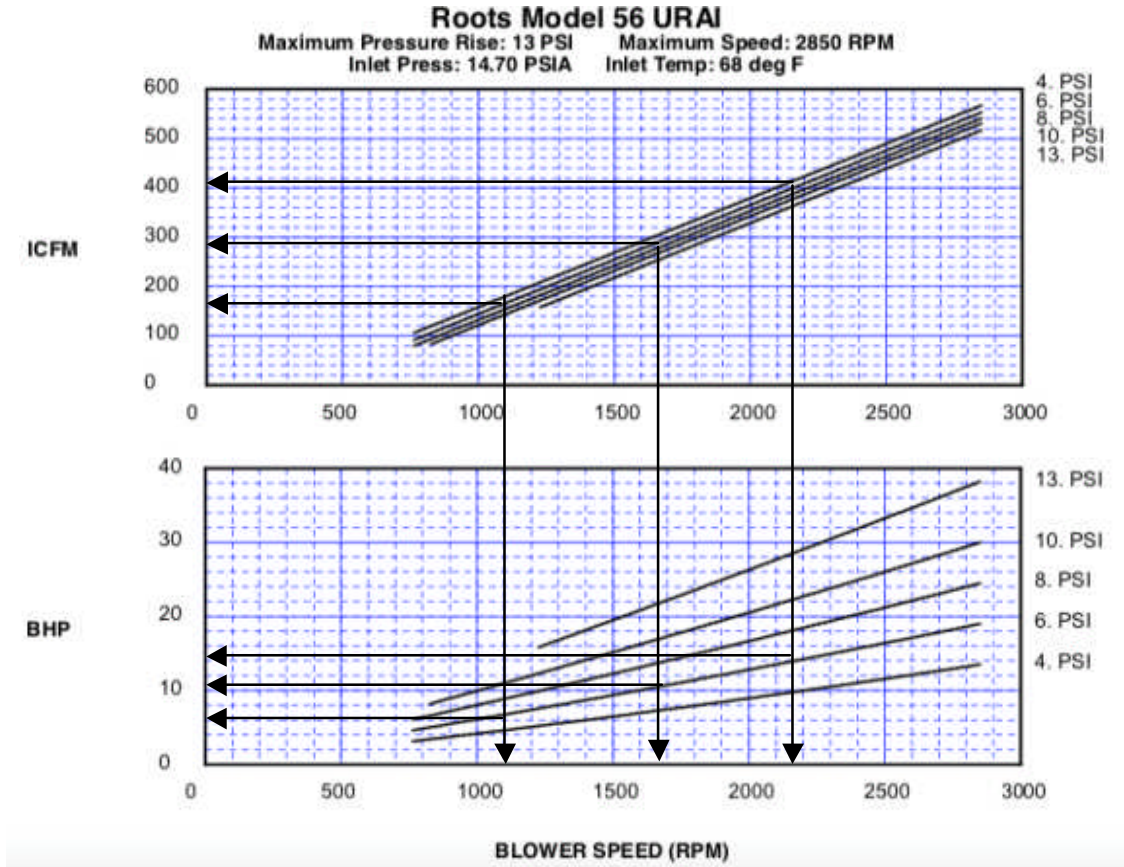
The fine bubble aeration system includes a diffuser density that is tapered as flow moves through the tanks. The off-line tank water level is maintained between 2' and 3' and a small amount of airflow is maintained to the diffusers. There are no airflow meters to know how much air is being used for the off-line or on-line tanks.

Airflow to the diffusers is supplied with three Roots positive displacement blowers equipped with VFDs. Normal operation is for one blower to be on line, with the VFD speed automatically adjusted to maintain a dissolved oxygen level of 2.5 mg/l using a DO probe located in the on-line aeration tank. The VFDs are programmed to operate at a low speed of 21 Hz and a high speed of 57.5 Hz.



During the site visit, plant staff switched the blower into manual mode and operated one of the blowers at three different VFD speeds while power and pressure was recorded. Airflow was estimated using the original blower curve below.

Figure 4.3: Blower Performance Curve



As noted below, the measured power draw is approximately 1 kW higher than the calculated curve value (using curve BHP). This is most likely due to a higher inlet temperature (curve values are at 68 deg) and some pressure loss associated with the inlet filter.

Table 4.6: Blower #3 Test Data

VFD Speed (Hz)	Blower Speed (RPMs)	Power Draw (kW)	Discharge Pressure (psi)	Curve Airflow (CFM)	Curve BHP	Curve kW = BHP* .746/ .93/.97
29.4	1,103 (calc)	5.8	5.8	160	6.0	5.0
45.0	1,689 (calc)	9.5	6.1	285	10.3	8.5
57.5	2,158 (measured)	13.3	6.3	405	15.0	12.4

From an energy perspective, the most relevant value in the table is the very low kW and airflow values at ~30 Hz speed where the blower typically operates (based on a review of daily log sheets).

## 4. WASTEWATER TREATMENT PLANT

A minimum airflow of 0.12 cfm/ft<sup>2</sup> is recommended to provide adequate mixing. Based on plant drawings, the aerobic portion of the tank is approximately 2,740 ft<sup>2</sup>, which corresponds to 329 cfm. This value can be compared to the 170 cfm estimated at the average ~30 Hz VFD speed in 2020. Based on these figures, the system is already being operated at a very low airflow, which has minimized system energy use.

Although there may be some oxygen transfer efficiency improvement for replacing the diffusers installed in 2007, with the current system airflow already at a minimum value, minimal energy related savings could be used to justify the cost. A summary of estimated system energy use is shown below.

**Table 4.7: Aeration System Energy Use Baseline**

Equipment	Motor Hp	Power Draw (kW)	Annual Hours	Energy Use (kWh)
Anoxic Mixer #1	2.50	2.20	4,380	9,636
Anoxic Mixer #2	2.50	2.20	4,380	9,636
Blower #1	20.00	7.00	2,920	20,440
Blower #2	20.00	7.00	2,920	20,440
Blower #3	20.00	7.00	2,920	20,440
<b>Total</b>				<b>80,592</b>

### 4.7 Clarifiers & RAS Pumps

After the aeration process, flow is directed to one of the two available final settling clarifiers. The on-line clarifier uses a 0.50 hp drive that operates continuously to collect the settled sludge. The clarifiers are both 30' in diameter and include polycarbonate enclosures.



A portion of the sludge settled is returned to the aeration tank influent channel with one of two available return activated sludge (RAS) pumps. The RAS pumps are Deming centrifugal pumps with a maximum rating of 360 gpm @ 12' TDH. The pumps are equipped with 3 hp motors and VFDs that are adjusted as required.

The RAS pumps are also used for sludge wasting to the holding tanks, which requires the operator to adjust valve positions when needed. Annual estimated energy use for the RAS pumps and clarifiers is shown below.

**Table 4.7: Clarifiers & RAS Pump Energy Use Baseline**

Equipment	Motor Hp	Power Draw (kW)	Annual Hours	Energy Use (kWh)
Secondary Clarifier Drive #1	0.50	0.30	4380	1,307
Secondary Clarifier Drive #2	0.50	0.30	4380	1,307
RAS Pump #1	3.0	1.04	4380	4,574
RAS Pump #2	3.0	1.04	4380	4,574
<b>Total</b>				<b>11,763</b>

### 4.8 Sludge Holding

Sludge is wasted from the process (8,000 to 10,000 gallons/day) with the RAS pumps. The wasted sludge is stored in an aerated sludge-holding tank before it is pumped to the sludge press for dewatering.

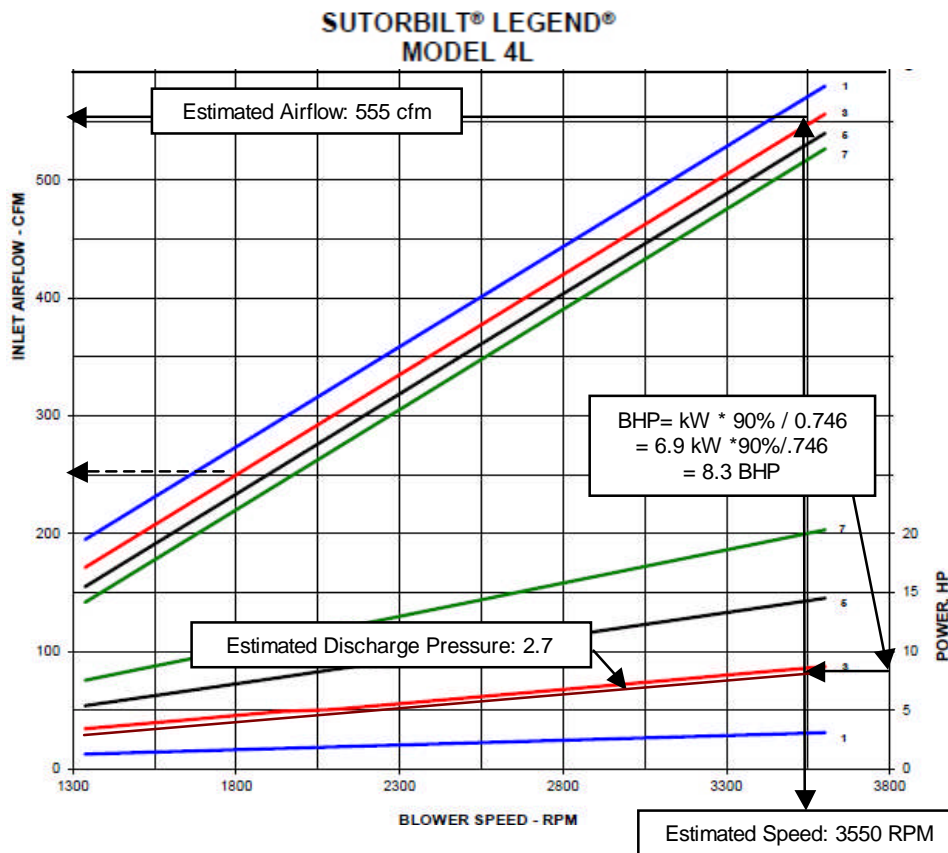


The two sludge storage tanks have a total volume of 17,600 ft<sup>3</sup> and are connected with a common pipe to equalize flow. Normal sludge tank level varies between 3' and 5', which represents a small portion of the available tank capacity.

Each tank includes coarse bubble diffusers that discharge air continuously to keep the sludge mixed and to reduce odors. Airflow to the coarse bubble diffusers is supplied with one of two available Sutorbilt Model 4L positive displacement blowers equipped with 10 hp motors.

Using the measured power draw of 6.9 kW for Blower #2, an 8.3 brake horsepower (BHP) value was calculated using the 91.7% motor nameplate efficiency. Based on a typical sludge tank level of 4 feet (1.7 psi) and a ~1-psi friction head, the blower discharge pressure is estimated to be 2.7 psi. Using the original Sutorbilt Model 4L blower curve below, this corresponds to an airflow of 555 cfm. Although the 20-year blowers have been well maintained, the actual airflow is most likely 10 to 20% less than the curve value.

Figure 4.4: Sludge Blower Curve



The baseline system energy use in 2020 is estimated below.

**Table 4.8: Sludge Holding Blower Energy Use Baseline**

Equipment	Motor Hp	Power Draw (kW)	Annual Hours	Energy Use (kWh)
Blower #1	10	6.90	4380	30,222
Blower #2	10	6.90	4380	30,222
<b>Total</b>				<b>60,444</b>

To optimize system operation, ECM #2 proposes installing VFDs for the two blowers and manually adjusting the blower speed to an average value of 30 Hz, which would reduce the speed to 1775 RPMs and curve airflow to 250 cfm (actual airflow is most likely between 200 to 225 cfm).

If VFD automatic speed control is desired, many plants have found that air requirements typically vary based on outside temperature (in addition to sludge volume). A temperature control system could be installed to adjust the blower speed automatically based on outside temperature. The recommended blower speed range for this approach is 20 to 40 Hz with similar annual energy savings expected.

#### 4.9 Dewatering

The stored sludge is pumped to a belt filter press for dewatering. A polymer feed system is used to condition the sludge prior to entering the press. Dewatered sludge cake is discharged to conveyor that directs the sludge to a roll-off container in the adjacent garage bay for transport. The belt filter press was purchased (used) in 1988. While it is still operational, it has exceeded its estimated useful life and parts are no longer available



The plant currently operates the dewatering system 7 hours/day, one to two days per week between May and August and two to three times weekly between August and May, when the college is in session.

The dewatering system equipment includes a 5 hp sludge feed pump, 3 hp press drive unit, 2 hp conveyor and polymer system. The lime system is no longer in use. A summary of system equipment and estimated energy use is provided below.

**Table 4.9: Sludge Dewatering System Annual Energy Use**

Equipment	Hp	Power (kW)	Annual Hours	Annual Energy Use (kWh)
BFP Feed Pump	5.0	2.01	788	1,587
BFP Drive Unit	3.0	3.36	788	2,645
Sludge Conveyor	2.0	1.34	788	1,058
Polymer System	0.5	0.34	788	265
<b>Total</b>				<b>5,555</b>

Based on the low equipment horsepower and minimal run time, the dewatering system is not a significant energy user at the plant. The proposed upgrade to replace the belt filter press with a screw press or centrifuge will be beneficial to update the aging equipment and produce a higher percent solids, but with the existing low system energy use, the upgrade will not provide significant energy savings.

**4.10 Disinfection**

The facility uses a Trojan UV3000+ ultraviolet system for effluent disinfection installed in 2015. The low pressure, high intensity system is rated for a peak flow of 1.77 MGD using two available banks. Each bank includes 24 UV bulbs. During the site visit, a portable power meter was used to measure a power draw of 6.0 kW. This value matched the kW displayed on the UV control panel.



The facility operates one bank at a time, with the off-line bank maintained and ready to come on-line if needed.

The system includes dose pacing to modulate the UV lamp output based on flow. There was not enough information to determine if the existing settings were optimized. However, plant staff indicated that they would prefer not to adjust the settings lower, which could compromise effluent quality and potentially risk not meeting permit requirements.

A summary of 2020 system energy use is shown below (hours assumed to be evenly allocated between the two banks). The system energy use represents 16% of the power used at the plant.

**Table 4.10: Disinfection System Estimated Annual Energy Use**

Equipment	Hp	Power (kW)	Annual Hours	Annual Energy Use (kWh)
UV Bank #1	--	6.0	4380	26,280
UV Bank #2	--	6.0	4380	26,280
<b>Total</b>				<b>52,560</b>



4.11 Building Systems

The plant includes three buildings that are heated. The Control Building is heated with a central hydronic fuel oil boiler system. The Blower Building includes a propane unit heater that is rarely used. The Dewatering/Septage Building includes two oil-fired heaters for the septage room and dewatering room and a propane heater is used for the sludge roll-off container bay.

A review of each system is provided below.

Control Building

The Control Building was constructed in 1976 and includes the headworks area, maintenance garages, lab, office space, pump/blower room, electrical room and common areas. Staff indicated that there is 2” rigid insulation between the block interior and the brick exterior. The membrane roof was replaced recently and 4” of board insulation was installed. The building windows have also recently been replaced.



The building is heated with a Buderus boiler that was installed in 2014. In 2020, the building fuel use was 2,977 gallons at a cost of \$6,582. The central hydronic boiler system distributes hot water throughout the building. The boiler system includes controls that automatically adjust boiler temperature based on outside temperature.

The hot water circulates through an air handler in the headworks and unit heaters/baseboard units in the remaining areas. The headworks air handler provides 100% outside air continuously that is heated as it passes through the unit. The room is maintained at 68 degrees to insure the sodium hydroxide stored in the room is above 50 degrees. The combination of 100% outdoor air with a room temperature of 68 degrees makes this room the largest contributor to heat loss. A more detailed review of improvement options is recommended to determine if lower ventilation/temperature settings can be achieved while still complying with NFPA 820.

Dewatering Building

The Dewatering/Septage Building was originally constructed in 1988 and includes a septage receiving room, belt filter pressroom and sludge roll-off container bay. There is also a “cold” storage area that is not heated.



The septage room is heated with a ceiling mounted oil fired unit heater controlled with a wall thermostat that was set at 64 degrees. The higher temperature setting is maintained since caustic soda is also stored in the room. This walls and ceiling are insulated but staff indicated the garage door is un-insulated.

#### 4. WASTEWATER TREATMENT PLANT

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The belt filter pressroom is heated with a 30+-year-old ceiling mounted furnace that is most likely operating at a ~70% efficiency based on the condition/age. The type of insulation was not visible (walls and ceiling are covered) but staff indicated the overhead door is not insulated. The thermostat for this area was observed to be 63 degrees.

The 2020 annual oil use for the septage room and belt filter press room was 1,748 gallons at a cost of \$4,008. Based on the square footage and type of heater for both areas, 70% of this amount is estimated for the belt filter press room and 30% for the septage room.

The sludge roll-off container bay is heated with a Modine propane unit heater set at 55 degrees. The walls have rigid board insulation and the ceiling includes batt insulation. In 2020, the propane use for this area was 1,343 gallons at a cost of \$1,852. OM #1 recommends maintaining this room at 45 degrees to reduce propane use.

##### Blower Building

The Blower Building was constructed as part of the 2006 upgrade work and is assumed to be well insulated. The building includes a Modine propane heater controlled with a wall thermostat maintained at 50 degrees. The heater is supplied with a propane tank that was not filled in 2020 since the unit is rarely used due to the heat generated by the on-line blower.

The blower building includes a ventilation unit that is automatically activated when the building temperature reaches 70 degrees.

##### Emergency Generator

The 200 kW Kohler emergency generator includes a 1.5 kW block heater that peaked at 139 degrees based on thermal measurements. A range of 100 to 120 degrees is suitable for most generator manufacturers. Replacing the unit or adjusting the thermostat will help optimize system energy use.



### SECTION 5. RECOMMENDED MEASURES

This section describes the proposed energy management practices (EMPs), operational measures (OMs), and energy conservation measures (ECMs) discussed in the report. The measures are interactive in the order they are listed. All project costs and savings figures are preliminary and should be verified before proceeding with each project.

#### 5.1 Energy Management Practices

Energy management practices cannot be justified based on quantifiable energy savings, but are considered to be good energy efficient practices that will provide long-term benefits.

##### 5.1.1 EMP #1 Benchmark Energy Use and Process Data

###### *Description*

An effective energy management program provides a systematic approach to reducing facility energy use and costs. A successful program is structured to provide an on-going process that can be used to continually evaluate new projects, track savings and encourage efforts within the organization to improve efficiency.

For the Henniker Wastewater Treatment Facility and pump stations, this measure recommends collecting the following data:

- Record electric energy use and demand data each month and benchmark this data with flow and process loads as demonstrated in Section 2.
- Install an electric submeter at the WWTF power feed to the Ramsdell Pump Station and install pump run time meters at the station. This data can be recorded by staff monthly to verify the electric heat energy use and track savings after ECM #1 is completed.
- For the West Henniker Pump Station, billed energy use can be compared with pump run time monthly to evaluate the energy use impact of the electric heater.

###### *Calculations*

This measure is an important part of a successful efficiency program to insure savings for the energy projects are realized.

###### *Preliminary Cost Estimate*

Cost for the proposed Ramsdell electric submeter and pump hour meters is expected to be less than \$2,000.

**5.2 Operational Measures**

Operational measures are low cost improvements that can be made without a substantial capital investment and typically pay for themselves in less than one year.

**5.2.1 OM #1 Adjust WWTF Building Thermostats**

**Description**

The plant includes three buildings that are heated. The Control Building is heated with a central hydronic fuel oil boiler system, the Blower Building includes a propane unit heater that is rarely used, and the Dewatering/Septage Building includes two oil-fired heaters and a propane heater.

The septage room is heated with a ceiling mounted oil fired unit heater controlled with a wall thermostat that was set at 64 degrees. The higher temperature setting is maintained since caustic soda is also stored in the room.

Thermostat adjustments are recommended for the dewatering room and sludge roll-off container bay. The belt filter pressroom thermostat was observed to be 63 degrees and the sludge roll-off container bay thermostat was set at 55 degrees

**Savings**

The 2020 annual oil use for the septage room and belt filter press room was 1,748 gallons at a cost of \$4,008. Based on the square footage and type of heater for both areas, 70% of this amount is estimated for the belt filter press room and 30% for the septage room. The sludge roll-off container bay propane use in 2020 was 1,343 gallons at a cost of \$1,852.

A facility can realize approximately 2% heating cost savings for every one degree that the temperature can be reduced (Washington State University Extension Energy Program). Based on this relationship, the following savings were estimated for reducing the thermostat settings.

**Table 5.1: Fuel Oil/Propane Use and Savings**

Building	2020 Fuel/Oil Propane Use (gallons)	Existing Average Temp	Proposed Temp	Percent Savings	Annual Savings (gallons)
Belt Filter Press Room	1,224	63	50	26%	318
Sludge Roll-Off Bay Propane	1,343	55	45	20%	269

**Preliminary Cost Estimate**

There is no cost for this measure.

## 5. RECOMMENDED MEASURES

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### *Cost and Savings Summary*

The cost and savings estimate for this measure is summarized below.

