



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

**Tuesday, April 5, 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 5, 2022

V. 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

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 8: Highway Crushing Bid Award

Item 9: Transfer Station Skid-Steer Bid Award

Item 10: Wastewater Treatment Collection Bid Award

Item 11: Highway Disposition 1991 Brush Bandit 90

Item 12: Highway Guardrail Replace Proposal

Item 13: Highway Overnight Parking Ban

Item 14: Perambulation Discussion – Bob Garrison

Item 15: Administration Coffin Cellars Winery Farmers Market Approval

Item 16: Administration Email/Text Messaging Documentation Communication Procedure

Item 17: Administration Post Election Committee Assignments

VIII. OLD BUSINESS

IX. PAST MEETING MINUTES

Item 18: Acceptance of Board of Selectmen Meeting Minutes March 15, 2022, public and non-public

X. COMMUNICATIONS

Item 19: Town Administrator Report

Item 20: 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

Item 21: 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.

XIII. ADJOURNMENT

XIV. UPCOMING DATES

April 19, 2022, 6:15 p.m. – Board of Selectmen

April 13, 2022, 6:30 p.m. – Planning Board

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

Visitor Orientation to the Town Selectman's Meeting

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



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, April 5, 2022

Consent Agenda

- Item 1:** BTLA Abatement/Refund – Map 1 Lot 662
- Item 2:** Tax Anticipation Note – Additional Documents
- Item 3:** Authorization to Encumber 2021 budget into 2022 budget
- Item 4:** 2022 MS-232
- Item 5:** Concert Donations
- Item 6:** Intent to Excavate – Map 1 Lots 605, 605-A & 615
- Item 7:** Application for Veteran’s Credit – Map 2 Lot 235-4
- Item 8:** Application for Elderly Exemption – Map 1 Lot 292
- Item 9:** Application of renewal for Elderly Exemption – Map 1 Lot 286-A
- Item 10:** Check Register March 2, 2022: Payroll - \$35,112.17 & Payables - \$115,601.82
- Item 11:** Check Register March 9, 2022: Payroll - \$37,902.10 & Payables - \$786,681.62
- Item 12:** Check Register March 16, 2022: Payroll - \$40,373.09 & Payables - \$134,079.72
- Item 13:** Check Register March 23, 2022: Payroll - \$39,365.96 & Payables - \$591,854.67
- Item 14:** Check Register March 30, 2022: Payroll - \$35,114.22 & Payables - \$15,628.43
- Item 15:** Contoocook Valley ATV Riders Renewal Agreement

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

FAX
603-428-4366



4/5/2022

ABATEMENT

To the Collector of Taxes.

By vote of the Board of Selectmen upon the application of:

Joshua & Kimberly McCabe

Residence: **316 Patch Road, Henniker, NH 03242 map/lot 1-662**

We have abated the amount of: **2020 Value Billed \$513,142, BTLA lowered to \$485,000, abating \$28,142. 2021 Value Billed \$513,142, BTLA lowered to \$485,000, abating \$28,142.**

2020 Abatement-\$28142/1000 @31.24 = \$879.15

2021 Abatement-\$28142/1000*32.56=\$916.30

Total Refund \$1795.45

Per Order:

Board of Selectmen

TO: Christopher Snow, Property Tax Advisors
Tax Representative for Joshua M. McCabe



FROM: Sandra Schmucki, Project Manager
Residential Appraiser, Vision Government Solutions



DATE: March 11, 2022

RE: 316 Patch Rd. Henniker, NH BTLA application for Assessment date April 1, 2020

After reviewing the details of the BTLA appeal and documentation provided by property owner Joshua M. McCabe, and exterior inspection of buildings on January 28, 2022, the following recommendations are made to the town of Henniker regarding abatements for real property.

Docket # 30309-20PT for parcel id 1//662/I at 316 Patch Rd.

The owner did submit an appraisal to support his \$490,000 opinion of market value. On January 28, 2022, inspected and measured the exterior of the house and detached outbuildings.

After reviewing the subject property record card with the comparable properties mentioned in the fee appraisal, Christopher Snow and Sandra Schmucki came to a settlement agreement of \$526,600 for the appraised value with assessment value of \$485,000 for the property. This settlement agreement will take effect after approval of the Henniker Select Board members.