Belt Filter Press Room Fuel Oil Savings	318 gallons	\$2.32/gallon	\$738
Sludge Roll-Off Bay Propane Savings	269 gallons	\$1.38/gallon	\$371
<b>Total Energy Cost Savings</b>			<b>\$ 1,109</b>
<b>Project Cost</b>			<b>N/A</b>
<b>Simple Payback</b>			<b>Immediate</b>

After accounting for the thermostat reduction savings, the new fuel oil use for the belt filter press room would be approximately 906 gallons. If the old 30 year furnace (estimated to be 70% efficient) was replaced with a new ~85% efficient furnace, the annual savings would be approximately 136 gallons or \$316 annually. The estimated annual savings does not support replacing the unit based solely on energy savings.

5.2.2 OM #2 Adjust Pump Station Thermostat

*Description*

The West Henniker Pump Station is heated with a 3.5 kW electric cabinet heater on the upper level of the wetwell side. The heater thermostat setting was observed to be 60 degrees.

As discussed in Section 3, the 2020 billed energy use shows a seasonal energy increase, which was used to estimate the 7,000 kWh annual energy use for the electric heater. This measure reviews the savings for maintaining the electric heater thermostat between 45 and 50 degrees.

*Savings*

As was done for OM #1, a 2% heating cost savings for every one-degree temperature reduction was used to calculate the savings below.

Annual heater energy use: 7,000 kWh

Savings: 7,000 kWh \* (60 degrees – 45 degrees) \* 2% = 2,100 kWh

*Preliminary Cost Estimate*

There is no cost for this measure.

*Cost and Savings Summary*

The cost and savings estimate for this measure is summarized below.

Annual Energy (kWh) Savings	2,100 kWh	\$0.128/kWh	\$ 269
Annual Demand (kW) Savings	0 kW	\$17.95/kW	\$ 0
<b>Total Energy Cost Savings</b>			<b>\$ 269</b>
<b>Project Cost</b>			<b>--</b>
<b>Simple Payback</b>			<b>Immediate</b>

**5.3 Energy Conservation Measures**

The recommendations discussed in this section are categorized as energy conservation measures, or “ECMs”, for projects that require a larger capital investment with simple paybacks exceeding one year.

**5.3.1 ECM #1 Replace Ramsdell Electric Heaters**

**Description**

The Ramsdell Pump Station serves as the main influent pump station to the wastewater treatment facility and is located approximately 500 feet from the plant. The station consists of a three-level pump station building and adjacent concrete wetwell. Power for the station is provided from the wastewater plant’s electric service.

The wetwell is heated and ventilated continuously with a rooftop make-up air handler and exhaust fan to protect a water line in the wetwell that is used to wash down the influent channel when needed. The air handler includes a Thermolec 40 kW two-stage electric duct heater. The pump station building is heated with a 15 kW unit heater on the second level controlled with a wall thermostat. The thermostats for both electric heaters were set at 60 degrees. An exhaust fan serves all three levels of the pump station and is operated manually when required.

A breakdown of pumping system energy based on run time and field measurements and estimated energy use for the large electric heating load at the station is shown below. The electric heat estimate is based on seasonal fluctuations for the billed energy use (there is no electric heat at the plant).

**Table 5.2: Ramsdell Pump Station Estimated 2020 Energy and Operational Data**

Month	Pump #1	Pump #2	Total Pump Hours	Influent Monthly Flow (MG)	Estimated Pump Energy Use (kWh)	Estimated PS Energy Use (kWh) for Electric Heat	Misc. PS Equipment Energy Use (kWh)	Estimated Total Station Energy Use (kWh)
Jan	112	112	224	4.95	1,749	12,000	500	14,249
Feb	101	101	201	4.45	1,570	8,000	500	10,070
Mar	107	107	215	4.75	1,676	8,000	500	10,176
Apr	123	123	246	5.43	1,917	2,000	500	4,417
May	100	100	201	4.44	1,567	2,000	500	4,067
Jun	61	61	122	2.70	954	2,000	500	3,454
Jul	60	60	119	2.64	931	1,000	500	2,431
Aug	61	61	121	2.68	946	1,000	500	2,446
Sep	66	66	131	2.90	1,025	1,000	500	2,525
Oct	70	70	141	3.11	1,098	5,000	500	6,598
Nov	68	68	136	3.01	1,064	7,000	500	8,564
Dec	74	74	147	3.25	1,148	12,000	500	13,648
<b>Total/Avg</b>	<b>1003</b>	<b>1003</b>	<b>2006</b>	<b>44.3</b>	<b>15,645</b>	<b>61,000</b>	<b>6,000</b>	<b>82,645</b>

The 40 kW and 15 kW electric heaters at the station represent an estimated 18% of the total energy use for the pump station/wastewater plant electric account. For this measure, two potential savings options are included for the Town to consider.

## 5. RECOMMENDED MEASURES

### Option #1

This option is the lowest cost approach, which includes removing the wetwell water service line and running a hose from the pump station building for wash down water when needed. This will allow the 40 kW electric heater to be completely removed from service.

For the 15 kW electric pump station building heater, maintaining the thermostat setpoint at 45 degrees will minimize the energy use for this unit heater. Applying heat tape on the water service piping in the building will provide additional protection against freezing.

### Option #2

For this option, a new propane boiler is proposed for the station to provide heat for the existing wetwell water line and the pump building. The boiler would be located on the mid-level of the pump station building and circulate hot water through a unit heater in the pump room and through a radiator in the wetwell. The radiator should include a protective coating to minimize unit corrosion and include PEX supply/return lines.

### *Savings*

To calculate savings for using propane instead of electric heat, a heating value of 3412 Btu/kWh was used for the existing electric heat and 91,500 Btu/gallon for propane.

61,000 kWh \* 3412 Btu/kW /1,000,000 = 208 MMBtu  
 208 MMBtu \* 1,000,000 /91,500 Btu/gallon / 90% system efficiency = 2,526 gallons  
 2,526 \* (60 deg – 45 deg) \* 2% reduction for every degree = 757 gallons  
 2,526 gallons – 757 gallons = 1,768 gallons

Demand Savings: 15 kW (based on utility bill seasonal changes) \* 6 months = 90 kW

### *Preliminary Cost Estimate*

A preliminary project cost for Option #2 is shown below. Sample product data cut sheets are included in Appendix B.

Item N°	Description	Qty	Unit	Equipment Cost	Labor Cost	Total
1	Propane tank & piping	1	Lot	\$4,000	\$2,000	\$6,000
2	Boiler	1	Ea	\$3,000	\$7,000	\$10,000
3	Radiator & Unit Heater	1	Lot	\$3,000	\$3,000	\$6,000
4	Electrical/Instrumentation Work	1	Lot	\$1,000	\$2,000	\$3,000
				<b>Total</b>		<b>\$25,000</b>



## 5. RECOMMENDED MEASURES

---

### *Cost and Savings Summary*

The cost and savings estimate for this measure is summarized below.

Annual Energy Savings	61,000 kWh	\$0.128/kWh	\$ 7,808
Annual Demand Savings	90 kW	\$17.95/kW	\$ 1,616
Annual Additional Propane Use (gal)	1,768	\$ 1.80/gallon	(\$ 3,182)
<b>Total Energy Cost Savings</b>			<b>\$ 6,242</b>
<b>Project Cost</b>			<b>\$ 25,000</b>
<b>Simple Payback</b>			<b>4.0 years</b>

5.3.2 ECM #2 Install VFDs for the Sludge Holding Tank Blowers

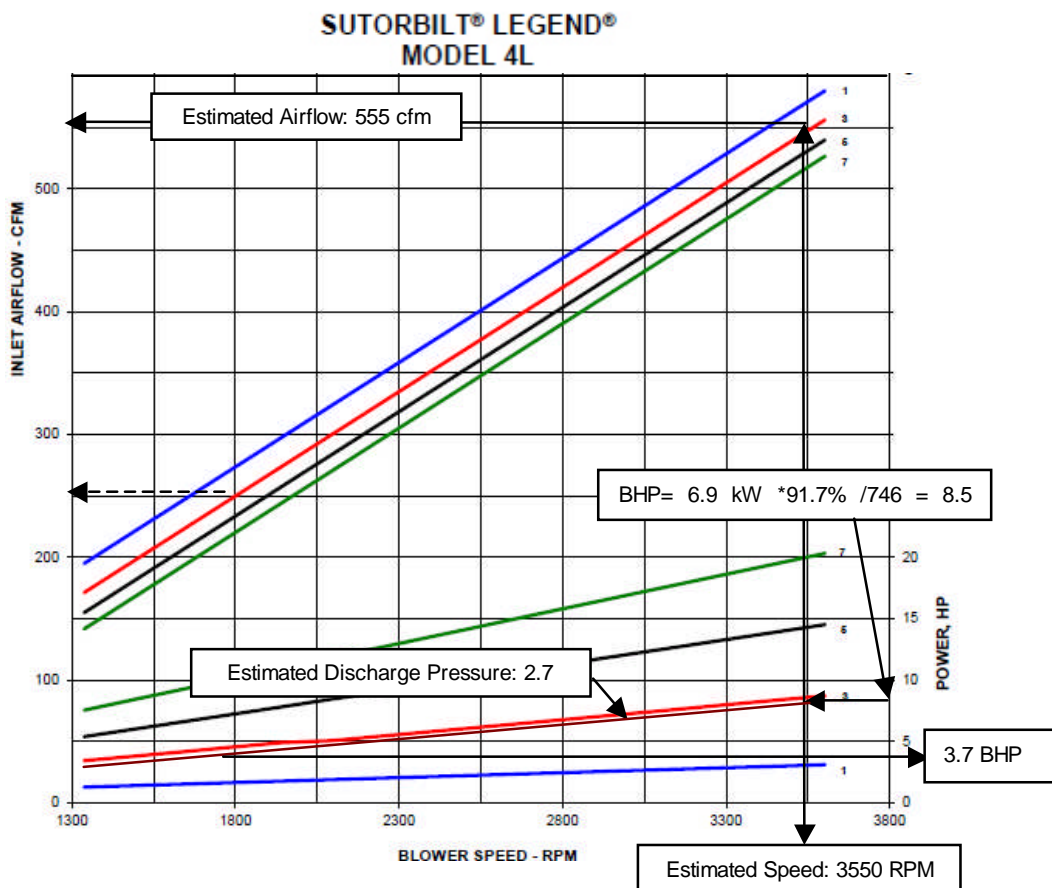
Description

Wasted sludge is stored in an aerated sludge-holding tank before it is pumped to the sludge press for dewatering. Normal sludge tank level varies between 3' and 5', which represents a small portion of the available tank capacity.

Each tank includes coarse bubble diffusers that discharge air continuously to keep the sludge mixed and to reduce odors. Airflow to the diffusers is supplied with one of two available Sutorbilt Model 4L positive displacement blowers equipped with 10 hp motors.

Using the measured power draw of 6.9 kW for Blower #2, an 8.3 brake horsepower (BHP) value was calculated using the 91.7% motor nameplate efficiency. Based on a typical sludge tank level of 4 feet (1.7 psi) and a 1-psi friction head, the blower discharge pressure is estimated to be 2.7 psi. These values were used with the original Sutorbilt Model 4L blower curve below to estimate a 555 cfm airflow.

Figure 5.1: Sludge Blower Curve



## 5. RECOMMENDED MEASURES

To optimize the system, this measure proposes installing VFDs for the two blowers and manually adjusting the VFD speed to an average value of 30 Hz. This would reduce the blower speed to 1775 RPMs, which corresponds to an airflow of 250 cfm.

If VFD automatic speed control is desired, many plants have found that air requirements typically vary based on outside temperature (in addition to sludge volume). A temperature control system could be installed to adjust the blower speed automatically based on outside temperature. The recommended blower speed range for this approach is 20 to 40 Hz with similar annual energy savings expected.

### *Savings Calculations*

With one of the two blowers operating continuously, the system baseline energy use was estimated using a power draw measurement of 6.9 kW with the tank at an average 4' level.

$$6.9 \text{ kW} * 8760 \text{ hours} = 60,444 \text{ kWh}$$

The blower curve new system energy use was estimated using the blower curve in Figure 4.1 at the new average airflow of 250 cfm.

$$3.8 \text{ BHP} * .746 / 91.7\% \text{ motor eff} / 97\% \text{ VFD eff} = 3.2 \text{ kW}$$

$$3.2 \text{ kW} * 8760 \text{ hours} = 28,032 \text{ kWh}$$

$$\text{Annual energy savings: } 60,444 \text{ kWh} - 28,032 \text{ kWh} = 32,412 \text{ kWh}$$

$$\text{Demand savings: } (6.9 \text{ kW} - 3.2 \text{ kW}) * 12 \text{ months} = 44.4 \text{ kW}$$

### *Preliminary Cost Estimate*

A preliminary project cost is estimated below with automatic temperature controls. A sample product data cut sheet for a low cost VFD is included in Appendix B.

Item N°	Description	Qty	Unit	Equipment Cost	Labor Cost	Total
1	10 hp VFD	2	Ea	\$2,000	\$3,500	\$11,000
2	Temperature control instrument	1	Ea	\$1,000	\$2,000	\$3,000
3	Electrical/Instrumentation Work	1	Lot	\$1,000	\$2,000	\$3,000
<b>Total</b>						<b>\$17,000</b>

### *Cost and Savings Summary*

The cost and savings estimate for this measure is summarized below.

Annual Energy (kWh) Savings	32,412 kWh	\$0.128/kWh	\$ 4,149
Annual Demand (kW) Savings (6 months)	44.4 kW	\$17.95/kW	\$ 797
<b>Total Energy Cost Savings</b>			<b>\$ 4,946</b>
<b>Project Cost</b>			<b>\$ 17,000</b>
<b>Simple Payback</b>			<b>3.4 years</b>

**APPENDIX A: UTILITY RATE SCHEDULE**

GENERAL DELIVERY SERVICE RATE G

AVAILABILITY

Subject to the Terms and Conditions of the Tariff of which it is a part, this rate is for Delivery Service for any use. It is available to (1) those Customers at existing delivery points who were receiving service hereunder on General Service Rate G on January 1, 1983, and who have continuously received service under that rate and this successor since that date, and (2) all other Customers whose loads as defined for billing purposes do not exceed 100 kilowatts. Service rendered hereunder shall exclude all backup and standby service provided under Backup Delivery Service Rate B.

Customers taking service under this rate shall provide any necessary transforming and regulating devices on the Customer's side of the meter. Controlled electric service for thermal storage devices is available under Load Controlled Service Rate LCS and outdoor area lighting is available under Outdoor Lighting Delivery Service Rate OL.

CHARACTER OF SERVICE

Delivery Service supplied under this rate will be 60 hertz, alternating current, either (a) single-phase, normally three-wire at a nominal voltage of 120/240 volts, or (b) three-phase, normally at a nominal voltage of 120/208 or 277/480 volts. Three-phase, three-wire service at a nominal voltage of 240, 480 or 600 volts is available only to those Customers at existing locations who were receiving such service on February 1, 1986, and who have continuously received such service since that date. In underground secondary network areas, Delivery Service will be supplied only at a nominal voltage of 120/208 volts.

RATE PER MONTH

	<u>Single-Phase Service</u>	<u>Three-Phase Service</u>
Customer Charge .....	\$14.89 per month	\$29.76 per month
Customer's Load Charges:	<u>Per Kilowatt of Customer Load in Excess of 5.0 Kilowatts</u>	
Distribution Charge .....	\$8.72	
Transmission Charge .....	\$5.26	
Stranded Cost Recovery .....	\$0.96	

Issued: February 1, 2019

Issued by:           /s/ William J. Quinlan            
 William J. Quinlan

Effective: February 1, 2019

Title:           President and Chief Operating Officer

Energy Charges:

Per Kilowatt-Hour

Distribution Charges:

First 500 kilowatt-hours .....	6.986¢
Next 1,000 kilowatt-hours .....	1.731¢
All additional kilowatt-hours .....	0.612¢

Transmission Charge

First 500 kilowatt-hours .....	1.900¢
Next 1,000 kilowatt-hours .....	0.715¢
All additional kilowatt-hours .....	0.383¢

Stranded Cost Recovery .....	1.069¢
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WATER HEATING - UNCONTROLLED

Uncontrolled water heating service is available under this rate when such service is supplied to approved water heaters equipped with either (a) two thermostatically-operated heating elements, each with a rating of no more than 5,500 watts, so connected or interlocked that they cannot operate simultaneously, or (b) a single thermostatically-operated heating element with a rating of no more than 5,500 watts. The heating elements or element shall be connected by means of an approved circuit to a separate water heating meter. Service measured by this meter will be billed monthly as follows:

Meter Charge .....	\$4.47 per month
--------------------	------------------

Energy Charges:

Distribution Charge .....	2.030¢ per kilowatt-hour
Transmission Charge .....	1.578¢ per kilowatt-hour
Stranded Cost Recovery .....	1.338¢ per kilowatt-hour

WATER HEATING - CONTROLLED

Controlled off-peak water heating is available under this rate for a limited period of time at those locations which were receiving controlled off-peak water heating service hereunder on Customer Choice Date and which have continuously received such service hereunder since that

Issued: February 1, 2019

Issued by: /s/ William J. Quinlan  
William J. Quinlan

Effective: February 1, 2019

Title: President and Chief Operating Officer



Customers taking space heating service under this rate at locations where the regular power and lighting service is delivered at primary voltage level or above shall be required to provide at the Customers' expense suitable transforming, controlling and regulating apparatus, acceptable to and approved by the Company, for the space heating service in the same manner as for the power and lighting service, so that deliveries of all electric service may be made by the Company at the same voltage level.

#### CUSTOMER'S LOAD

Customer's load is defined as the greatest rate of taking Delivery Service in kilowatts for any thirty (30) minute interval during the current monthly billing period.

Customer's load shall be measured whenever (a) such load is known or estimated to be 5.0 kilowatts or more, or (b) the Customer's use of service is 750 kilowatt-hours or more per month for three (3) consecutive months. However, any Customer's load may be measured at the Company's option. When measured, Customer's load shall be determined to the nearest one-tenth (0.1) kilowatt for billing purposes.

#### SERVICE CHARGE

When the Company establishes or re-establishes a Delivery Service account for a Customer at a meter location, the Company will be entitled to assess a service charge in addition to all other charges under this rate. The service charge will be \$14.00 if the Company does not have to send an employee to the meter location to establish or re-establish Delivery Service. When it is necessary for the Company to send an employee to the meter location to establish or re-establish Delivery Service, the service charge will be \$35.00. When it is necessary for the Company to send an employee to the meter location outside of normal working hours to establish or re-establish Delivery Service, the service charge will be \$70.00. The Company will be entitled to assess an \$18.00 service charge when it is necessary to send an employee to the Customer location to collect a delinquent bill. This charge shall apply regardless of any action taken by the Company including accepting a payment, making a deferred payment arrangement or leaving a collection notice at the Customer's premises.

Short-term, seasonal or transient Customers who take service at temporary locations shall pay for the cost of installing and removing the necessary poles, wires, transformers, cable and other equipment in addition to the foregoing service charge.

Issued: March 24, 2016

Issued by: William J. Quinlan

Effective: May 1, 2016

Title: President and Chief Operating Officer



**APPENDIX B: PRODUCT DATA SHEETS**

## Noritz NRCB199 - 111K BTU - 95% AFUE - Combi Propane Boiler Direct Vent

Model: NRCB199DV-LP

 **4.5** (15) [Write a Review](#) | [Ask a Question](#)

**\$2,329.00**

Free Shipping & Lift Gate 

**In-Stock** Ships in 1-2 Business Days

Shipping to 03101 [Update Shipping Details](#)

 **\$389 / Month**

Suggested monthly payments with 6 month financing.  
[Click for important monthly payment and offer information.](#)

Maximum Input Capacity (BTU/Hr)

199,800

Fuel Type 

Liquid Propane



Hover to zoom



### 16-Section, 4" x 25" Cast Iron Radiator, Free-Standing, Slenderized/Tube style



Brand: OCS Part#: T42516

**In Stock**

★★★★★ (20)

**Pick Up available - Save \$68.27 / each**

**Get it by Fri, Sep 17**

Usually ships: within 1-2 business day

<input type="checkbox"/>	\$460.95 / each
<input type="checkbox"/>	\$1,663.80 box of 4 (\$415.95 each)

**Free Shipping on any qty**

**ADD TO CART**



**Description**

[Documents](#)

[Reviews \(20\)](#)

[FAQs \(1\)](#)

**Cross-References:**

- Burnham (U.S. Boiler) radiator of same size
- Governale (Gov-Free series) radiator of same size

**Technical Specifications:**

- Steam BTU: 3,840
- BTU @ 220°F: 8,000
- BTU @ 215°F: 7,680
- BTU @ 210°F: 7,360
- BTU @ 200°F: 6,720
- BTU @ 190°F: 6,080
- BTU @ 180°F: 5,440
- BTU @ 170°F: 4,800
- BTU @ 160°F: 4,160
- BTU @ 150°F: 3,520
- Water Content (Gal): 1.92
- Connections: Top: 1" FNPT, Bottom: 1-1/4" FNPT, Air Vent: 1/8" FNPT
- Max Working Pressure: 15 psi (Steam), 30 psi (Water)
- Max Working Temperature: 220°F
- Dimensions (D x H x W): 4-1/2' x 25' x 28"
- Weight: 146 lbs



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## HVAC-R & Radiator Protective Coatings

Heresite offers several HVAC protective coating products to extend the life of HVAC-R and other heat transfer equipment. We constantly evolve the chemistry of our coil coating products to provide superior HVAC coil corrosion protection in a thin, flexible film.

### Why use Heresite protective coatings?

When placed in harsh environments, HVAC-R coils are susceptible to environmental damage, which shortens the life of the unit. Heresite protective coatings have been extensively tested for corrosion resistance. Our coating products for HVAC-R and Radiators have been shown to extend the life of HVAC-R equipment used in a wide variety of environments and industries including:

- Marine environments
- Swimming pools
- Wastewater treatment
- Urban/Industrial
- Agriculture
- Food processing
- Transit
- Pharmaceutical
- Refineries
- And other harsh environments

See our [case studies](#) to learn more about the real-world results of using Heresite coatings.

### Advantages of Heresite anti-corrosion coatings

- Thin, flexible film
- Ideal for heat transfer
- Protection against humidity, saltwater, and chemicals

### Products We Offer

#### P-413 Modified Baked Phenolics

Heresite P-413 is a thin film, high performance coating used principally for coil and radiator heat exchangers as well as other air and fume handling equipment fabricated of light gauge metals.



#### WB-506 Water-based Air-dry Coating

Heresite WB-506 is a low-VOC direct to metal coating. It exhibits excellent corrosion resistance, UV resistance and weathering qualities, along with good adhesion to ferrous and non-ferrous metals without complex pretreatment or primers.



[Download recommended maintenance and cleaning procedures for HVAC/R Coils or Radiators »](#)



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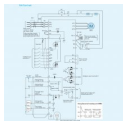


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[Drives](#) > [AC Drives](#) > [Sensorless Vector Drive](#) > WJ200-075LF

## WJ200-075LF



10 HP , 33 Amp, 7.5 kW, WJ200-075LF, Constant Torque Sensorless Vector AC Drive, Input: 200 - 240VAC, Three Phase

- [Brochure \(WJ200\)](#)
- [Reference Guide \(WJ200\)](#)
- [Operating Manual \(WJ200\)](#)

# \$681.00

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 DESCRIPTION

 CUSTOMER REVIEWS

Model	PWV2-100
Part No	PWV2-100
Series	WJ200
Horsepower	10.000
Rating kW	7.50
Capacity kVA	13.70
Input Voltage	200 - 240 +/- 10% (3P)
Input Phase	Three
Input Current	39.6
Output Voltage	200 - 240 +/- 10% (3P)
Output Current	33.0000
Package Height	17
Package Width	13
Package Depth	11
Package Weight	17.0
Product Height	10.2000
Product Width	5.5000
Product Depth	6.1000
Description	10 HP , 33 Amp, 7.5 kW, WJ200-075LF, Constant Torque Sensorless Vector AC Drive, Input: 200 - 240VAC, Three Phase
Category	Drives
SubCategory	AC Drives
SubSubCategory	Sensorless Vector VFD
Enclosure	NEMA 1 (IP20)
Control Method	Line-to-line sine wave Pulse Width Modulation (PWM) Control
Input Frequency Range	50 - 60
Output Frequency Range	0.1 - 400 Hz
V/F Characteristics	V/F variable V/F control (constant torque reduced torque) Sensorless vector control
Overload Current Rating	150% 60 seconds
Accel Decel Time	0.1 - 6000 sec. (linear/curve accel./decel.) Two stage accel./decel. setting available
Starting Torque	200% or more

DC Braking	Operating frequency time and braking force variable.
Freq Setting Operator Panel	Up(1) and Down(2) keys/value setting keys.
Freq Setting Potentiometer	Analog Setting
Freq Setting External Signal	"0 ~ 10 VDC (input impedance 10k ohms), 4 ~ 20 mA (input impedance 250k ohms), Potentiometer: 1k to 2k ohms variable resistor, The frequency command is the maximum frequency at 9.8V for input voltage 0 - 10 VDC or at 19.6 mA for input current 4 ~ 20 mA. If this characteristic is not convenient contact Drives Warehouse."
FWD REV START STOP Operator	Run/Stop (Forward/Reverse run change by command)
FWD REV START STOP External Signal	Forward RUN/STOP Reverse RUN/STOP
Intelligent Input Terminals	"FW (Forward run command), RV (reverse run command, CF1~CF4 (multi-stage speed setting), JG (jogging command), 2CH (2-stage acceleration/deceleration command), FRS (free run stop command), EXT (external trip), USP (USP function), SFT (soft lock)"
Manufacturer	Hitachi

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**JRB120-4**

Braking Resistors, Open Chassis Type, 120W, 35 Ohms, Thermal Relay incorporated

**\$85.00**



**KDRB22L**

5 HP, 16.7 Amps, 240V, Line Reactor

**\$118.00**







**PROCESS ENERGY SERVICES, LLC**

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WATER ♦ WASTEWATER ♦ INDUSTRIAL



## TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall  
18 Depot Hill Road  
Henniker, NH 03242  
Tel: (603) 428-3221

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# STAFF REPORT

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**DATE:** 4/19/2022

**TITLE:** WWTP Upgrade status and authorization to proceed with engineering

**INITIATED BY:** Ken Levesque, WWTP Superintendent

**PREPARED BY:** Diane Kendall, Town Administrator

**PRESENTED BY:** Ken Levesque, WWTP Superintendent

**AGENDA DESCRIPTION:** Update of project status and authorization to proceed with Underwood Engineering 30% Preliminary Design.

**Legal Authority:** N/A

**Financial Details:** \$100,000

**Background:** The Town of Henniker recently commissioned the preparation of a Wastewater Facilities Asset Management Plan (AMP) report and development of an updated AMP program. Based on the results of that work, \$3.6M in critical wastewater upgrades were identified as being needed in the short term. Fortunately, the Town has planned for several of the needed equipment replacements in their 10-Yr Capital Improvements Plan (CIP), leaving \$3.2M of work requiring funding. The purpose of this project is to rehabilitate and or replace key elements of the 45-year-old wastewater treatment facility, as well as replace failing components within the wastewater collection, pumping and conveyance systems. The schedule for work is as follows:

- April 2022 Execute Preliminary Engineering Contract
- September 2022 Execute Final Design Engineering Contract
- February 2023 Execute Construction Engineering Contract
- May 2023 Award Construction Contract
- September 2024 Finish Construction

Presented for Board of Selectman is the Authorization to Proceed ESR No. #2 Preliminary Engineering Contract under previously executed General Services Agreement dated November 10, 2021.

**Town Administrator Comment:** Town administrator recommends approval pending opinion of legal.

**WWTP Superintendent Comment:** To be provided at time of presentation

**Suggested Action/Recommendation:** Motion to authorize Town Administrator to execute ENGINEERING SERVICES REQUEST AUTHORIZATION TO PROCEED **ESR No: #2**

ENGINEERING SERVICES REQUEST  
AUTHORIZATION TO PROCEED

To: Underwood Engineers, Inc. (**Engineer**)  
25 Vaughan Mall  
Portsmouth, New Hampshire 03801

ESR No.: #2  
File No.: N2863  
Date: April 12, 2022  
Description: **WWTF  
Upgrade 30%  
Preliminary Design**

From: Town of Henniker, NH (**Owner**)  
18 Depot Hill Road  
Henniker, NH 03242

Owner's Contact(s) (this project): Diane Kendall, Town Administrator  
Engineer's Contact(s) (this project): David J. Mercier, P.E., Vice President

Under agreement for Professional Services as Consulting **Engineer** for the **Owner** (General Services Agreement dated November 10, 2021), **Engineer** is authorized to proceed with the following work:

**BACKGROUND:**

The Town of Henniker recently commissioned the preparation of a Wastewater Facilities Asset Management Plan (AMP) report and development of an updated AMP program. Based on the results of that work, \$3.6M in critical wastewater upgrades were identified as being needed in the short term. Fortunately the Town has planned for several of the needed equipment replacements in their 10-Yr Capital Improvements Plan (CIP), leaving \$3.2M of work requiring funding.

The purpose of this project is to rehabilitate and or replace key elements of the 45 year old wastewater treatment facility, as well as replace failing components within the wastewater collection, pumping and conveyance systems.

Implementation of this project will:

1. Protect surface water quality in the Contoocook River by bolstering existing systems to make them more reliable for long term service and performance
2. Reduce energy usage at the WWTF and pump stations by replacing aged electrical and heating/ventilation systems with new high efficiency motors, variable frequency drives, LED lighting, and heat pumps
3. Rehabilitate aging infrastructure in accordance with the Town's Wastewater System Asset Management Plan that has the potential to result in significant emergency repair costs and environmental impacts if not addressed in the near term

## **SCOPE OF SERVICES:**

Underwood Engineers (UE) proposes that the Wastewater Upgrades project proceed in three steps.

These would consist of:

- 30% Preliminary Design (This Scope of Work)
- Final Design and Bid Document Preparation (Future Scope of Work)
- Construction Phase Engineering Services (Future Scope of Work)

Under this scope of work, UE proposes to perform the following tasks:

### **Task 1 – Funding Assistance**

#### **NHDES CWSRF Loan and ARPA Grant Assistance**

The NHDES CWSRF Loan application is a two-part process. The first part of the process is submittal of a short-form pre-application which is due in June of each year. Underwood Engineers will prepare a pre-application for the Wastewater Upgrades. Once complete, the pre-application will be sent to the Town for final review and approval prior to online submission of the application by UE on behalf of the Town. THIS PRE-APPLICATION WORK IS COMPLETE.

Following receipt of preapplications, the NHDES reviews and ranks the applications and prepares an intended use plan which is published in August each year. It is at this time that applicants find out how their preapplications ranked against other competing preapplications and the state provides a list showing those applications for whom they are offering the annual available funding to. Those that make the funded list then have until the following spring to obtain approval from the voters to enter into a loan with the State. THIS PRIORITY LIST IS COMPLETE. HENNIKER'S PRE-APPLICATION RANKED 42 OUT OF 153 AND THE STATE HAS OFFERED 10% PRINCIPAL FORGIVENESS AND 30% ARPA GRANT FUNDING ON A \$3.2M LOAN.

UE will prepare a draft warrant article and a PowerPoint presentation for the project and will attend two meetings to present the project to the Town and voters. THIS WORK IS COMPLETE AND THE \$3.2M WARRANT ARTICLE HAS PASSED.

Once voter approval is obtained, UE will prepare full CWSRF and ARPA applications on behalf of the Town. Requests will be made to the Town to supply specific financial information in order for the applications to be completed. Once completed, UE will send the documents to the Town for signature and final submission to the NHDES will be made by UE. It is anticipated that the full applications will be prepared and submitted in the month of April 2022. CWSRF loans are offered for terms anywhere from 5 to 30 years and current interest rate is 2.0% regardless of term length. Once the full applications are submitted, it is anticipated the loan and grant documents will be fully executed by both parties by the end of July 2022 at which time the Town will be able to draw on the loan/grant on a monthly basis.

### Energy Audit Implementation Assistance

Henniker commissioned creation of an Energy Evaluation Report in 2021 for the WWTF and collection system Pump Stations. The report made several recommendations which if implemented, will qualify the Town for additional CWSRF principal forgiveness and potential rebates from Eversource. Underwood we communicate with the NHDES and Eversource during preliminary design of the upgrades under this scope of services to identify those components that are eligible for additional funding and will assist the Town with filling out Eversource energy rebate forms as applicable.

### **Schedule**

The following schedule is proposed for completion of the Task 1 work:

NHDES CWSRF Pre-App Submitted	June 2021	Done
CWSRF/ARPA Full Applications	April 2022	
CWSRF/ARPA Fully Executed	July 2022	

### **Deliverables**

- CWSRF pre-app (done)
- Draft warrant article (done)
- CWSRF/ARPA full applications
- Eversource energy rebate forms

### **Task 2 – 30% Preliminary Design**

During 30% Preliminary Design, Underwood will:

- Arrange for and oversee on site piloting of up to four dewatering devices, summarize results, and provide a recommendation for a preferred product (costs for pilot equipment rental and for temporary power, sludge feed, polymer feed, wash water, and filtrate/centrate drain to waste not included)
- Develop and present upgrade options to the Town for each component of the project for a decision on how to proceed
- Identify permits needed to complete the work
- Prepare a 30% preliminary design letter report summarizing the preliminary design evaluations and findings, including 30% general, civil and process drawings developed around the Town selected upgrade option
- Submit preliminary design report to the Town and NHDES for review and comment
- Attend a 30% Design Review Meeting with the Town and NHDES
- Revise preliminary design report to address comments received and issue in final form
- Prepare a 30% design engineer's opinion of probable project cost

### **Components of the Project**

- WWTF Dewatering Equipment Upgrade

- WWTF Headworks Grit Upgrade
- Ramsdell Rd PS Valve/Gate Replacement
- WWTF Clarifier Equipment Upgrade
- Rte 9/202 Bridge Sewer Crossing Heat Trace/Insulation
- Investigate River Siphon Blockage
- WWTF Site Lighting Replacement
- Ramsdell Rd PS Screening and Wetwell HV Upgrade
- West Henniker PS Wetwell and Drywell HV Upgrade
- Effluent Polishing Tank
- Catwalk Between Aeration Tanks
- Sludge Holding Tank Blowers, Motors and VFDs
- Aeration Tank Blower VFDs
- RAS Pump VFDs
- Effluent Flow Metering System
- Pad Mounted Transformer (currently owned by Eversource)
- Belt Press Building Heat and Ventilation

### **Schedule**

The following schedule is proposed for completion of the Task 2 work:

Dewatering Piloting	April 2022 – July 2022
Draft Prelim Design Report	August 2022
Final Prelim Design Report	September 2022

### **Deliverables**

- Summary of dewatering piloting results
- 30% preliminary design letter report with Basis of Design
- 30% Preliminary Process Drawings
- 30% Engineer's Opinion of Probable Project Cost

### **OWNER'S RESPONSIBILITY:**

Owner shall make available to the Engineer the following:

- Provide available reports, record drawings, O&M manuals, and historical plant data.
- Provide access to facilities for engineer(s)
- Collection and mailing of sludge samples to dewatering equipment vendors, as needed
- Pay any costs for dewatering pilot equipment rental and provide temporary power, sludge feed, polymer feed, wash water, and filtrate/centrate drain to waste for pilot units

**WORK NOT INCLUDED:**

The following is not included in the Scope of Work:

- Archaeological Investigations
- Hazardous Waste Survey
- Final Design Phase Engineering Services
- Bidding/Construction Phase Engineering Services
- Rate Studies
- Surveying Services
- Geotechnical Services
- Permitting Services

**BUDGET COSTS:**

The budget estimate for the tasks outlined in the Scope of Work is **\$100,000.00**

<b><u>TASK</u></b>	<b><u>TOTAL BUDGET</u></b>
1 – CWSRF Loan Assist	\$5,400.00
2 – 30% Prelim Design	<u>\$94,600.00</u>
<b>TOTALS</b>	<b>\$100,000.00</b>

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

**Approval:**

Approval and authorization to proceed with the work:

\_\_\_\_\_  
Diane Kendall, Town Administrator     Date  
Henniker, NH

\_\_\_\_\_  
David J. Mercier, P.E., Vice President     Date  
Underwood Engineers, Inc.



## TOWN OF HENNIKER, NEW HAMPSHIRE

Town Hall  
18 Depot Hill Road  
Henniker, NH 03242  
Tel: (603) 428-3221

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# STAFF REPORT

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**DATE:** 4/19/2022

**TITLE:** Brush Acceptance and Burning at Transfer Station

**INITIATED BY:** Marc Boisvert, Transfer Station Superintendent and Diane Kendall, Town Administrator

**PREPARED BY:** Diane Kendall, Town Administrator

**PRESENTED BY:** Diane Kendall, Town Administrator

**AGENDA DESCRIPTION:** Best management practices for brush piles at NH Solid Waste Facilities

**Legal Authority:** N/A

**Financial Details:** To be determined

**Background:** Some time ago, the town discontinued the acceptance of brush for burning at the Transfer Station. Some residents at recent Selectboard meetings have requested the town renew the acceptance of brush.

**Town Administrator Comment:** Currently, the town administrator does not recommend accepting brush. The transfer station does not have the capacity to monitor, store and dispose of brush in accordance with the BMP issued by the State Department of Environmental Services.

Chipping is the preferred method of managing brush piles. Burning is the least preferred. Both methods require the brush pile to be free of “non-conforming materials” which requires safety measures, space, staff capacity and funds to dispose.

Burning should not be an option because it is obnoxious to nearby neighbors, subject to strict regulation, weather dependent, costly, laborious and pollutant.

**Transfer Station Superintendent Comment:** The superintendent does not have the staff capacity to monitor, store and dispose of brush in accordance with the BMP issued by the State Department of Environmental Services. The superintendent is evaluating cost alternatives to have an outside vendor come in to either haul brush or chip and haul brush.

**Suggested Action/Recommendation:** Affirm decision to decline the acceptance of brush until a full report of scope and cost to manage and dispose. Timeframe for report is beginning of June.





# BMPs

## Best Management Practices for N.H. Solid Waste Facilities

### Brush Pile

As a practical matter, there are two basic methods for managing brush piles: **chipping**, which is preferred, and **burning**, which is least preferred. Both methods require the brush pile to be free of “non-conforming materials,” including:

- Construction and demolition debris;
- Combustible domestic waste, including trash, tires, plastics, Styrofoam, paper, cardboard and garbage;
- Composite material, such as plywood, chipboard, flakeboard, masonite, plastic decking, laminated wood; and
- Any wood that is glued, painted, stained, coated with plastic, pressure treated, creosoted, or otherwise treated, laminated or veneered.

In other words, the only materials allowed in brush piles are brush, timber and untreated sawn dimensional lumber from sources other than construction or demolition projects.

#### *Did You Know?*

- The disposal of leaf and yard waste in landfills and incinerators has been banned in New Hampshire since 1993.
- In 2008, N.H. banned the combustion of construction and demolition (C&D) debris, even the clean wood portion. However, the law does not apply to the incidental combustion of untreated C&D wood at any municipal transfer station under the supervision of a solid waste facility operator.

When you chip your brush pile, you produce a valuable material that can be used as ground cover in landscaping projects and as a bulking agent at compost facilities. When you burn your brush pile, you produce ash and wood smoke. Although the ash can be used in certain agricultural and composting applications when it is produced strictly from virgin wood, the wood smoke contributes to air pollution. Wood smoke contains fine particulates, nitrogen oxides, sulfur oxides, carbon monoxide, volatile organic compounds, dioxins and furans. Breathing air containing wood smoke can cause a number of serious respiratory and cardiovascular health problems.

Air pollution from brush piles is made worse by burning non-conforming materials. In addition, burning non-conforming materials can produce ash that is a hazardous waste due to the presence of toxic heavy metals such as lead and cadmium.

If you burn your brush pile and you keep non-conforming materials from being burned, you can be reasonably certain, without having it tested, that the ash is not a hazardous waste. However, if you burn non-conforming materials, you will have to hire a qualified professional to have the ash tested by a laboratory to determine if it is toxic for heavy metals or other contaminants. If test results show it is a hazardous waste, you will have to dispose of it at a hazardous waste facility and pay hazardous waste generator fees, all of which can be very expensive.

#### Best Management Practices for Brush Piles

- Inspect all incoming loads of brush and wood destined for the brush pile to be certain they do not contain non-conforming materials.
- To avoid having non-conforming materials added to the brush pile, instruct residents to leave their waste wood in a stockpile near the brush pile and allow only trained facility operators to add waste wood to the brush pile.

- If you chip your brush pile (most preferred):
  - > Locate the stockpile of wood chips over a firm surface to prevent soil, stones and other potential contaminants from entering the pile.
  - > A pile of wood chips can generate strong odors after just a few days, so make plans to get rid of it quickly. For example, coordinate the chipping events with landscapers and your own public works department or road agent, and advertise the event so your residents know when the chips will be available.
  - > If you hire a contractor to chip your brush pile, rather than doing it yourself, consider contacting other towns to coordinate your chipping event with theirs, to possibly save money.
- If you burn your brush pile (least preferred):
  - > Obtain a burn permit from the local Fire Department or Fire Warden and comply with other state and federal open burning requirements.
  - > Provide a minimum 50-foot distance from the edge of the brush pile to the nearest structure and tree line. Contact your Forest Ranger or Fire Warden for additional guidance.
  - > Keep fire suppression equipment close by when burning.
  - > Be a good neighbor; consider wind direction and weather conditions before burning.
  - > Properly manage ash from burning clean, untreated wood and brush, as follows:
    - Actively manage it. Do not stockpile it for long periods of time. Do not bury it.
    - Dispose of it at a permitted landfill or have it used as a soil amendment in controlled agricultural applications, a compost bulking agent, or an odor control agent for septage and sludge management, if it meets NHDES standards for these uses.
  - > Manage ash from burning anything other than clean, untreated wood and brush as a hazardous waste, unless laboratory testing shows it is not a hazardous waste. While waiting for the test results, contain and cover it to keep out rain and storm water and prevent dust.



Burned and unburned non-conforming material.



Burning of non-conforming material.