This memorandum serves as a written settlement agreement for the NH Board of Tax and Land Appeals, the Town of Henniker Select Board, and Joshua M. McCabe. Sandra Schmucki of Vision Government Solutions was authorized by the Town of Henniker to settle in attendance. See the signatures at the top of the page for both parties as agreeing to the terms.

THE STATE OF NEW HAMPSHIRE
BOARD OF TAX AND LAND APPEALS
STATE OFFICE PARK SOUTH
107 PLEASANT STREET
CONCORD, NH 03301

McCabe, Joshua & Kimberly

v.

Town of Henniker

Docket No: 30309-20PT

SETTLEMENT AGREEMENT

The parties agree:

Regarding the property at **316 Patch Road, Henniker, NH;**

- (1) The assessment for tax year **2020** shall be "**\$485,000**," Map/Lot # **1-662**
The assessment for tax year **2021** shall be "**\$485,000**," Map/Lot # **1-662**
- (2) The Municipality shall abate all property taxes;
for tax year **2020** based on an assessment higher than "**\$485,000**," Map/Lot # **1-662**
for tax year **2021** based on an assessment higher than "**\$485,000**," Map/Lot # **1-662**
- (3) The "**\$485,000**" assessment shall be used until revised in good faith pursuant to RSA 75:8 or until a municipal-wide reassessment.
- (4) The docket shall be marked without further board order: "case settled, no further action, no costs to either party"; and
- (4) Stipulations (if any):

Respectfully submitted,



Date: 3-22-22

Taxpayer Representative: Christopher Snow
Authorized Agent

Date: _____

Municipality: Henniker / Selectmen

Date: _____

Municipality: Henniker / Selectmen

Date: _____

Municipality: Henniker / Selectmen

Date: _____

Municipality: Henniker / Selectmen

Date: _____

Municipality: Henniker / Selectmen



Town of Henniker
Board of Selectmen

Tax Anticipation Note – Additional Documents. (I missed a pdf that had 3 additional documents related to the TAN note from Franklin Savings signed at the 3/15/22 Meeting.

Date: 4/5/22

DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	03-15-2022	12-31-2022	[REDACTED]	4	[REDACTED]	***	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

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

Lender: Franklin Savings Bank
Main Office
387 Central Street
Franklin, NH 03235

LOAN TYPE. This is a Fixed Rate (2.350%) Nondisclosable Revolving Line of Credit Loan to a Government Entity for \$3,000,000.00 due on December 31, 2022.

PRIMARY PURPOSE OF LOAN. The primary purpose of this loan is for:

- Personal, Family, or Household Purposes or Personal Investment.
- Business (Including Real Estate Investment).

SPECIFIC PURPOSE. The specific purpose of this loan is: TANs.

DISBURSEMENT INSTRUCTIONS. Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$3,000,000.00 as follows:

Undisbursed Funds:	\$3,000,000.00
Note Principal:	\$3,000,000.00

CHARGES PAID IN CASH. Borrower has paid or will pay in cash as agreed the following charges:

Prepaid Finance Charges Paid in Cash:	\$0.00
Other Charges Paid in Cash:	\$400.00
\$150.00 Doc Prep	
\$250.00 Legal Review	
Total Charges Paid in Cash:	\$400.00

FINANCIAL CONDITION. BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED MARCH 15, 2022.

BORROWER:

TOWN OF HENNIKER

By: _____
Kris Blomback, Chair of Town of Henniker

By: _____
Peter Flynn, Vice Chair of Town of Henniker

By: _____
Tia Hooper, Selectwoman of Town of Henniker

By: _____
D Scott Osgood, Selectman of Town of Henniker

By: _____
William Marko, Selectman of Town of Henniker

By: _____
Ronald Taylor, Treasurer of Town of Henniker

ERRORS AND OMISSIONS AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	03-15-2022	12-31-2022	[REDACTED]	4	[REDACTED]	***	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

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

Lender: Franklin Savings Bank
 Main Office
 387 Central Street
 Franklin, NH 03235

LOAN NO.: [REDACTED]

The undersigned Borrower for and in consideration of the above-referenced Lender funding the closing of this loan agrees, if requested by Lender or Closing Agent for Lender, to fully cooperate and adjust for clerical errors, any or all loan closing documentation if deemed necessary or desirable in the reasonable discretion of Lender to enable Lender to sell, convey, seek guaranty or market said loan to any entity, including