Burn pile with a clear containment area, minimal lumber and a wide fire lane.



**For additional information, contact:**  
 Solid Waste Management Bureau  
 N.H. Department of Environmental Services  
 29 Hazen Drive, PO Box 95 Concord, NH 03302-0095  
 (603) 271-2925 fax: (603) 271-2456  
[solidwasteinfo@des.nh.gov](mailto:solidwasteinfo@des.nh.gov)



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# ENVIRONMENTAL Fact Sheet

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29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • [www.des.nh.gov](http://www.des.nh.gov)

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CO-20

2019

## Frequently Asked Questions on Open Burning

Open burning is the burning of combustible material in an outside fire where the emissions (smoke) do not pass through a chimney, but are released directly into the air. The NH Department of Environmental Services regulates open burning under RSA 125-C, *Air Pollution Control*, RSA 125-N, *Dioxin Emissions Reductions and Control Program*, and New Hampshire Code of Administrative Rules Env-A 1000, *Prevention Abatement and Control of Open Sources of Air Pollution*. The following are some frequently asked questions about open burning.

### **Do open burning laws apply to everyone?**

Yes. The laws apply to any individual, partnership, firm or co-partnership, association, company, trust, corporation, department, bureau, agency, private or municipal corporation, or any political subdivision.

### **What is the purpose of open burning laws?**

To protect the air, soil and water by prohibiting the burning of those materials that when burned produce harmful air pollution and ash.

### **What type of Open Burning is allowed?**

Open burning is limited to:

- Campfires, outdoor grills, or outdoor fireplaces.
- On-site burning by a landowner of brush or untreated wood, provided the material originates on-site.
- Bonfires in conjunction with holiday or festive celebrations.
- On-site burning for the purpose of forestry, agriculture or wildlife improvement.
- Burning by any city or town of brush.

### **What can I burn?**

Env-A 1001.05 allows burning of the following items:

- Untreated wood (only on the property of generation).
- Campfire wood.
- Brush (5-inches in diameter or less, and only on the property of generation).
- Charcoal.

### **Can I burn my Christmas tree?**

Yes, it is considered brush (and by definition be less than 5 inches in diameter) and can be burned. You must remove all decorations and tinsel prior to burning.

### **What is untreated wood?**

Env-A 101.211 defines "Untreated wood" as any timber, board or sawn dimensional lumber which has not been treated, coated or preserved. This term does not include construction and demolition debris or any manufactured building material, such as plywood or wafer board.

### **Can I burn untreated wood scraps?**

Yes. Untreated wood not generated from the construction, remodeling, repair or demolition of structures or roads may be burned. For example, scrap wood resulting from construction of furniture, bookcases and other related items as well as wood from discarded pallets may be burned. Wood from the demolition of an outside fence cannot be burned.

### **What is Construction and Demolition (C&D) Debris?**

RSA 149-M:4, IV-a defines C&D as any waste building materials and rubble that are solid waste resulting from the construction, remodeling, repair or demolition of structures or roads. Specifically, the definition includes:

- Wood
- Wall coverings
- Asphalt pavement
- Bricks, concrete and other masonry materials
- Roofing shingles
- Dry wall and plaster
- Fixtures
- Glass
- Plumbing

### **Can I burn Construction and Demolition debris (C&D)?**

No. In 2007, the New Hampshire Legislature passed a law (RSA 125-C:10-c) that prohibits the burning of any component of C&D. The wood component of C&D projects such as the demolition of a building wall or outside fence or deck cannot be burned even if it is thought to be untreated since it is considered C&D. This law is enforced under Env-A 1001.09.

### **Can I burn domestic waste materials?**

No. RSA 125-N:4 prohibits the residential open burning of combustible domestic waste. This law is enforced under Env-A 1001.06. Domestic waste includes:

- Animal, vegetable and kitchen waste
- Coated or laminated papers, coated or treated cardboard
- Household trash
- Oily rags
- Packaging materials
- Painted or treated wood
- Plastics
- Rubber

Additionally, Env-A 1001.07 prohibits the burning of tires and tubes, and Env-A 1001.08 prohibits the open burning for salvaging or reclaiming operations such as burning plastic off wires for the copper or burning tires for the steel.

### **Do I need a permit for open burning?**

Yes. You must obtain a permit from the NH Division of Forests and Lands per RSA 227-L, *Woodland Fire Control*, and you must check with the local municipality to determine what other restrictions may apply.

NHDES does not issue permits for open burning but allows open burning when:

- It is conducted in accordance with the more stringent of all applicable state and local ordinances,

including but not limited to RSA 125-C:10-c and RSA 227-L.

- It is authorized by an official having jurisdiction over open burning.
- Only materials allowed by law or rule are burned.

### **What materials can be used to start a fire?**

Fire starters made from paper, cardboard, sawdust, wax and similar substances are allowed, as is items such as uncoated cardboard (plain brown cardboard), untreated wood kindling, clean pallets, and lighter fluid can be used to start a fire.

### **Who has the authority to extinguish an illegal fire?**

The fire chief or fire warden has the authority to extinguish or require that an illegal fire be extinguished pursuant to RSA 154:2,II, even when the ground is covered with snow, and without consultation of the NHDES if the fire chief or fire warden determine that the fire violates any state or local law. The NHDES has the authority to require that the fire be extinguished if it violates any NHDES laws and will refer the matter to the fire chief or fire warden if it believes that the fire may be in violation of RSA 227-L.

### **Can my local transfer station burn C&D?**

Only accidentally. The *incidental* combustion at a municipal transfer station subject to regulation under RSA 149-M, of incidental C&D within a brush pile is not a violation of RSA 125-C:10-c. Incidental combustion is defined as the unintentional and unknowing burning of material within a brush pile. Therefore, intentionally placing material in a fire, or to start the fire is not considered incidental.

### **As a business, can I burn brush from a landscaping or land clearing project?**

Yes. Env-A 1001.05 allows brush to be burned at the property from which it is generated as long as it is done in compliance with all other state and local laws. Alternatively, the brush can be chipped for mulch or transported to the local municipal transfer station for burning. Per Env-A 1001.05, the brush must be burned at the place of generation or at the local transfer station. It cannot be transported to another property for burning.

### **Can I burn C&D or domestic waste within a chiminea, outdoor fireplace/stove, or burn barrel?**

No. Burning of any C&D or domestic waste within any device constitutes incineration and is subject to NHDES permitting requirements for incinerators.

### **How should I properly dispose C&D?**

All C&D must be disposed of at a permitted transfer station, landfill, or a C&D processing facility.

### **Are firefighter instruction and training activities still allowed?**

The open burning of solid fuel, liquid fuel, a motor vehicle, or a structure is permissible as long as it is for bona fide firefighter instruction and training purposes. These activities are valued emergency response training and must be conducted in accordance with Env-A 1003. This includes submitting a completed Form ARD-1003, conducting the burn by a NH certified fire instructor, and removing harmful materials prior to conducting the burn.

### **For more information**

For more information on the proper disposal or reuse of C&D materials, contact the NHDES Solid Waste Management Bureau at (603) 271-2925. For more information on air emissions, air permit requirements and open burning, contact the NHDES Air Resources Division at (603) 271-1370.

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

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NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

CHAPTER Env-Sw 1700 REQUIREMENTS FOR LAND APPLICATION OF WOOD ASH

Statutory Authority: RSA 149-M:7

REVISION NOTE:

Document #8459, effective 10-28-05, readopted with amendments, renumbered, and redesignated former Chapter Env-Wm 3400 as Env-Sw 1700, pursuant to a rules reorganization plan for Department rules approved by the Director of the Office of Legislative Services on 9-7-05. The source notes for each section of Env-Sw 1700 identify the former subtitle Env-Wm and number for the respective rule prior to Document #8459.

PART Env-Sw 1701 PURPOSE AND APPLICABILITY

Env-Sw 1701.01 Purpose. The purpose of the rules in this chapter is to establish criteria and procedures by which ash generated from the combustion of clean wood shall be certified for distribution and beneficial use in agricultural land applications.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3401.01); ss by #10601, eff 7-1-14

Env-Sw 1701.02 Applicability; Exemptions.

(a) Except as provided in (b), below, the rules in this chapter shall apply to any person distributing and using wood ash for agricultural land application in New Hampshire.

(b) The rules in this chapter shall not apply to:

(1) Persons using wood ash from their household wood stove(s) for agricultural land application in New Hampshire;

(2) Persons generating 500 or fewer tons per year of wood ash from the combustion of clean wood as defined by RSA 125-R:1, provided that the ash is actively managed and beneficially used in agricultural land applications; and

(3) Persons distributing and using 500 or fewer tons per year of wood ash obtained from generators described in (2) above, provided that the ash is actively managed and beneficially used in agricultural land applications.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3401.02); ss by #10521, EMERGENCY RULE, eff 2-11-14, EXPIRES: 8-11-14; ss by #10601, eff 7-1-14

PART Env-Sw 1702 LAND APPLICATION REQUIREMENTS

Env-Sw 1702.01 Certification Required. No person shall distribute, receive, store or use wood ash that is subject to this chapter for land application in New Hampshire unless the wood ash is:

(a) Certified for distribution and use in accordance with this chapter;

(b) Actively managed; and

(c) Managed as required by the certification.

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3402.01); ss by #10601, eff 7-1-14

Env-Sw 1702.02 General Provisions for Obtaining Certification.

(a) Any person who wishes to obtain certification for wood ash shall:

(1) File an application in accordance with Env-Sw 1705; and

(2) Demonstrate in the application that the wood ash meets the criteria for land application in Env-Sw 1703.

(b) Certification to distribute and use wood ash in excess of 500 tons per year from a single source shall be obtained and held by the wood ash generator.

(c) Certification to distribute and use wood ash in excess of 500 tons per year from sources that individually generate 500 or fewer tons per year shall be obtained and held by the broker or other person responsible for distributing the wood ash.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3402.02); ss by #10601, eff 7-1-14

PART Env-Sw 1703 CRITERIA FOR LAND APPLICATION

Env-Sw 1703.01 Source of Ash. Only ash generated from the combustion of clean wood as defined by RSA 125-R:1, shall be land applied.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3403.01); ss by #10601, eff 7-1-14

Env-Sw 1703.02 Quality of Ash.

(a) Wood ash that is land applied shall not contain heavy metals in excess of the following concentrations, as determined on a dry weight basis in accordance with Env-Sw 1706:

(1) For arsenic, 41 milligrams per kilogram (mg/kg);

(2) For cadmium, 39 mg/kg;

(3) For chromium, 1,200 mg/kg;

(4) For copper, 1,500 mg/kg;

(5) For lead, 300 mg/kg;

(6) For mercury, 17 mg/kg;

(7) For molybdenum, 75 mg/kg;

(8) For nickel, 420 mg/kg;

(9) For selenium, 100 mg/kg;

(10) For zinc, 2,800 mg/kg; and

(b) Wood ash that is land applied shall be substantially free of uncombusted material.



NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3403.02); ss by #10601, eff 7-1-14

Env-Sw 1703.03 Use of Ash. Wood ash certified pursuant to this chapter shall be land applied only at sites for which a site-specific management plan has been prepared as specified in Env-Sw 1704.04.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3403.03); ss by #10601, eff 7-1-14

PART Env-Sw 1704 PERMIT-EXEMPT LAND APPLICATION SITES

Env-Sw 1704.01 Land Application Sites. Wood ash land application sites shall be exempt from obtaining a solid waste facility permit pursuant to RSA 149-M:9 for the management and spreading of wood ash provided the site meets the requirements in Env-Sw 1704.02 through Env-Sw 1704.05.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3404.01); ss by #10601

Env-Sw 1704.02 Limitations on Land Application Sites. A permit-exempt land application site shall only receive and use wood ash that:

- (a) Has been certified for distribution and use in accordance with this chapter; or
- (b) Is exempt from this chapter under Env-Sw 1701.02(b) .

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3404.02); ss by #10601

Env-Sw 1704.03 Management Plan Required. The owner of a permit-exempt land application site shall use wood ash received in conformance with a site-specific management plan developed by the certificate holder for that specific site pursuant to Env-Sw 1704.04.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3404.03); ss by #10601

Env-Sw 1704.04 Site-Specific Management Plans.

(a) Prior to distributing any certified wood ash for use in land application, the certificate holder shall develop a site-specific management plan for each site where the certified wood ash will be land applied.

(b) The site-specific management plan shall include provisions for:

- (1) Storing the wood ash in conformance with the universal environmental performance standards established in Env-Sw 1002;
- (2) Testing the wood ash as required by Env-Sw 1706.02;
- (3) Application rates, supported by site soil testing to assure that use of wood ash at the site satisfies an agronomic need; and
- (4) Actively managing the wood ash.

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Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3404.04); ss by #10601

Env-Sw 1704.05 Universal Environmental Performance Requirements. Wood ash land application practices shall not violate the universal environmental performance requirements in Env-Sw 1002.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3404.05); ss by #10601

PART Env-Sw 1705 APPLICATION AND APPROVAL

Env-Sw 1705.01 Application Content and Format.

(a) An applicant for wood ash certification pursuant to this chapter shall provide the following in writing to the department:

- (1) The name, address and telephone number of the applicant, and whether the applicant is the wood ash generator or another person;
- (2) If the applicant is not the generator or is not the sole generator, the name and location of each generator of the wood ash for which certification is sought;
- (3) For each generator identified pursuant to (1) or (2), above, the estimated quantity in tons of wood ash to be managed under the requested certification;
- (4) A statement signed by each generator identified in (1) or (2), above, certifying that the generator combusts only clean wood as defined by RSA 125-R:1; and
- (5) Analytical test results of representative samples of the wood ash pursuant to Env-Sw 1706.02.

(b) The applicant shall sign and date the document that conveys the information required by (a), above.

(c) The signature of the applicant shall constitute certification that:

- (1) The information provided in the application is true, complete, and not misleading to the applicant's knowledge and belief; and
- (2) The applicant understands that the applicant is:
  - a. Subject to penalties of law for false swearing if the information submitted is not true, complete, and not misleading; and
  - b. Required to comply with all applicable requirements of RSA 149-M and the solid waste rules.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3405.01); ss by #10601

Env-Sw 1705.02 Application Filing. The applicant shall file an application to certify wood ash for distribution and use with the department as specified in Env-Sw 303.03.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3405.02); ss by #10601

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Env-Sw 1705.03 Application Review. The department shall review applications to certify wood ash for distribution and use as specified in Env-Sw 304.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3405.03); ss by #10601

Env-Sw 1705.04 Application Decision.

(a) If the criteria for certification in Env-Sw 1703 are met, the department shall issue a certificate authorizing the distribution and use of the wood ash pursuant to (d) below.

(b) If the criteria for certification in Env-Sw 1703 are not met, the department shall deny the requested approval and shall so notify the applicant in writing.

(c) The notice of denial shall:

(1) Identify the applicant, type of application, and all documents that constitute the complete application or, if the decision for denial is made without a complete application pursuant to Env-Sw 304.04(c), all documents submitted by the applicant that form the basis of the decision;

(2) State the specific reasons for the denial;

(3) Provide the name, title, mailing address and telephone number of the department official or employee who may be contacted regarding the application and denial;

(4) Identify the applicable provisions for appeal pursuant to RSA 21-O:14; and

(5) Be signed by the director or a department employee authorized by the director.

(d) The certification to distribute and use wood ash shall:

(1) Identify the certificate holder;

(2) Identify the type of approval and authority for issuance;

(3) Identify all documents that constitute the complete application;

(4) Identify the specific source(s) of the wood ash to which the certification exclusively applies, including the name of the generator and location of the wood ash generating facility;

(5) Specify the terms and conditions under which the approved activity is authorized, including:

a. The effective date of the certification;

b. The expiration date of the certification, if any, and provisions for renewal as applicable; and

c. The requirements established in Env-Sw 1706; and

(6) Be signed by the director or a department employee authorized by the director.

(e) A certificate issued to a non-generator shall authorize the certificate holder to manage ash from generators not identified in the original application for certification, provided the certificate holder notifies the department in writing of the change and provides the information specified in Env-Sw 1705.01(a)(2)-(5).

(f) Any decision by the department to issue certification shall not affect the applicant's obligation to obtain all requisite federal, state or local permits, licenses or approvals, or to comply with all other applicable

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federal, state, district or local permits, ordinances, laws or approvals or conditions pertaining to the approved activity.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3405.04); ss by #10601

PART Env-Sw 1706 SAMPLING, TESTING, RECORDKEEPING, AND REPORTING REQUIREMENTS

Env-Sw 1706.01 Wood Ash Sampling.

(a) Each certificate holder shall obtain representative composite samples of wood ash destined for land application and submit the samples for testing in accordance with Env-Sw 1706.02.

(b) Ash samples composited to create representative composite samples shall be taken not less than monthly.

Source. #6619-B, eff 10-29-97; amd by #7225, eff 3-31-00; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3406.01); ss by #10601

Env-Sw 1706.02 Wood Ash Testing.

(a) Each certificate holder shall test representative composite samples of the wood ash:

- (1) On at least a quarterly basis for wood ash that is distributed regularly; or
- (2) On a batch basis if the ash is distributed on a batch basis.

(b) Analyses of representative composite samples of wood ash shall be as follows:

- (1) The analyses shall use EPA test procedures in EPA manual SW 846;
- (2) The analyses shall include testing for the following constituents:
  - a. Cadmium;
  - b. Chromium;
  - c. Copper;
  - d. Lead;
  - e. Mercury;
  - f. Nickel;
  - g. Zinc;
  - h. Potassium;
  - i. Molybdenum;
  - j. Selenium;
  - k. Calcium;
  - l. Magnesium;
  - m. Arsenic;

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- n. Phosphorus; and
  - o. Lime equivalence; and
- (3) The test for the metals listed in (2), above, shall be for total metals.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3406.02); ss by #10601

Env-Sw 1706.03 Recordkeeping.

(a) Certificate holders shall maintain records that document the following:

- (1) Each source of the wood ash, by generator and location;
- (2) Location of each wood ash land application sites;
- (3) Quantity of wood ash distributed at each land application site;
- (4) Analytical results for the testing required by Env-Sw 1706.02;
- (5) Date and location of each wood ash delivery; and
- (6) A copy of the site-specific management plan for each land application site where the wood ash is used.

(b) The certificate holder shall make available to the department records and site-specific management plans pursuant to Env-Sw 2000.

(c) The certificate holder shall keep all records required by this section for a period of not less than 3 years.

Source. #10601, eff 7-1-14

Env-Sw 1706.04 Reporting Requirements. Analytical data for wood ash that does not meet the requirements specified in Env-Sw 1703.02 shall be reported to the department in accordance with Env-Sw 1005.09.

Source. #10601, eff 7-1-14

PART Env-Sw 1707 STATUS OF APPROVALS GRANTED BEFORE THE 2014 EFFECTIVE DATE OF THIS CHAPTER

Env-Sw 1707.01 Applicability. The rules in this part shall apply to any person holding a written certification or approval to distribute and use wood ash for agricultural land application granted by the department prior to the 2014 effective date of this chapter and signed by the director or the director's authorized designee, who continues to operate under the certification or approval.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3407.01); ss by #10601, eff 7-1-14

Env-Sw 1707.02 Status of Approval.

(a) A written certification or approval identified in Env-Sw 1707.01 shall remain valid provided the holder of the certification or approval complies with the terms of the written certification or approval and with Env-Sw 1000.

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(b) The terms and conditions of the certification or approval shall remain unchanged unless modified pursuant to applicable provisions of Env-Sw 300.

(c) If required for administrative purposes, the department shall:

- (1) Assign a new number to the certification or approval granted prior to the 2014 effective date of this chapter; and
- (2) Send written notice thereof to the person holding the certification or approval.

Source. #6619-B, eff 10-29-97; (See Revision Note at chapter heading for Env-Sw 1700); ss by #8459, eff 10-28-05 (formerly Env-Wm 3407.02); ss by #10601, eff 7-1-14

APPENDIX

<b>Rule Sections</b>	<b>Statute(s) Being Implemented</b>
Env-Sw 1700	RSA 149-M:6, XIV; RSA 149-M:7, II and III



## Guide to Using Wood Ash as an Agricultural Soil Amendment

*Olivia Saunders, Extension Field Specialist, Food & Agriculture*

### Introduction

Wood ash has a long history of use in New England. Our Yankee ancestors used wood ash to make lye for soaps, to clean glass, silver and pewter. Ash is also used as an agricultural soil amendment to add nutrients and raise the soil pH. Burning wood is still very popular in New England and sources are readily available. This document is focused primarily on the use of ash from residential wood stoves, but touches on the use of ash from larger commercial sources such as wood-burning biomass plants which produce heat or electricity.

### Benefits

Many home gardeners and farmers choose to use wood ash as a soil amendment. Wood ash contains significant amounts of potassium and calcium, while providing smaller amounts of phosphorous and magnesium and micro-nutrients like zinc and copper. If your soil is deficient in these nutrients, using wood ash is a great way to supplement your garden's needs. Wood ash contains a significant amount of calcium, the primary substitute for lime to increase the pH of acidic soils. Wood ash is a natural substitute for lime to help maintain proper soil pH.

### Wood Ash as a Liming Agent

Soil pH is a measure of the soils relative acidity or alkalinity. Most crops grow best in a slightly acidic soil with a pH between 6.0-6.8. New Hampshire soils are naturally acidic and periodic liming is necessary to maintain agricultural productivity. Acidic soils (below a pH of 6.0) reduce the availability of most plant nutrients and can reduce biological activity in the soil.

Wood ash is more soluble and reactive than ground limestone, and brings about a change in soil pH more quickly than lime. Lime can take 6 months to 1-year to fully take effect. Most commercial sources of wood ash will test the CCE or the Calcium Carbonate

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	Natural Resources
	Youth and Family

**“Wood ash contains significant amounts of potassium and calcium, while providing smaller amounts of phosphorous and magnesium.”**

### Benefits

- Recycles wastes
- Increases soil pH
- Add plant nutrients
- Low cost



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Equivalent. This measurement will tell you how well the product will raise the soil pH compared to pure calcium carbonate, the active ingredient in limestone. Because of the nature of wood ash, it is not as concentrated in CCE as lime, thus more product is needed to have the same impact on soil pH. Where the CCE of lime is 90-95%, wood ash can vary anywhere from 25-59% CCE; thus, you would need to use 2-4 times as much wood ash as you would limestone in order to see the same response. There can be large differences in how effectively wood ash increases soil pH. If purchasing wood ash from a supplier, it is best to ask for the CCE number.

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**“Wood ash is more soluble and reactive than ground limestone, and brings about a change in soil pH more quickly than lime.”**

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The amount of wood ash required for your soil should be determined through soil testing. Recommendations are based on the current soil pH, target pH, and the soil’s buffering capacity – a measure of how readily pH changes in the soil depending on its clay and organic matter content. Some plants, like blueberries, rhododendrons and scab-susceptible potatoes varieties thrive in acid soils, and should not be supplemented with wood ash, unless recommended by a soil test. Too much wood ash can raise the soil pH higher than optimal, which can negatively impact plant nutrient uptake.

### **How to Apply**

A soil test will determine relative needs. It is best to know your soil pH before applying your wood ash. However, a typical garden of 1,000 square feet with a pH of 6.5 would generally require no more than 20 pounds of wood ash (enough to fill a five-gallon bucket). Once applied, mix material into the top 2-4 inches, no additional wood ash should be needed that year. Similarly, you can apply a maintenance application of 10-15 lbs of ash to your 1,000 sq. ft. lawn each year.





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While fall applications are recommended, you can also apply materials in the spring. Avoid applying ash to germinating seeds. The high salt content can negatively affect germination. Dust can be a problem when spreading large amounts of material, therefore ash should be stored in a suitable location away from buildings. If needed, water can be added. Avoid over-watering material as it can become cake-like and difficult to apply. If transporting material, the ash should always be covered. It is best to field apply material on a humid, low-wind day.

A manure or lime spreader is suitable for a top dress application. Incorporating material into the root zone will have the greatest benefit.

Wood ash can also be incorporated into your compost pile. Mix the material in as you build your pile. Because of the high pH of the ash, it should not make up more than 5% of your compost feedstocks by volume.

### **Safety with Wood Ash**

Wood ash is a liming material and therefore caustic, protective equipment should be used during application. This includes eye protection, gloves, long sleeves and a mask if using very fine material.

USE COMMON SENSE.

Do not mix ash with nitrogen fertilizers such as ammonium sulfate (21-0-0-24S), urea (46-0-0) or ammonium nitrate (34-0-0). These fertilizers produce ammonia gas when placed in contact with high pH materials such as wood ash.

### **Other Soil Nutrients Receive From Wood Ash**

Wood ash is a good source potassium (K) ~5%, calcium (Ca) ~25%, phosphorous (P) ~2%, and magnesium (Mg) ~1% which are essential plant nutrients. Crops have been shown to positively respond to K and P from wood ash. Other micro-nutrients in wood ash include boron, copper, molybdenum, sulfur and zinc. Never use wood ashes from garbage, pressure treated or painted wood as it can contain heavy metals and materials which are toxic to plants. Trace amounts of heavy metals are contained in most wood ash material, therefore caution should be used when handling the material.



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**“Do not mix ash with nitrogen fertilizers as ammonium sulfate (21-0-0-24S), urea (46-0-0) or ammonium nitrate (34-0-0). These fertilizers produce ammonia gas when placed in contact with high pH materials such as wood ash.”**

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## Commercial Wood Ash

The New Hampshire Department of Environmental Services (DES) regulates the distribution and utilization of commercial-grade wood ash in accordance to Env-Sw 1700 requirements for land application of wood ash. Anyone generating or distributing more than 500 tons of wood ash annually needs a certification from NH-DES to do so. Producers who create less than 500 tons annually are currently exempt from this rule but it is recommended that they follow the same practices for managing wood ash as summarized below.

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If you produce or distribute over 500 tons of wood ash per year, you fall under NH DES regulations. Contact NH DES if you have questions. (<https://www.des.nh.gov/>)

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Companies providing wood ash from commercial sources should provide analytical results and give assistance in determining appropriate application rates. In general, wood ash from commercial sources is not quite as concentrated in nutrients as the wood ash from residential wood stoves.

Typically the application rate for 1 ton of lime equivalent will be 3 tons of wood ash. Wood ash from any commercial/industrial source should be analyzed for nutrient and trace metal content prior to being used as a soil amendment. Wood ash is an excellent alternative to commercial fertilizer and should be used in accordance with best management practices for storing and spreading fertilizers.

Maintaining a buffer from waterways and spreading at agronomic rates based on soil tests and crop needs is the best way to maximize agricultural benefits and environmental stewardship.



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## References

**University of Maine, Cooperative Extension Bulletin #2279**, Using Wood Ash on Your Farm.  
By T.S. Griffin. <https://extension.umaine.edu/publications/wp-content/uploads/sites/82/2015/04/2279.pdf>

**New England Vegetable Management Guide - 2018**. Fundamentals of Soil Fertility.  
<https://nevegetable.org/cultural-practices/soil-acidity-ph-and-liming>

### **NH Department of Environmental Services**

Solid Waste Permitting and Design Review Section Solid Waste Wood Ash certification.  
<https://des.nh.gov/organization/divisions/waste/swmb/pdrs/permit-sw-wood-certification.htm>

**Created: May 2014**  
**Updated: June 2018**

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### **About the Author**

Olivia Saunders is the Food & Agriculture Field Specialist in Carroll County with UNH Cooperative Extension.

Olivia coordinates the UNH soil testing program and is on the fruit and vegetable team at UNH Cooperative Extension.

### **For More Information**

#### **State Office**

Taylor Hall  
59 College Rd.  
Durham, NH 03824  
<https://extension.unh.edu>

#### **Education Center and Infoline**

[answers@unh.edu](mailto:answers@unh.edu)  
1-877-EXT-GROW  
(1-877-398-4769)  
9 a.m.–2 p.m. M–F  
[extension.unh.edu/askunhex-tension](https://extension.unh.edu/askunhex-tension)

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Town Hall  
18 Depot Hill Road  
Henniker, NH 03242

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

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## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 4/19/2022

**TITLE:** Overnight Parking Ban Main St – 2<sup>nd</sup> Reading

**INITIATED BY:** Leo Aucoin, Superintendent

**PREPARED BY:** Diane Kendall, Town Administrator

**PRESENTED BY:** Diane Kendall, Town Administrator

**AGENDA DESCRIPTION:** 2<sup>nd</sup> Reading Main St. Overnight Parking Ban

**Legal Authority:** Town Ordinance Chapter 120 Article III Motor Vehicle Parking: Town of Henniker Selectmen's Policies Section I.1 Policy Adoption.

**Financial Details:** New signs to promote the ban are \$25 each and I would need 10

**Town Administrator Comment:** Proposed policy change is to Code of Town of Henniker Chapter 120 Article III Motor Vehicle Parking amended 5-5-2018 Section 12 Winter Overnight Parking Ban. Move existing subsection 120-12: B to 120-12:C. Add a **new sub-section 120-12:B. No person shall park or leave standing any motor vehicle on Main Street between the hours of 11:00 p.m. and 7:00 a.m.** See attached

**Highway Superintendent/Road Agent Comment:** Every year from November 1, thru April 15, the town imposes a Winter parking ban on all town roads and right of ways. This action results in the police department having to put out warnings on cars throughout town and eventually ticketing cars that don't heed the warnings. The worst area is Main Street, this is due to the Tenants of #8, #20, #48, #58 use town owned street side parking rather than their assigned spaces in the rear of their buildings or in the Water Street parking lot. It's my belief that it would be better for safety, fire and ambulance service, business, free up more spaces for patrons to use, and highway, for street maintenance and repair, if we maintained a year around overnight parking ban on Main Street.

**Police Chief Comment:** See attached

**Suggested Action/Recommendation:** According to Henniker Selectmen's Policies Section I.1 Policy Adoption hear public input and amendments; move to 3<sup>rd</sup> reading

CHAPTER 120 VEHICLES AND TRAFFIC

Chapter 120

**VEHICLES AND TRAFFIC**

[HISTORY: Adopted by the Town of Henniker as indicated in article histories. Amendments noted where applicable.]

**GENERAL REFERENCES**

Driveways -- See Ch. 41.  
Signs in Proctor Square -- See Ch. 92, Art. I.  
People-powered vehicles -- See Ch. 124.

Riverfront parking areas -- See Ch. 77, Art. I.  
Snow on roads -- See Ch. 97, Art. I, and Ch. 106, Art. II.

**ARTICLE I**

**One-Way Streets**

[Adopted 9-26-1978; amended 11-28-1989; 5-21-1991; 5-15-2018]

**~120-1. One-way streets enumerated.**

Vehicular traffic shall move only in the indicated direction on those streets and parts of streets described below, when signs indicating the direction of traffic are erected by the town and maintained at any intersection where movement in the opposite direction is prohibited and shall conform to all other regulations as set forth below when signs are erected and maintained indicating said regulations:

<b>Name of Street</b>	<b>Direction of Travel</b>	<b>Location</b>
Crescent Street	East	From Rush Road to Main Street
Cressey Street	South	From Pearl Street to Bridge Street (Route 114)
Circle Street	West	From Bridge Street (S/Route 114) to Depot Hill Road
Depot Hill Road	South	From the intersection of Circle Street Street, Bridge Street (Route 114) and Depot Hill Road to the intersection of Circle Street and Depot Hill Road
Pearl Street	East	From Bridge Street (Route 114) to Cressey Street
17 Bridge Street	Out	At the south side of the 8 Main Street

**~120-2. Statutory authority.**

This article is authorized under powers granted to the Selectmen in RSA 41:11.

**~120-3. Violations and penalties.**

Violation of this article will result in a fine of not less than \$20 and not to exceed \$100.

**ARTICLE II  
Town Speed Limits**

[Adopted 5-20-1997; amended 5-15-2018]

**~120-4. Speed limits established.**

- A. The speed limit for all gravel roads within the Town of Henniker is 25mph. [added 5-15-18]
- B. After careful consideration of the roadways within the Town of Henniker, the Board of Selectmen deems that the prima facie speed permitted on the following roads is reasonable and safe under the conditions found to exist upon such ways, and the Board of Selectmen have determined and declare a reasonable and safe prima facie speed limit thereon, as follows:

<b>Name of Street</b>	<b>Speed limit (mph)</b>	<b>Location</b>
Checkerberry Lane	25	Entire Length
Crescent Street	25	Entire Length
Cressey Street	25	Entire Length
Deer Run	25	Entire Length
Diamond Drive	25	Entire Length
Evergreen Circle	25	Entire Length
Fairview Ave	25	Entire Length
Goss Drive	25	Entire Length
Hall Avenue	25	Entire Length
Highland Drive	25	Entire Length
Hillside Drive	25	Entire Length
Juniper Ridge	25	Entire Length
Longview Drive	25	Entire Length
Morse Circle	25	Entire Length
Old Mill Pond Road	25	Entire Length
Pine Hill Road	25	Entire Length
Plummer Hill Road	25	Entire Length
Prospect Street	25	Entire Length
Ramsdell Road	25	Entire Length
Shore Drive	25	Entire Length
Snowshoe Road	25	Entire Length

CHAPTER 120 VEHICLES AND TRAFFIC

Stonehenge Drive	25	Entire Length
Tanglewood Drive	25	Entire Length
The Oaks	25	Entire Length
Union Street	25	Entire Length
Village Green	25	Entire Length
Water Street	25	Entire Length
[Residential roads 25mph added 5-15-2018]		
Old Concord Road	30	East from intersection of
[Added 12-2-1997]		Ramsdell Road and Main Street
Old Concord Road	35	From a point 100 feet beyond the
[Added 12-2-1997]		easternmost property line of the town
[Amended 5-15-2007]		recreational field east to the entrance to
		the hop spur (entrance to Rte 202/9)
Old Concord Road	30	From a point 100 feet prior to the easternmost property
[Added 12-2-1997]		line of the town recreational field west to
		the intersection of Ramsdell Road and Main Street
Old Concord Road	35	From the hop spur (entrance to Rte 202/9)
[Added 12-2-1997]		west on Old Concord Road
Rush Road	30	From Main Street to the 202/9 overpass.
[Added 5-15-2018]		

**~120-5. Modification of speed limits.**

Notwithstanding, the Board of Selectmen shall modify the speed limits on town roads authorized herein so that said speed limits shall not be greater or lesser than the temporary prima facie speed limits established for the state highway system.

**~120-6. Statutory authority.**

This article is authorized under the powers granted to the Board of Selectmen under RSA 41:11 (amended).

**ARTICLE III**

**Motor Vehicle Parking**

[Adopted 9-26-1978; Amended 11-3-1987, 11-28-1989  
Amended 1-27-1998, 8-4-1998, 9-6-2011, 11-03-2015, 9- 19-2017; 5-15-2018]

**~120-7. Parallel parking.**

No person shall stand or park a vehicle in a roadway other than in a place where said parking or standing is permitted and other than parallel with the edge of the roadway headed in the direction of the traffic flow except upon those streets which have been so designated; in which case, vehicles

shall be parked in the manner prescribed.

**~120-8. Angle parking.**

Vehicles parking on the south side of Main Street from the intersection of Route 114 to the east side of the handicapped parking space located near Daniel's Restaurant shall be at sixty-degree angles from the flow of traffic.

**~120-9. Time limit parking.**

When signs have been properly erected by the Town of Henniker, which give notice thereof, no person shall park a vehicle Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., on the following streets and roadways for longer than indicated:

<b>Name of Street</b>	<b>Side</b>	<b>Time Limit</b>	<b>Location</b>
Bridge Street	East	1 hr.	From Proctor Bridge north to the intersection of Route 114 and Main Street
Bridge Street	West	1 hr.	From Proctor Bridge north to the parking lot entrance of 15 Western Avenue
Library Parking	West	2 hrs.	Behind the Tucker Free Library Lot (7 spaces)
Main Street	North	2 hrs.	In front of the New England College Administration Building
Main Street	South	2 hrs.	Entire length
Western Avenue	South	1 hr.	In front of the Tucker Free Library from the entrance to the Grange west to the easterly most parking lot entrance leading to the front of the Henniker Community School, during posted library hours.

**~120-10. Name of Street and Municipal Parking Lot(s)**

- A. Community Center parking lot – Crescent Street behind the Community Center
  - 1. Time limit – Parking from 7:00 a.m. until 12:00 midnight. (Two designated spaces for 20 Crescent Street reserved 24 hours daily for residents)
- B. Town municipal parking area behind the Grange Building and Library on Western Avenue

**~120-11. Parking Restrictions.**

- A. The following shall apply to parking in the Town of Henniker:
  - 1. No commercial delivery vehicles shall park on the westerly side of Bridge



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Street (Route 114) from the intersection of Western Avenue to the Proctor Bridge.

2. There shall be no parking except by permit in two parking spaces designated "Library Staff Only" which are located on the westerly side of the parking lot behind the Tucker Free Library, adjacent to the Henniker Community School building.
  3. There shall be no parking except as permitted by state law in any parking space located on any public street or in any public parking lot which is designated for handicapped parking only.
  4. There shall be no parking at any time on the property of the Community Park, except designated handicapped spaces.
    - a. Parking space in front of the Teen Center entrance at the Community Center and Community Park.
    - b. Parking space at the rear entrance to the upper level of the Community Center
  5. On any public sidewalk.
  6. From the intersection of Circle Street and Route 114 Southerly, the West side of Depot Hill Road, shall be designated parking for town hall patrons and during Town approved events. [Added 9-19-2006] [Amended 9-9-2017]
  7. There shall be no parking on Circle Street, entire length from Bridge Street (Route 114) to Bridge Street (114) except during Town approved events. Parking during approved events is limited to the interior Ballfield side of Circle St. [Added 11-3-2015][Amended 9-19-2017]
  8. Pursuant to RSA 47:17, VII, VIII and XVIII, the Board of Selectmen may ban all on-street parking on any street with advance notice for special events and may require all vehicles in violation of this ordinance be towed. All towing fees will be the responsibility of the owner of said vehicle in violation. (Adopted 9-6-2011. Effective this date.)
- B. There shall be no parking allowed at anytime on the following streets and roadways:

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<b>Name of Street</b>	<b>Side</b>	<b>Location</b>
Bridge Street	Both	From the north end of the Proctor Bridge to Ramsdell Road
Crescent Street	Both	Entire length
Depot Hill Road	Both	From Circle Street to Gulf Road
Fairview Avenue	Both	Entire length
Gould Street	Both	Entire length
Hall Avenue	Both	Entire length
Main Street	North	From the driveway entrance to the college administration building to the easterly most entrance to the State Shed Road
Maple Street	Both	From Western Avenue to Davison Road
Newton Road	Both	No parking first 80 feet from the pavement edge of Western Avenue
Old Concord Road	Both	From the State Shed Road the entire length of the 30mph speed zone to a point just east of the soccer fields where the speed limit increases to 35mph
Park Street	Both	Entire length
Pearl Street	Both	Entire length
Post Office Place	Both	Entire length
Prospect Street	Both	Entire length
Ramsdell Road	East	From Main Street to the entrance of the highway sheds
Rush Road	South	From Main Street to the Route 202 and 9 overpass
Water Street	Both	Entire length
Western Avenue	North	From Main Street to The Oaks
Western Avenue	South	From the easterly most parking lot entrance to the front of the Henniker Community School to the first river

parking area located just west of the police station

Union Street                      Both                      Entire length

~120-12. ~~Winter~~ Overnight parking ban.

A. No person shall park or leave standing any motor vehicle on any public street or highway from November 1 to April 15 of each year, between the hours 11:00 p.m. and 7:00 a.m.

~~A.B.~~ No person shall park or leave standing any motor vehicle on Main Street between the hours of 11:00 p.m. and 7:00 a.m.

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~~BC.~~ Nothing in this article shall prohibit legal parking at public dances, athletic events or any other public function where such activities continue past 11:00 p.m., provided that such vehicles are moved within a reasonable time after such activities cease.

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**~120-13. Violations and penalties.** (Amended 11-3-1987; 12-15-1987; 11-26-1989; 4-3-1990; 5-21-1991; 9-10-1991; 10-1-1991; 5-19-2015)

- A. Any persons violating the Town of Henniker parking regulations (see handicapped parking violation below), as defined within this article, upon the receipt of a parking ticket citation citing said violation as issued by authorized police officials or their duly appointed representatives may waive their right to appear in the court upon payment of a twenty (\$20) dollar fine. If the parking ticket is not paid within seven days, inclusive of the date of issue, the fine shall be \$30. If not paid within 14 calendar days, inclusive of the date of issue, then the fine shall be \$50. Any person who receives three parking violations within one calendar year may be fined \$30 for each subsequent violation. All fines shall be paid to the Town of Henniker.
- B. Any persons violating the Town of Henniker handicapped parking regulations, as defined within this article, upon the receipt of a parking ticket citation citing said violation as issued by authorized police officials or their duly appointed representatives may waive their right to appear in the court upon payment of a two hundred and fifty (\$250)-dollar fine. If the handicapped parking ticket is not paid within seven days, inclusive of the date of issue, then the fine shall be \$270. If not paid within 14 calendar days, inclusive of the date of issue, the fine shall be \$290.
- C. Any vehicle parked in violation of this article may be ordered towed by the Police Department at the expense of the owner or custodian of the vehicle.
- D. Any persons violating the provisions of this article who have not paid the fine(s) for which they are liable may be summoned to appear in court and, if found guilty, shall be fined not more than \$100 for each offense except for handicapped parking violations.

#### **ARTICLE IV**

##### **Parking of Commercial Vehicles**

[Adopted 9-26-1978; Amended 11-28-1989; 5-15-2018]

##### **~120-14. Commercial Vehicles**

All commercial vehicles are prohibited from stopping, standing or parking on the Westerly side of Bridge Street from Western Avenue to the driveway on the South side of 15 Western Avenue.

##### **~120-15. Violation**

Violation of this ordinance will result in a fine of not less than twenty dollars (\$20.00) and not to exceed one hundred dollars (\$100.00).

##### **~120-16. Statutory authority.**

This article is authorized under the powers granted to the Selectmen in RSA 41:11.

#### **ARTICLE V**

##### **Operation of Off Highway Road Vehicles**

CHAPTER 120 VEHICLES AND TRAFFIC

[Adopted 3-4-2014; *Sunsets on November 5, 2014 – See 120-20.C* Amended 5-19-15 Sunsets November 4, 2015  
Amended 4-19-2016 Sunsets 11-2-2016, Amended 3-7-2017, Amended 11-7-2017]

**~120-17. Purpose**

The Town of Henniker, NH is a community that supports and welcomes four season outdoor recreation. The community realizes that there are wheeled Off Highway Recreational Vehicle, herein after, OHRV, trails on the north and south side of town being divided by the Contoocook River and U.S. Army Corps of Engineers land and whereas there are only 3 river crossings available, one of these is necessary to connect these trail sections. Along with this connector trail, the town offers access to downtown Main Street businesses. This ordinance is intended to identify lawful operation, permitted access, and approved travel routes in our community in order to connect these trail sections.

**~120-18. Authority**

NH RSA 41:11 Regulation of Use of Highways. Etc.  
NH RSA 215-A:15 Regulations of Political Subdivisions  
NH RSA 31:39-d Local Ordinance Citations; Pleas by Mail

**~120-19. Definitions**

- A. "Off highway recreational vehicle or OHRV" means any mechanically propelled vehicle used for pleasure or recreational purposes running on rubber tires, tracks, or cushion of air and dependent on the ground or surface for travel, or other unimproved terrain whether covered by ice or snow or not, where the operator sits in or on the vehicle. All legally registered motorized vehicles when used for off highway recreational purposes shall fall within the meaning of this definition; provided that, when said motor vehicle is being used for transportation purposes only, it shall be deemed that said motor vehicle is not being used for recreational purposes. For purposes of this chapter "off highway recreational vehicle" shall be abbreviated as OHRV. OHRVs shall not include snowmobiles as defined in RSA 215-C.
- B. "Utility Terrain Vehicle (UTV)" means a vehicle, including an off highway recreational vehicle, with 4 or 6 wheels, an internal combustion engine or electric motor, or both, but excluding a tractor, equipped in accordance with the provisions of RSA 261:41-a, III, that is capable of carrying not more than six (6) occupants and has a load capacity of 1,500 pounds or less. Utility vehicles shall be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, a parking brake, a rearview mirror, a windshield with wiper, brakes, seat belts, a vehicle identification number and such other equipment as is required by federal regulations.
- C. "Street" means the entire width between boundary lines of every way or place, of whatever nature, used by the members of the public for the operation of vehicular traffic.
- D. "Trail Bike" means any motor-driven wheeled vehicle on which there is a saddle or seat for the operator and/or passenger designed to travel off maintained roads.

- E. “All Terrain Vehicle (ATV)” means any motor-driven vehicle which is designed or adapted for travel over surfaces other than maintained roads with one or more non-highway tires, having capacity for passengers or other payloads, not to exceed unladen dry weigh of 1,000 pounds, and not to exceed 50 inches in width. For the purposes of this chapter the definition of an ATV specifically excludes non-plated trail bikes.

**~120-20. Permitted Travel Routes**

- A. ATVs are permitted to operate on following town streets and roads:
1. The entire length of Ramsdell Road.
  2. Flanders Road from Craney Pond Road to the northern intersection with NH Route 114 across from the intersection of Ramsdell Road and NH Route 114.
  3. Main Street from the intersection of Route 114 east until it becomes Old Concord Road with the section ending approximately 900 feet east of the eastern boundary of the cemetery, also known as the athletic fields driveway.
  4. Quaker Street.
  5. Baker Road.
  6. Butter Road.
  7. Mount Hunger Road.
  8. Peasley Road.
  9. Patterson Hill Road.
  10. Cote Hill Road
  11. Western Ave from the Hillsboro town line to 21 Western Ave (The Grange).
  12. Bear Hill Road from the Intersection of Peasley Road to the Hillsboro town line.
  13. Liberty Hill Road –restricting the Class V portion from its intersection of Colby Hill Road to the Class VI portion of Liberty Hill to Henniker residents only.
  14. Colby Hill Road.
  15. Line Hill Road to Lone Pine Road.
  16. Dodge Hill Road from Lone Pine to the intersection with Hemlock Corner Loop.
  17. Hemlock Corner Loop from the Intersection with Dodge Hill Road (gravel section) to Colleague Pond Road.
  18. Browns Way.
  19. Bacon Road.
  20. Old Hillsboro Road from Western Ave to Bacon Road.
  21. Hall Avenue from Western Ave to 20 Hall Ave (Ayer & Goss Inc).
  22. Davison Road from Liberty Hill Road to Lot 96-X (behind Mobil Station not 114).
  23. Gulf Rd.
  24. Emery Hill Rd.
- B. ATVs shall operate on the traveled portion of the street, in single file, and follow normal traffic patterns.

- C. Utility Terrain Vehicles (UTVs) are permitted on any town street with a posted speed limit of 40 miles per hour or less.
- D. These streets and roads must be posted and have postings maintained by the Contoocook Valley ATV Riders or as appointed by the Select Board in accordance with RSA 215-A:6, IX
- E. OHRVs used by the Henniker Police Department, Henniker Fire Department and NH Fish and Game are permitted on all Class V and VI roads in Henniker, as needed to perform their jobs.

**~120-21. Prohibitions**

- A. No person shall operate an ATV upon a town street unless properly licensed in accordance with NH RSA 263:1.
- B. No person shall operate an ATV upon a town street without displaying a valid NH OHRV registration decal affixed to the OHRV in accordance with RSA 215-A:21.
- C. No person shall operate an ATV upon a town street without a headlight in working order, rear taillight in working and adequate brakes in accordance with RSA 215-A:14.
- D. No person shall operate an ATV on town streets at a speed greater than is reasonable and prudent under the existing conditions and without regard for actual and potential hazards. In all cases speed shall be controlled so that the operator will be able to avoid colliding with any person, vehicle, or object.
- E. Where no hazards exist which would require a lower speed to comply with paragraph D, the speed of any ATV shall be in accordance with RSA 215-A:6 III (b) (2).
- F. The driver of every ATV shall, consistent with the requirements of paragraph D, drive at an appropriate reduced speed when approaching and crossing an intersection or rail way grade crossing, when approaching and going around a curve, when approaching a hillcrest, when traveling upon any narrow or winding trail/street, and when a special hazard exists with respect to pedestrians or other traffic by reason of weather or trail/street conditions.
- G. No person shall operate any ATV on town streets so as to endanger any person or damage any property.
- H. No person shall operate any ATV on town streets during the period from sunset to sunrise.
- I. No person shall operate an ATV on town streets from November 4 to May 23 of every year.
- J. No person shall operate an ATV on town streets unless it is equipped with mufflers and an exhaust system which comply with the requirements of RSA 215-A:12.

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- K. No person under the age of 18 shall operate or ride upon an ATV on town streets without protective headgear. The headgear must be equipped with a neck or chin strap in accordance with RSA 265-122.
- L. No person shall operate an ATV on town streets without eyeglasses, goggles, or a protective face shield unless the ATV is equipped with a windshield that protects the driver's eyes and face when sitting erect.
- M. No person shall operate a Trail Bike on any part of the Henniker road system that doesn't have a DMV registration in accordance with RSA 259:63.

**~120-22. Penalties/ Enforcement**

- A. Any person who violates the provisions of this ordinance shall be guilty of a violation and shall be fined:
  - First Offense           \$100 fine
  - Second Offense       \$250 fine
  - Third Offense         \$500 fine and 6 month revocation of the Public Access Decal.
  - Subsequent offenses will be based on a 12 month period.
- B. Enforcement of this ordinance shall be in accordance with NH RSA 31:39-c.





## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 4/19/2022  
**TITLE:** Post Election Committee Assignments Continued  
**INITIATED BY:** Diane Kendall, Town Administrator and Mark Fougere, Town Planner  
**PREPARED BY:** Diane Kendall, Town Administrator  
**PRESENTED BY:** Diane Kendall, Town Administrator

**AGENDA DESCRIPTION:**

Continuation of Selectboard assignments and appointments for Planning Board and Capital Improvement Plan Committee and NHMA Legislative Policy Committee.

**Legal Authority:** Chapter 673 Local Land Use Boards; RSA 674:5 Capital Improvement Program Authorization

**Financial Details:** N/A

**Town Administrator Comments:** Selectboard assigned members as liaison or membership to various boards, committees, and commissions at the Board meeting of April 5, 2022. See confirmation table page 2. Other assignments were tabled or subsequently brought to light.

**Planning Board Assignment:** The Selectboard tabled decision of the Planning Board ex-officio appointment to hear input from the Planning Board. Mr. Marko will report on the Planning Board meeting of April 13. **Suggested Action/Motion:** The Selectboard shall appoint either a member of the board or an administrative official to serve as the Selectboard ex-officio member of the Planning Board.

**Capital Improvement Plan Committee:** In 2003 Warrant Article #25 the legislative body authorized the governing body to appoint a capital improvement program committee, "which will include at least one member of the planning board and may include but not limited to other members of the planning board, the budget committee, school board or the selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period at least six years; the sole purpose and effect of the capital improvements program will be to aid the selectmen and the budget committee in their consideration of the annual budget."

The legislative body granted the authority to the governing body to appoint the CIP Committee members in accordance with RSA 674:5. Town administrator and staff have found no evidence of a warrant article to rescind or amend the authority. See attached RSA 674:5. **Suggested action/motion:** Discussion of membership, and rules of procedure adopted by original (2003) CIP committee; table CIP Committee appointment for future meeting.

**NHMA Legislative Policy Committee:** NHMA is recruiting volunteers to serve on three legislative policy committees. These committees will review legislative policy proposals submitted by local officials and

NHMA affiliate groups and make recommendations on those policies, which will go to the NHMA Legislative Policy Conference in September. Selectman Osgood attended an informational and organization meeting at NHMA on April 1, 2021 and requests nomination for this committee. The Selectboard should make an official nomination and vote of representation on the Legislative Committee. For more information: [Policy Setting Process | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org). **Suggested action/motion:** Motion to appoint a board member or staff to the NHMA Legislative Committee.

**Azalea Park/River Walk Committee:** No evidence found of formal vote to disband or rescind the Committee. Was this a temporary ad-hoc committee? **Suggested action/motion:** Discussion and motion to continue or disband/rescind committee for a specific period.

**Confirmation of Assignments on April 5<sup>th</sup> Meeting:**

Committee	Current Assignment	Meeting Schedule (TBD)
Athletic Committee	Peter Flynn	3 <sup>rd</sup> Monday 7:00pm
Azalea Park/Riverwalk Committee	Status of Committee TBD	
Byway Advisory (Currier & Ives Scenic)	Scott Osgood	Quarterly
Capital Improvements Committee (CIP)	Tia Hooper and other members to be determined by Selectboard in accordance with RSA 654:5 and 2003 Warrant Article #25	
Central NH Regional Planning Commission	Scott Osgood	
Community/Teen Center Activities Committee	Peter Flynn	1 <sup>st</sup> Monday 7:00pm
CRSW/RRC Resource Recovery Coop* See attached	Bill Marko and Scott Osgood, Alternate	
Conservation Commission	Scott Osgood	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday 7:00pm
Economic Development Committee	Kris Blomback	4 <sup>th</sup> Wednesday 4:30pm
Energy Committee	Bill Marko	3 <sup>rd</sup> Wednesday 6:30pm
Highway Safety Committee	Tia Hooper	As Needed
Historic District Commission	Peter Flynn	Quarterly
Municipal Records Committee	Tia Hooper	As Needed
OHRV Committee	Kris Blomback	As Needed (Min. 2x year)
Planning Board Ex-Officio		2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday
Road Management Committee	Tia Hooper Bill Marko	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 6:30pm
Safety and Loss Prevention Committee	Peter Flynn	Quarterly
Spirit of Henniker Team – SHOT	Scott Osgood	
Zoning Board of Adjustment		
NHMA Legislative Policy Committee		

24. **VOTED** to raise and appropriate the sum of Three Hundred Thousand Dollars (\$300,000.00) for the operating expenses of the Cogswell Spring Water Works. This sum is to be funded by water assessments. *Recommended by the Selectmen and Water Commissioners.*
25. **VOTED** to authorize the Selectmen to appoint a capital improvement program committee, which will include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, school board or the selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least six years; the sole purpose and effect of the capital improvements program will be to aid the selectmen and the budget committee in their consideration of the annual budget. *Recommended by the Selectmen.*
26. **VOTED** to send the following resolution to the New Hampshire General Court: Resolved, in its first two years of operation, the Land and Community Heritage Investment Program(LCHIP) has helped communities throughout New Hampshire preserve their natural, cultural and historic resources and, therefore, the State of New Hampshire should maintain funding for LCHIP in its next biennial budget. *Recommended by the Selectmen.*
27. **VOTED** to adopt the following resolution: That we, the citizens of Henniker, New Hampshire, call on our elected officials from all levels of government, and those seeking office, to work with consumers, businesses, and health care providers to ensure that Everyone, including the self-employed, unemployed, un- and under insured, and small business owners, has access to an affordable basic health plan similar to what federal employees receive; Everyone, including employers, consumers and the state, local and federal government makes a responsible and fair contribution to finance the health care system; Everyone receives high quality care that is cost efficient and medically effective; and That these efforts help control the skyrocketing cost of healthcare. **Submitted by petition.**

STANDING VOTE YES 48 NO 31

To transact any other business that may legally come before this meeting.

Submitted by John V. Kjellman:

Be it resolved that we, the citizens of Henniker, wish to acknowledge and express our appreciation for the efforts of our elected officials, our employees, the people appointed to fill non-elective positions, and the many other people who volunteer to work in our schools, in community service organizations, and in many other ways within our community. It is the result of their combined efforts that makes Henniker an outstanding town in which to live and work.

## Capital Improvements Program

### Section 674:5

674:5 Authorization. – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. **As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.** The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

Source. 1983, 447:1. 2002, 90:1, eff. July 2, 2002.

### Section 674:6

674:6 Purpose and Description. – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

Source. 1983, 447:1, eff. Jan. 1, 1984.

### Section 674:7

674:7 Preparation. –

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

Source. 1983, 447:1. 1995, 43:1. 2002, 90:2, eff. July 2, 2002.

## Section 674:8

674:8 Consideration by Mayor and Budget Committee. – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

Source. 1983, 447:1. 2002, 90:3, eff. July 2, 2002.

**PUBLIC**

**DRAFT**

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



**Town of Henniker  
Board of Selectmen Meeting  
Henniker Community Building  
Tuesday, April 5, 2022, 5:30pm**

**Members Present:** Kris Blomback, Chairman; Peter Flynn Vice Chairman; Scott Osgood; Tia Hooper, Bill Marko

**Others Present:** Diane Kendall, Town Administrator and Recording Secretary; Leo Aucoin, Highway Superintendent

Motion to enter Nonpublic Session, made by Mr. Blomback, citing RSA 91-A:3, II(b) The hiring of any person as a public employee, seconded by Ms. Hooper. Roll call vote to enter non-public session: Mr. Blomback, yes; Mr. Flynn, yes; Mr. Osgood, yes; Ms. Hooper, yes; Mr. Marko, yes. **The board entered non-public 5:30pm.**

**Public session reconvened at 5:46pm.**

Motion to seal the nonpublic minutes made by Ms. Hooper, seconded by Mr. Blomback, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Roll call vote to seal the minutes. Mr. Blomback, yes; Mr. Flynn, yes; Mr. Osgood, yes; Ms. Hooper, yes; Mr. Marko, yes.

Ms. Hooper motioned to recess the meeting at 5:47pm until the regularly scheduled meeting at 6:15pm, seconded by Mr. Blomback and unanimously passed.

Respectfully submitted, Diane Kendall

Minutes Approved: xx.xx.xx

**DRAFT**

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**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, April 5, 2022  
Henniker Community Center**

- Members Present:** Chairman Kris Blomback, Vice Chair Peter Flynn, Selectwoman Tia Hooper, Selectman Bill Marko, Selectman Scott Osgood
- Member's Excused:**
- Town Administrator:** Diane Kendall
- Recording Secretary:** Nadine Scholes
- Guests:** Bob Pagano, Bob Garrison, Leo Aucoin, Grace Cohen, Keith DeMoura, Nancy DeMoura, Bruce Trivellini, Heidi Aucoin, Lori Marko, Kathleen Labonte, Lori Hubbard, Bill Hubbard, Burns Barford, Dan Philbrick, Lisa Philbrick, Jim Morse, Scott Dias, Tom Patenaude, Beth Patenaude, Joan O'Connor.

Call to order/Pledge of Allegiance

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

Consent Agenda

**Item 1:** Consent Agenda for April 5, 2022

**Selectwoman Hooper moved to approve the consent agenda for April 5, 2022. Selectman Flynn seconded. Motion carried, 5-0.**

Correspondence

**Item 2:** Community Action Report from the NH Department of Revenue Administration

**Item 3:** Atha's Way Concern

**Item 4:** Letter from Purple Heart Community Project Advocate

**Item 5:** Letter from the Hammonds regarding Road Agent

**Item 6:** Email from Kathleen Labonte-LoFaro regarding Town Designated Selectmen's emails

**Item 7:** Certified Flagger Training

Public Comment #1

Bob Pagano spoke about the meeting he viewed and how he supported the courageous efforts made by Selectman Marko at his first meeting. He thought the excuse of not having a Town Administrator was poor management and there were increasing public concerns for the integrity of the Board members.

## DRAFT

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Bob Pagano noted that the Economic Development Committee had discussed a few additional items that were not reported. The traffic circle at Dunkins' and the noise, cost, etc., was discussed for that project, and the other would be the changes that were made to the Town Website that was no way an improvement. He suggested the Town webpage updates need to be looked at and managed, there are also missing files, i.e., minutes for Board's and Committee's only go back a few months, there used to be archived files that went back years. He had heard that the drive that was provided to the new service provider ending up lost and that was the only copy of those files.

Bruce Trivellini questioned if it were true that all files from the website went missing. He would think the lost files are saved in other local on the server, his request for old Zoning Board minutes was replied to quickly and that was provided as a document attachment to an email.

Bruce Trivellini asked how Mark Fougere is paid when the Economic Development Committee requested his assistance. Chairman Blomback said he assumed it would be through the Planning budget line. Bruce noted that the Planning Consultant be reviewed because it already has +/- \$6k for this year, why would that be so high.

Grace Cohen had some comments regarding Consent Agenda, Item 15, Contoocook Valley ATV Riders Renewal Agreement. She explained that many of the residents living on Dodge Hill Road have concerns with ATVs being allowed to use the Class VI roads. She read a letter regarding this matter that had been originally sent to the Board of Selectmen on June 21, 2021, from one of the residents on Dodge Hill Road.

Chairman Blomback explained that Dodge Hill Road was not included in the list provided with the agreement the Board had approved with the Consent Agenda. Chairman Blomback suggested the best option would be to present these concerns regarding the ATVs to the OHRV Committee at the next meeting. The OHRV Committee meets twice each year, and upcoming for the opening of the season. He would provide information on the date of the meeting once available.

Heidi Aucoin thought there should be a more thorough review of the OHRV trails and not allow riders to use all Class VI roads, some residents maintain those roads as their driveways and that cost the homeowners money to repair the ruts and damage caused by the ATVs.

Stephen Fine presented the State Statue that regulates noise created by ATVs and there are decibel limits that the Police Department could enforce. He noted that the ATVs that use the trails are much louder than the limits allowed, possibly modified, and can be ticketed for violations as stated in the law.

Chairman Blomback reiterated that Stephen Fine present this matter to the OHRV Committee and explained that the Police Chief is a member of that committee.



## DRAFT

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Selectman Marko noted that ATVs are required to register annually, and they cannot register with the exhausted modified and over the limits allowed.

Kathleen Labonte noted that she would like to speak during the discussion for Item: Administration Email/Text Messaging Documentation Communication Procedure. She said that the email she sent to the Board, on March 21, 2022, was included with the agenda and requested it be added if possible.

### New Business

#### **Item 8: Highway Crushing Bid Award**

Chairman Blomback recused himself for item 8.

Leo Aucoin noted that a bid request is put out annually, and the bids were opened on April 4, 2022.

The outcome of the opening was made public, and he requested the Board's approval of bid award.

**Selectwoman Hooper moved to award Highway Crushing Bid of \$5.75 per cubic yard, to Henniker Crushed Stone. Selectman Marko seconded. Motion carried, 4-0 (Chairman Blomback recused)**

#### **Item 9: Transfer Station Skid-Steer Bid Award**

Diane Kendall noted that Town meeting 2022 authorized warrant article #18 to appropriate \$50,000 for the purchase of skid steer for the Transfer Station with funds to come from the Transfer Station Capital Reserve. Per the town procurement policy, a bid invitation was developed and advertised on the website, NHMA and distributed to known vendors.

**Selectwoman Hooper moved to accept bid of \$58,974 from MBTractor and authorize the procurement of the skid-steer. Selectman Flynn seconded. Motion carried, 5-0.**

Diane Kendall noted an additional request for authorization to dispose of the 2000 New Holland LS170 according to Selectman Policy Section III.2 Disposal of Surplus Materials.

**Selectwoman Hooper moved to authorize the disposition of the Transfer Station 2000 New Holland LS170 according to Selectmen Policy Section III.2 Disposal of Surplus Materials. Selectman Flynn seconded. Motion carried, 5-0.**

#### **Item 10: Wastewater Treatment Collection Bid Award**

Diane Kendall noted were solicited for maintenance of the town's collection system. Bid invitation was sent to known vendors and posted on the town website. Bid opening was 2:00pm on March 31<sup>st</sup>, there were two bids received as follows;

1. Eastern Pipe Services \$25,015.48
2. Vortex Services (previously known as Ted Barry Co.) \$21,441.84

## DRAFT

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**Selectwoman Hooper moved to accept bid of \$21,441.84, from Vortex Services and authorize the procurement of services. Selectman Marko seconded. Motion carried, 5-0.**

**Item 11:** Highway Disposition 1991 Brush Bandit 90

Leo Aucoin noted that Highway has taken ownership of a New Morbark Woodchipper on the week of March 21, 2022. He would like to ship the old chipper to White Farm, state surplus to be actioned at their next live auction.

He asked for authorization to take such actions and move the chipper to Concord for auction.

**Selectwoman Hooper moved to authorize the sale of the 1991 Bush Bandit 90 at the State of NH Surplus auction. Selectman Flynn seconded. Motion carried, 5-0.**

**Item 12:** Highway Guardrail Replace Proposal

Leo Aucoin noted that due to limited product/material availability, it is difficult to obtain three quotes. Leo Aucoin noted that a waiver to policy requirement for Non-Major Purchase over \$3,000 and less than \$15,000 to remove and replace guardrails was requested. The policy allowed by the Administrative Regulations, that the Town Administrator can authorize Non-Major purchase, and Leo noted that Town Administrator authorized the proposal from VT Recreational Surfacing & Fencing.

**Selectwoman Hooper moved to waive the policy requirement of three (3) vendors. Selectman Flynn seconded. Motion carried, 5-0.**

**Item 13:** Highway Overnight Parking Ban

Leo Aucoin noted that every year from November 1, thru April 15, the town imposes a Winter parking ban on all town roads and right of ways. This action results in the police department having to put out warnings on cars throughout town and eventually ticketing cars that don't heed the warnings. The worst area is Main Street, this is due to residents using town owned street side parking rather than their assigned spaces in the rear of their buildings or in the Water Street parking lot. Leo Aucoin explained that in his opinion that it would be better for safety, fire and ambulance service, business, free up more spaces for patrons to use, and highway, for street maintenance and repair, if a year around overnight parking ban was maintained on Main Street.

**Selectwoman Hooper moved to accept the proposed policy change as the 1<sup>st</sup> reading and move to a 2<sup>nd</sup> reading. Selectman Marko seconded.**

**Discussion:** Selectman Flynn noted that he had not supported parking bans in the past, but on Main Street, parking is an issue. He has witnessed cars parked on Main Street, in the same spot for three (3) days at a time.

Selectman Osgood confirmed that the change in the policy to ban overnight parking year-round would only be on Main Street. The language in the policy presented was convoluting.

Leo Aucoin replied yes, and there would be new signage clearly stating parking ban in those locations on Main Street. Leo Aucoin noted that the President of the college has not submitted

## DRAFT

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a response yet, but the few people he had contact with stated that the college students should not be parking on the street, especially overnight.

Diane Kendall read the proposed changes to the policy. Diane Kendall noted that Police Chief French had sent an email in support of the change and the Police Department would help with enforcement.

**Motion carried, 5-0.**

### **Item 14: Perambulation Discussion – Bob Garrison**

Bob Garrison presented the Board some photos taken of the preamble markers that were damaged and had to be restored/repared. He noted that the last perambulation of the town boundary lines was in 2016 and due again next year. State requires the perambulation be done every seven (7) years.

Bob Garrison went over some history and things he found during the perambulations he was involved with and his recommendations for future perambulators.

He would like the Board to authorize him to participate with the perambulation in 2023 and explained that he had already been working on finding, report taken of his findings and done improvements on identifying the location of the markers.

**Selectwoman Hooper moved to approve Bob Garrison as a Town Perambulator, effective April 5, 2022. Chairman Blomback seconded.**

**Discussion:** Selectman Marko asked how other volunteers would sign up. Selectwoman Hooper noted that in the past, the volunteer would submit a committee request form and come before the Board for approval. The form can be found on the Town Website.

Selectwoman Hooper noted that the perambulation would be completed next year.

**Motion carried, 5-0.**

### **Item 15: Administration Coffin Cellars Winery Farmers Market Approval**

Diane Kendall noted that Coffin Cellars Winery requests to set up as a vendor at the Henniker Farmers Market for the 2022 season. They have been a vendor in the past and no reported incidents or violations and the Police Chief has no concerns. In order to proceed as a vendor, they need to file the form with the Liquor Commission including the approval of the Board of Selectmen. Diane Kendall noted that if the Board made the motion to approve, the Board could allow the Town Administrator to sign off on the form on behalf of the Board.

**Chairman Blomback moved to approve Coffin Cellars Winery as a vendor at the Henniker Farmers Market and allow Town Administrator as appointed designee to sign Liquor Commission Farmers Market form. Selectman Flynn seconded. Motion carried, 5-0.**

### **Item 16: Administration Email/Text Messaging Documentation Communication Procedure**

## DRAFT

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Diane Kendall noted that the Board had directed her to provide all email/text communications with the Board's meeting documentation. She would ask the Board for clarification of what the Board wanted for distribution, clarification is this is a directive or a policy.

Diane Kendall noted the second item she would like to discuss with the Board was each member having an email through the town's email services. She was waiting to hear back on the cost from IT, but it should be no more than \$500 per year for all five email accounts.

Chairman Blomback noted that Kathleen Labonte had asked to make some comments regarding this topic.

Kathleen Labonte mentioned that the Board should be always following the State Statute and policies, and she opined that she has seen many situations where the Board was not following the rules. She also would like to easily be able to contact each Select Board member or all if necessary, by email, that is not an option currently.

Diane Kendall noted that currently the Select Board can be contacted on the Town Webpage by clicking on their name and a form to complete comes up and is sent to that Selectmen's personal email address. Diane Kendall noted that there were other communities that use a group email address if the Board rather. The use of personal email may have threats with cyber security, and personal information should be protected from hackers.

Selectwoman Hooper noted the Town Administrator requested a few items in the Staff Report. Selectwoman Hooper said that in regard to the communications she believed it to be pertinent to publish all communications that could be released to the public and archive all email/text correspondence.

The Board agreed that if there is any personal information, i.e., email addresses, names, etc., those should be redacted before publishing publicly but there is no reason the emails should not be shared with the agenda and could be included on the Agenda under Communications.

Diane Kendall noted that she wanted clarification before posting communications online and now that the Board has confirmed, she would post the communications as an addendum to the agenda for the meeting tonight.

Diane Kendall stated that she would get final price for the email services and provide update to the Board to make a decision.

### **Item 17: Administration Post Election Committee Assignments**

- Athletic Committee – Current Assignment – Peter Flynn – No Change
- Byway Advisory Committee – Current Assignment – Scott Osgood – No Change
- Capital Improvements Committee – Current Assignment – Tia Hooper – No Change
- Central NH Regional Planning Commission – Current Assignment – Tia Hooper – New

## DRAFT

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### Assignment Scott Osgood

- Community Center Activities Committee – Current Assignment – None – New Assignment – Peter Flynn
- CRSW/RRC Resource Recovery Coop – New Committee – Member and Alternate Needed – Bill Marko – Member & Scott Osgood – Alternate
- Conservation Commission – Current Assignment – Scott Osgood – No Change
- Economic Development Committee – Current Assignment – Kris Blomback – No Change
- Energy Committee – Current Assignment – Peter Flynn – New Assignment – Bill Marko
- Highway Safety Committee– Current Assignment – Open – New Assignment Tia Hooper
- Historic District Commission – Current Assignment – Peter Flynn – No Change
- Municipal Records Committee – Current Assignment – Tia Hooper – No Change
- OHRV Committee – Current Assignment – Kris Blomback – No Change
- Planning Board (Elected) Member - – Current Assignment – Tia Hooper, Member – Peter Flynn, Alternate – No Ex-Officio member would be chosen based on Bill Marko sitting as current elected official on the Planning Board and the Planning would discuss the concerns with membership and how many members can sit on the Board at their next meeting
- Road Management Committee – Current Assignment – Tia Hooper and Leon Parker – Change Leon to Bill Marko
- Safety and Loss Prevention Committee – Current Assignment – Peter Flynn – No Change
- Spirit of Henniker Team – SHOT – Current Assignment – Peter Flynn – New Assignment - Scott Osgood
- Concert Committee – No current assignment – New Assignment – Kris Blomback

### Old Business

There was no old business to discuss.

### Past Meeting Minutes

**Item 18:** Acceptance of Board of Selectmen Meeting Minutes March 15, 2022, public and non-public.

Selectman Marko suggested edits in the motions made for non-public session. **Selectman Osgood moved to approve the Board of Selectmen Meeting Minutes of March 15, 2022, as edited. Selectwoman Flynn seconded. Motion carried, 5-0.**

The non-public minutes had not been distributed to the Board and would need to be tabled for the Board to review.

**Selectwoman Hooper moved to table Board of Selectmen Non-Public Meeting Minutes of March 15, 2022. Chairman Blomback seconded. Motion carried, 5-0.**

### Communications

**Item 19:** Town Administrator Report

The Town Administrator went over her report presented from March 15<sup>th</sup> to March 30<sup>th</sup>

## DRAFT

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### Item 20: Selectmen Reports

Selectman Marko noted that he had met with some departments. The Road Management Committee would be updating the project spreadsheet at the next meeting.

Selectman Osgood noted that the Conservation Commission would be meeting April 6<sup>th</sup> and the NHMA met once and would have a few more meetings.

The Board noted that Selectman Osgood was not appointed as the Selectmen on NHMA.

Selectman Flynn had nothing to report but asked for the Board's permission to meet with Diane Kendall to discuss updates to some policies. The Board agreed.

Selectwoman Hooper asked for the Board's permission to meet with Diane Kendall. The Board agreed.

The TA recommended the Board revisit the Selectmen's Policy on how communications should be handled. The Board agreed to revisit the policy.

Chairman Blomback had nothing to report.

### Public Comment #2

Bob Pagano mentioned additional Economic Development projects and the concerns he had with the website and the content in the minutes.

Lori Marko asked for clarification regarding the Community Center not being available for the public to use. The Board discussed that the Community Center was acquired with the requirement it be available for the public to rent out when it was not being used for town meetings.

The Board would review the application for Community Center rentals and what policies should be updated based on technical improvements and protection of the equipment.

Bruce Trivellini suggested the Board allow a website committee of residents that use the website often to come up with suggestions on how to improve the website.

Joan O'Connor asked the Board to focus more on the website. She has used it for many years and found that the change has made it difficult to navigate and find what you need.

Kathleen Labonte had comments regarding how the Board utilized SNHPC to use against the public. The Board has not been following the laws and she found the Board to be out of line regarding enforcement taken against a resident.

**DRAFT**

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Grace Cohen suggested adding the location to the meeting agenda and had questions regarding the OHRV Committee meeting.

Heidi Aucoin agreed with the website having issues and was disappointed that there was nothing posted to let residents know that the assessor would be going around doing a revaluation, people should be aware that the assessor may come knock on their door.

Heidi Aucoin commented on the request under RSA 91-A. She was told something different than what was stating in public meeting and would like clarification.

NON-PUBLIC – If Necessary Non-public Session 91-A:3 II a, c, d e, or e

**Item 22:** TA Staff Report Stone Wall in Town ROW and pending litigation RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled and RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

**Chairman Blomback moved to go into Non-Public Session, at 9:38 p.m., under RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person and RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. Selectman Osgood seconded. Roll call vote to go into Non-Public: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).**

**Selectwoman Hooper motion to exit Non-Public Session at 9:59 p.m. Selectman Marko seconded. Motion carried, 5-0.**

**Selectman Marco moved to seal the minutes from the Non-Public session, Chairman Blomback seconded. Roll Call vote: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko (yes), Selectman Scott Osgood (yes).**

**Selectwoman Hooper moved to adjourn the meeting at 10:01 p.m. Selectman Marko seconded. Motion carried, 5-0.**

Respectfully submitted,  
Nadine Scholes

Minutes Approved: xx.xx.xx

**The following are department reports for the month of  
March 2022**

**Building**

**Finance**

**Fire**

**Highway**

**Police**

**Wastewater**





Monthly Building Department Report  
March 2022

TO: Diane Kendall, Town Administrator

FROM: Wendy Baker, Land Use Coordinator

The following is a record of permits, certificates of occupancy, inspections and revenue collected for the month listed above.

Permits /COs/Inspections	Quantity	Revenue
Building Permits - Residential	14	\$3,200.83
Building Permits - Commercial	1	\$2,100.00
Electrical Permits	9	\$450.00
Plumbing Permits	1	\$50.00
Mechanical Permits	0	
Demolition Permits	1	\$100.00
Driveway Permits	2	\$150.00
Trench Permits	0	
Sign Permits	0	
Assembly Permits	0	
Tent Permits	0	
Hawk & Peddler	0	
Certificates of Occupancy	1	
Inspections Performed	19	
<b>Total</b>		<b>\$6,050.33</b>

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)	4 Food Pantry open 2x week	N/C for AA Food Pantry- permanent
Bandstand		

Respectfully submitted,  
*Wendy Baker*

# Town of Henniker, NH

## Permits Issued March 2022

Date in	Owner	Address	Map/Lot	Type	Description	Contractor	Fee	Issued
2/28/2022	Christine & Bradley Barr	55 Browns Way	1/355-X3	Electrical	Move wires, new outlets and switches for bath	Twin Oaks Electric	\$50.00	3/1/2022
2/28/2022	Christine & Bradley Barr	55 Browns Way	1/355-X3	Building	Make a 12 x 12 space into 2 bathrooms	Taylor Renovations	\$86.00	3/1/2022
3/1/2022	J & M Trucking	584 Western Ave	2/369	Building	Construct 40 x 50 Barn		\$550.00	3/4/2022
3/4/2022	Michael Goulet	118 Bear Hill Road	1/572	Building	Finish basement into 1-bedroom apt	Owner	\$185.00	3/4/2022
3/4/2022	Michael Goulet	118 Bear Hill Road	1/572	Electrical	Wiring of finished basement	Owner	\$50.00	3/4/2022
3/4/2022	Michael Goulet	118 Bear Hill Road	1/572	Plumbing	Plumbing for new bathroom	Owner	\$50.00	3/4/2022
3/4/2022	Woodhill LLC	633 Ray Road	1/77-X4	Buildng	4 Bedroom Single Family 2 car garage	Woodhill LLC	\$927.50	3/4/2022
3/7/2022	Mark Lamarre	150 Evergreen Circle	1/110-B15	Building	Construct a 12 x 20 shed	Reed's Ferry Shed	\$110.00	3/8/2022
3/7/2022	Mark Lamarre	150 Evergreen Circle	1/110-B15	Driveway	Pave existing driveway	TBD	\$75.00	3/9/2022
3/7/2022	Robert French Jr	175 Foster Hill Road	1/277-C	Electrical	Install Temporary Service	Marc Aucoin	\$50.00	3/7/2022
3/7/2022	Mark Davison	64 Davison Road	1/96-C	Electrical	New Service and wiring for garage addition	Jerry Gilbert	\$50.00	3/7/2022
3/9/2022	Raymond Panette	81 Shore Drive	1/110-C6	Building	Install 32 roof mounted solar panels	Sunrun	\$207.00	3/11/2022
3/9/2022	Raymond Panette	81 Shore Drive	1/110-C6	Electrical	Electrical for roof mounted solar panels	Sunrun	\$50.00	3/11/2022
3/9/2022	Terry & Michelle Diamond	441 Shaker Hill Road	1/701-X1	Building	Converting garage into living space	Colonial Builders	\$210.25	3/15/2022
3/14/2022	John & Debra Dur	120 Bear Hill Road	1/572-XX1	Building	Temp spot for RV	Owner	\$50.00	3/15/2022
3/14/2022	Eric Gagnon	553 Highland Drive	1/554-12	Building	Roof top Solal Panels	Granite State Solar	\$169.33	3/15/2022
3/14/2022	Eric Gagnon	553 Highland Drive	1/554-12	Electrical	Electrical for roof mounted solar panels	Granite State Solar	\$50.00	3/15/2022
3/15/2022	Eric Giovagnoli	160 Ruffled Road	1/754-L	Building	Construct 14 x 18 addition for an office	Owner	\$113.00	3/16/2022
3/18/2022	Brian Schober	311 Hillside Avenue	2/103-A29	Building	Install 630 sf of roof top solar panels	Neal Electric	\$207.50	3/22/2022
3/21/2022	Steve Neuhoff	114 Highland Drive	1/554-49	Building	16 x 18 shed	Owner	\$122.00	3/22/2022
3/22/2022	Marc Aucoin	581 Quaker Street	1/636	Building	24 x 22 sf roof top solar panels	Owner	\$182.00	3/23/2022
3/22/2022	Marc Aucoin	581 Quaker Street	1/636	Electrical	Upgrade to 200 amp & electrical for solar panels	Owner	\$50.00	3/23/2022
3/24/2022	Brian Schober	311 Hillside Avenue	2/103-A29	Electrical	Electrical for roof mounted solar panels	Neal Electric	\$50.00	3/24/2022
3/25/2022	Pat's Peak	686 Flanders Road	1/588-A	Demolition	Demo of a 100' x 14' trex decking	Owner	\$100.00	3/29/2022
3/25/2022	Pat's Peak	686 Flanders Road	1/588-A	Building	Renovate 8,000sf patio area for weddings	Owner	\$2,100.00	3/29/2022
3/28/2022	Matthew Woods	597 Highland Drive	1/554-6	Driveway	Pave existing driveway	Young's Excavating & Paving	\$100.00	3/30/2022
3/28/2022	David & Suzanne Richards	46 Village Green	2/232-T	Building	Finish garage space	Old Glory Construction	\$81.25	3/29/2022
3/28/2022	David & Suzanne Richards	46 Village Green	2/232-T	Electrical	add 4 outlets	Ryan Thibeault	\$50.00	3/29/2022

## Department Report

### Finance Department

April 15, 2022

- i. **Year End Closing** – 10% completed, need to reconcile the general ledger, prepare financials, extract reports from Vadar for dates of 12/31/21 and also 4/12/22 the approximate date we closed down the data in the Vadar system and converted over to the Avitar System. Prepare audit schedules, generate correspondence to elected officials.
- ii. **Avitar Conversion** – Utility and Collect are installed on Finance and TCTX systems. Avitar training session in process for Collect systems. On Utility, sewer read processed, needing confirmations on read anomalies, but overall successful implementation of sewer system. Water comes in July. Assessing is not available at this point.
- iii. **BSA Conversion** – Current implementation schedule attached. 3<sup>rd</sup> quarter implementation schedule since most important aspect is integration with Clerkworks and Avitar systems and that would be hard since Avitar is currently in process of implementation.
- iv. **ARPA Money** – Attended webinar 4/12. First report is due to Federal Treasury by 4/30/22. Changes to the program now allow a default loss of revenue of \$10,000,000 to be applied for. Since this far exceeds the amount of arpa money Henniker has targeted (\$525,333) we will have completed that requirement. The only thing we need to do on this application would be to indicate the intended uses of the money and then create auditable records when we actually spend the money. I need to scour the minutes for the BOS approved projects (Transfer Door replacement, Mini Splits and I think there was a few more). We have received 50% or \$262,666 and can spend all of that. The second half was estimated to be disbursed during May 2022, which will then fulfill the total \$525,333. The next report Treasury will expect will be in 4/2023.

# Implementation Schedule – Town of Henniker, NH

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

PM Team: Tom Magsig/Jason Smith

Contact: Russ Roy

Phone: (603) 428-3221 x 104

Email: [russ.roy@henniker.org](mailto:russ.roy@henniker.org)

**Published:** November 10, 2021

**Revised:** December 28, 2021

**Revised:** December 30, 2021

**Revised:** March 7, 2022

**Revised:** March 23, 2022

**Modules: General Ledger (GL), Accounts Payable (AP), Cash Receipting (CR), Accounts Receivables (AR), Purchase Order (PO), Payroll (PR), Timesheets (TS)**

**ALL ONSITE APPOINTMENTS ARE FROM 9:00 A.M. TO 4:00 P.M. (EST), UNLESS OTHERWISE SPECIFIED**

TASK	TO BE COMPLETED BY	START DATE/TIME	END/DUE DATE / TIME
<b>Remote Extract Preliminary GL, AP, and PR Data</b>	<b>Town and BS&amp;A (IT Team Member)</b>	<b>TBD</b>	<b>TBD</b>
Convert Preliminary GL, AP, and PR Data	BS&A Implementation Services	TBD	TBD
<b>On-site FM Process Discovery Meeting</b> <i>Agenda to be Provided</i>	<b>Town and BS&amp;A (Tom Magsig/Jason Smith)</b>	<b>3/16/2022</b>	<b>3/17/2022</b>
<b>PRE GO-LIVE MILESTONE FOR GL, AP, PO, AND PR ON 9/7/2022</b>			
<b>On-site Setup</b> Tasks to Include: Restore Preliminary Databases. User Setup & Security.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/7/2022</b>	<b>9/8/2022</b>
<b>On-site Configuration Confirmation</b> Tasks To Include: Verify Workflow and Program Setup per Application.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/12/2022</b>	<b>9/12/2022</b>
<b>On-site Configuration Confirmation (cont.)</b> Tasks to Include: Additional Database Setup and Verification.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/13/2022</b>	<b>9/13/2022</b>

<b>On-site Training for GL, AP, and PO</b> Tasks to Include: Program Overviews with Finance Staff.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/14/2022</b>	<b>9/14/2022</b>
<b>On-site Training for CR and AR</b> Tasks to Include: Program Overviews with Finance Staff.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/15/2022</b> <i>9:00 am</i>	<b>9/15/2022</b> <i>12:00 pm</i>
<b>On-site Preparation for Go-Live</b> Tasks to Include: Entry of Open Purchase Orders. Entry of Open AR Invoices. Additional Go-Live Preparation.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/15/2022</b> <i>1:00 pm</i>	<b>9/15/2022</b> <i>4:00 pm</i>
<b>Remote Extract GL and AP Final Data. Please Make No Changes in Peachtree After Final Data has been Captured.</b>	<b>Town and BS&amp;A (IT Team Member)</b>	<b>9/15/2022</b> <i>2:00 pm</i>	<b>9/15/2022</b> <i>4:00 pm</i>
Convert Final GL and AP Data	BS&A Implementation Services	9/15/2022	9/16/2022
<b>GO-LIVE MILESTONE FOR GL, AP, CR, AR, AND PO ON 9/19/2022</b>			
<b>On-site Go-Live Assistance for GL and CR</b> Tasks to Include: Restore, Configure, and Balance Final Database. Assist with Entry of Receipts Held During Conversion Period.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/19/2022</b>	<b>9/19/2022</b>
<b>On-site Go-Live Assistance for GL, AP, PO, CR, and AR</b> Tasks To Include: Advanced Topic Training and Post Go-Live Assistance on GL, AP, PO, CR and AR.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/20/2022</b>	<b>9/22/2022</b>
<b>Remote Go-Live Assistance for GL, AP, PO, CR, and AR (cont.)</b> Tasks To Include: Advanced Topic Training and Post Go-Live Assistance on GL, AP, PO, CR and AR.	<b>Town and BS&amp;A (Abby Lasagna)</b>	<b>9/26/2022</b>	<b>9/29/2022</b>

<b>Balance End of Day and Prepare for 2<sup>nd</sup> Data Extraction</b> Tasks to Include: Complete All Postings through End of Day on 10/4/2022.	Town	10/4/2022	10/4/2022
<b>Finalize Payroll for Week of 10/4</b> Tasks to Include: Complete and Post Weekly Payroll prior to Data Extraction.	Town	10/4/2022	10/4/2022
<b>Remote Extract Final PR Database. No Transactions or Maintenance May be Entered in any BS&amp;A Applications until the Payroll Conversion has been Added to the Database and Restored on Tuesday, October 11st.</b>	Town and BS&A (IT Team Member)	10/5/2022 2:00 pm	10/5/2022 4:00 pm
Convert Final PR Data	BS&A Implementation Services	10/5/2022	10/7/2022
GO-LIVE MILESTONE FOR PR AND TS ON 10/11/2022			
<b>On-site Setup, Implementation, and Training for PR</b> Tasks to Include: Restore and Rebalance Database, Including: Trial Balance; Aged AR; Aged AP; Open POs; and Payroll Conversion Totals. Configure Payroll Application. Replicate payroll from May 4th.	Town and BS&A (Lauren Pletscher)	10/11/2022	10/13/2022
<b>On-site Implementation and Training for PR (cont.)</b> Tasks to Include: Assist with 1 <sup>st</sup> Live Payroll.	Town and BS&A (Lauren Pletscher)	10/17/2022	10/18/2022
<b>On-site Setup for TS</b> Tasks to Include: Setup TS and Approvals with Primary PR Staff.	Town and BS&A (Lauren Pletscher)	10/19/2022	10/19/2022

<b>On-site Group Training for TS</b> Tasks to Include: TS Entry and Approval.  <i>Classroom Session</i>	<b>Town and BS&amp;A (Lauren Pletscher)</b>  Session should be a maximum of 10 users per session. Town to determine users for each session.	<b>10/20/2022</b>  <i>Session 1</i> <i>Session 2</i> <i>Session 3</i>	<b>10/20/2022</b>  <i>9:15 am – 10:30 am</i> <i>10:45 am – 12:00 pm</i> <i>1:30 pm – 2:15 pm</i>
<b>Remote Go-Live Assistance for PR and TS</b> Tasks to Include: Assist with 2nd Live Payroll with Timesheet Entry. Advanced Topic Training.	<b>Town and BS&amp;A (Lauren Pletscher)</b>	<b>10/24/2022</b>	<b>10/27/2022</b>

CONTACT	DEPARTMENT	EMAIL
Tom Magsig	Project Management and Implementation Planning	<a href="mailto:TMagsig@bsasoftware.com">TMagsig@bsasoftware.com</a>
Jason Smith	Project Management and Implementation Planning	<a href="mailto:JSmith@bsasoftware.com">JSmith@bsasoftware.com</a>
Tricia Hoeffs	Project Management and Implementation Planning	<a href="mailto:THoeffs@bsasoftware.com">THoeffs@bsasoftware.com</a>
IT Team Member	IT Technician	<a href="mailto:Tech@bsasoftware.com">Tech@bsasoftware.com</a>
Lauren Pletscher	implementation and Training	<a href="mailto:LPletscher@bsasoftware.com">LPletscher@bsasoftware.com</a>
Abby Lasagna	Implementation and Training	<a href="mailto:ALasagna@bsasoftware.com">ALasagna@bsasoftware.com</a>



The month of March 2022 consisted of 31 calls for Henniker Fire. The calls ranged from

- 5 fire alarm activations
- 5 EMS assists
- 8 motor vehicle accidents
- 1 gas odor
- 2 power lines down
- 2 structure fires
- 1 smoke investigation
- 2 outside fires
- 1 Brush fire
- 1 motor vehicle fire
- 2 smoke in building
- 1 boiling sap good intent call

Training for this month consisted of forestry tools and pump training.

Henniker fire had a very busy month with one very large fire in Bradford in which crews were on scene for over 8 hours.





Thank you,

Chief Morse

4/13/2022

To Town Administrator Diane Kendall and the Henniker Select Board,

Henniker Highway started the month of March with a snowstorm on the second day, not much to speak of but enough to scrape off. Highway bought 10 ton of cold patch and was out on a regular basis patching potholes. As the month progressed, we moved into mud season. Unlike many other towns we never experienced the mud slurry that was a common picture on the news but rather some four-inch-deep ruts that were manageable. Some were filled and graded and some we allowed to dry out and then graded the road. In all the Highway department dispersed roughly six loads of gravel in different areas to deal with soft roads, our worse one was Line Hill Road in which we intend on pouring some love into and make it better this summer. Towards the end of the month, we started spring cleanup and maintenance with the clearing and cleaning of culvert and water turn outs on dirt roads and the first round of grading. Worth mentioning is that we loaded the salt bin with 265 tons of salt which will be available as needed, the bin full. One other note, highway oversaw the moving of a communication building from Concord to Henniker which will be part of the an upcoming Tower Project.

Leo Aucoin  
Superintendent  
Henniker Highway



4/13/2022



# HENNIKER POLICE DEPARTMENT

## Memo

**To: Diane Kendall**

**From:** Chief Matthew French

**Date:** April 6, 2022

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March 2022 summary.

There were 8 arrests which include, driving with a suspended license, driving without a valid license, DUI, Unlawful Possession of alcohol, subject wanted on a warrant and a domestic violence related assault. We also worked with the US Marshals Service with a Fugitive from Justice who was wanted in North Carolina.

We have had 4 catalytic converters stolen in the last month, Dodge Hill, Cote Hill, Bradford Road, and the NEC River Lot. We are working diligently on resolving those cases and have several leads on the suspects responsible for those and the burglary case.

We had a certified officer from another town that had signed a conditional offer of employment however, he withdrew from our process. We had a second non-certified candidate that was eliminated during the background process. Back to square one as they say.

Now that the snow is gone, and the shoulders are drying out we have started increasing our directed patrols and deployed the speed trailer.

We had 702 Calls for Service (747 in 2021, 610 in 2220) which include

13 MV Crashes	25 Assist Rescue/Fire
2 Vehicles off the road	5 Suspicious person/vehicles
10 Motor vehicle complaints	1 Burglary
111 MV stops.	2 Welfare Check
20 Directed Patrols	3 Psychological problem
10 Disabled MV/Assist Motorist	3 Suicidal Person
4 Road Hazards	1 Suicide
6 Domestic Disturbance	3 Juvenile issue
7 Noise complaint	8 Animal Complaints
8 Serve Paperwork/Subpoena	14 Alarm Calls/911 Hangup
33 Follow ups	12 Walk and Talk
2 Investigations	12 Parking Complaints/tickets
11 Return phone call	276 Building/Business checks
10 Assist Citizen	37 Vacant/Vacation House Checks
7 Assist Other agencies	

## Wastewater Department Report March, 2022

- 3/01/22 –Chazz started the Belt Press.  
Ken working on MOR and DMR.  
Harcros Chemical called and moved our caustic delivery to tomorrow.  
Chazz heard a knocking noise from the Belt Press, Ken checked on it, can hear it but can't locate it, will try tomorrow.
- 3/02/22 –+/- 2" snow last night, everyone on snow removal.  
Received 12 drums of 50% caustic.
- 3/03/22 –Light snow this morning.  
Restocked confined space permits.  
We were able to thaw a partial drum of caustic that had froze, pumped it into day drum.  
Hosed down caustic injection area in the grit room.
- 3/04/22 – Sent wastewater timecards to Town Hall.  
Vacuumed blower building floor.  
Working on department report.  
Cleaning day.
- 3/07/22 – Sent e-mails to request a rolloff pickup for 3/9/2022.  
Gave Russ info to order a rebuild kit for our Gast vacuum pump that I found online.  
Brought 4 drums of caustic to the Grit room.
- 3/08/22 – Chazz vacation day today.  
Rich received an alarm call last night for power failure, he came in , everything was OK.  
We called the Water department to notify them of low tap water pH.  
Rich called A&D Instruments, our effluent meter is reading high, they will get back to us as to when they will be here.  
Completed and submitted monthly discharge monitoring report to US-EPA and NHDES.
- 3/09/22 – Ken out sick.  
Sludge rolloff to Merrimack today.
- 3/10/22 - +/- 4" snow overnight, Ken and Chazz on snow removal.  
Rich left at 11:00, Doctor appt.  
A&D Instruments here to check effluent meter, checked out OK ??
- 3/11/22- Working on Town meeting info/presentation.  
Chazz made a dump run.  
Rich cleaning effluent channel.  
Cleaning day.
- 3/14/22- Sent timecards to Town Hall.  
Chazz started the belt press.  
Ken working on gathering info for Surveyor so he can identify metes and bounds description for ACOE approval.
- 3/15/22- Working on Management report.  
Chazz and Rich switched our snow blower back into a lawn mower.  
Chazz running the Belt press today.
- 3/16/22- Ken rebuilt a vacuum pump to keep on the shelf as a spare.  
Rich cleaned the aeration tank D.O. probe.  
Chazz working on lawn tractor.

- 3/17/22- Ken repaired the weather stripping on the door at Ramsdell Rd. Pump Station (RRPS).  
Received 2 Dig Safes, will mark them after lunch.  
Chazz running the belt press today.  
Brought 4 drums of caustic to the Grit Room.  
Ken & Rich marked the Dig safe's.  
Cleaning day.
- 3/18/22- 3/21/2022, Ken Vacation time
- 3/22/22- Ordered t-shirts and sweat shirts from Shirtmasters.  
Ken met with Diane for tour and talk at WWTP.
- 3/23/22- Sent information to Diane that she requested at yesterday's meeting.  
Set up rolloff to ship on 3/30/2022 to Merrimack Composting.
- 3/24/22- Ken and Rich working on correcting a mistake made on the December DMR (Discharge Monitoring Report). We forgot to attach the Lab results from our annual Toxicity test to the DMR. Should be all set now.  
Chazz running the Belt press.  
Ken working on the MOR (Monthly Operating Report)
- 3/25/22- Sent timecards to Town Hall.  
Ken pumped caustic.  
Ken & Chazz marked a Dig Safe on Hall Ave.  
Chazz made a dump run.  
All of us doing some yard work.  
Cleaning day.
- 3/28/22- Ken repaired the bar rack rake that broke over the weekend.  
Called local Surveyor, Dan Higginson, he will meet me at 2:30 today to gather information to give us a quote for the Metes and Bounds description of the 2 new areas we want easements for at the Water Street sewer.
- 3/29/22-Working on Management report.  
Set up meeting with Underwood, Diane and myself to discuss Preliminary Engineering Contract.  
Set up Energy Audit presentation for 4/19/22 Selectboard meeting.  
Brought 4 drums of caustic to the Grit room.
- 3/30/22 Rolloff to Merrimack today.  
Nailed down meeting date and time for meeting with Underwood, Diane and myself.  
Fixed 3 window screens in Grit room.
- 3/31/22 Chazz running belt press.  
Ken re-reading the Energy Audit.  
Sewer clean and tv bid opening at 2:00 pm. Vortex Services was the low bidder.

2 Rolloff containers of sludge were sent to Merrimack, NH Composting Facility for processing in March.

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 March Year 2022

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	T	0.157	0.080	0.310	0.188						7.6	6.8		1.1	141.0	3.0	1.0				
2	W	0.150	0.070	0.360	0.191						7.7	6.8		1.1	265.0	8.0	1.0				
3	TH	0.146	0.070	0.300	0.180						7.8	6.8		1.1			1.0				
4	F	0.144	0.020	0.230	0.122						7.7	6.9		1.0							
5	S	0.142	0.060	0.250	0.151							6.8									
6	S	0.136	0.080	0.230	0.151							6.8									
7	M	0.147	0.080	0.260	0.156						7.5	6.9		1.2			1.0				
8	T	0.187	0.120	0.370	0.230						7.6	6.8		1.3		5.0	1.0				
9	W	0.169	0.100	0.260	0.181						7.5	6.8		1.3		7.0	1.0				
10	TH	0.171	0.090	0.250	0.181						7.5	6.8		1.3							
11	F	0.165	0.090	0.260	0.184						7.5	6.7		1.5							
12	S	0.172	0.090	0.250	0.174							6.8									
13	S	0.160	0.090	0.280	0.168							6.8									
14	M	0.156	0.090	0.240	0.162						7.5	6.8		1.3			1.0				
15	T	0.162	0.090	0.350	0.192						7.5	6.8		1.2		6.0	1.0				
16	W	0.165	0.090	0.330	0.190						7.4	6.7		1.4		3.0	1.0				
17	TH	0.171	0.090	0.250	0.168						7.4	6.7		1.3							
18	F	0.160	0.070	0.350	0.183						7.4	6.7		1.3							
19	S	0.165	0.080	0.230	0.146							6.7									
20	S	0.173	0.100	0.270	0.172							6.7									
21	M	0.155	0.080	0.220	0.149						7.4	6.8		0.8			1.0				
22	T	0.160	0.090	0.220	0.149						7.4	6.9		0.9		5.0	1.0				
23	W	0.148	0.080	0.300	0.170						7.4	6.8		0.8		5.0	1.0				
24	TH	0.147	0.070	0.240	0.141						7.3	6.8		0.8							
25	F	0.162	0.100	0.330	0.194						7.3	6.8		0.9							
26	S	0.169	0.090	0.240	0.161							6.7									
27	S	0.165	0.080	0.230	0.154							6.7									
28	M	0.164	0.080	0.240	0.154						7.4	6.9		0.8			1.0				
29	T	0.170	0.080	0.240	0.163						7.4	6.9		0.8		5.0	1.0				
30	W	0.166	0.080	0.250	0.165						7.5	6.9		0.9		4.0	1.0				
31	TH	0.173	0.080	0.280	0.161						7.5	6.8		0.9							
			Max	0.370	0.230						min	6.7									
Totals		4.977	---	---	5.231	---	---				max	6.9	---	---	---	---	---				
Averages		0.161	---	---	0.169						---	---	ERR	1.1	203.0	5.1	1.0				

(1) Show Units (MGD or GPD)

% Removal: 97%

(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 T	127.3	4.8		166.7	7.5	184.6	4.7
2 W	142.6	5.5		178.4	8.8	331.5	12.7
3 TH							
4 F							
5 S							
6 S							
7 M							
8 T		4.3			8.2		9.6
9 W		5.1			7.7		10.6
10 TH							
11 F							
12 S							
13 S							
14 M							
15 T		5.6			9.0		9.6
16 W		5.1			8.1		4.8
17 TH							
18 F							
19 S							
20 S							
21 M							
22 T		3.2			4.0		6.2
23 W		3.5			5.0		7.1
24 TH							
25 F							
26 S							
27 S							
28 M							
29 T		3.8			5.2		6.8
30 W		3.7			5.1		5.5
31 TH							
Totals	---	---	---	345.1	68.5	516.1	77.6
Avg.	135.0	4.5		172.5	6.8	258.1	7.8

% Removal: 97%

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 break-downs, etc. below.

Henniker WWTP staff performed an E-Coli split w/NHDES lab on 3/2/2022. Results were 1.0 #100/mpn and were added to freq. of analysis and Geo. mean for March 2022.

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



"The only Henniker on Earth."



Office of the Town Administrator

*Diane Kendall*

To: Board of Selectmen  
From: Diane Kendall, Town Administrator  
Date: April 19, 2022  
Ref: **Town Administrator's Report**

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This report encompasses updates, activity, projects, and meetings through April 15<sup>th</sup>.

Administrative:

- Research RTK requests
- Correspond with Mirador regarding additional email accounts and RTK requests for May 2<sup>nd</sup> or 17<sup>th</sup> Meeting

Assessing/Clerk/Tax Collector:

- Avitar tax collection live as of April 13<sup>th</sup>
- Notice on website [2022 Assessing Pick-ups and 2022 Town wide Revaluation Information | Henniker, NH](#)

Finance:

- Responding to ordinary request from NHRS for supporting documents
- Preparing for SLFRP grant submission deadlines
- Facilitation of billing system conversion

Fire/EMS/Emergency Management:

- Communications Tower Project meeting April 22
- Fire Pond request for easement research

Highway:

- Liberty Road Culvert Project bid opening and analysis; bid award on May 2<sup>nd</sup> meeting
- Assist with RFB administration
- Highway candidate has given verbal acceptance of offer

Human Services:

- Welfare Guidelines Update 1<sup>st</sup> reading May 2<sup>nd</sup> or 17<sup>th</sup>

Legal:

- Communicate for ongoing legal matters; WWTP Underwood agreement; fire pond easement; Craney Hill Tower access; planning board ex-officio appointment

Outreach and Other:

- Attended Library open house event on April 7<sup>th</sup> recognizing the retirement of two staff members and welcoming a new staff member. Very well attended event.
- Working on website updates

Planning/Zoning/Code Enforcement/Health/Economic Development:

- Communications with code enforcement: investigated and responded to complaints and concerns; met with manager of campground and will continue ongoing plan to monitor seasonal-temporary occupancy.
- Attended Planning Board meeting April 13<sup>th</sup>
- Attended bi-weekly State Economic Development virtual meeting. Infrastructure funds coming available to increase access to electric vehicle charging stations

Police:

- Regular meeting with Chief French concerning updates on ongoing cases

Transfer Station/Buildings and Grounds:

- Recruiting and interviewing candidates for Assistant Transfer Station/Building/Parks Superintendent
- Transfer Station
  - Issued Purchase Order for skid steer; delivery expected week of April 18th
  - \$5,000 NH the Beautiful Grant available toward purchase. Will bring to board on May 3<sup>rd</sup>
  - Garage door has been installed; cardboard bailer repaired
  - Transfer station starting April 14 will only accept hand unload of household waste into the hopper.
  - Ongoing research for policy and fee recommendations for best practices dealing with non-residential construction debris and trash disposal
- Buildings and Grounds
  - Soccer fields damaged by vehicle; repaired and resolved with PD

Wastewater:

- Developing recruitment strategy and materials for Wastewater Superintendent recruitment
- WWTP upgrade status:
- Met with Underwood April 8<sup>th</sup> to discuss and preview preliminary engineering agreement and target April to execute agreement. On April 19<sup>th</sup> agenda.

State and County News:

- SB249 Prohibiting planning and zoning ordinances that prohibit short-term rentals to Executive Session 4/18/22 10:00am

NHMA Updates:

- Education Opportunities:
  - April 28 [REGISTRATION OPEN: 2022 Right-to-Know Law Hybrid Workshop on Meetings and Records | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
  - May 5 [REGISTRATION OPEN: 2022 Hard Road to Travel Hybrid Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
  - May 17 [REGISTRATION OPEN: 2022 Local Officials Virtual Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [Legislative Bulletins | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [NewsLink | New Hampshire Municipal Association \(nhmunicipal.org\)](#)

Other: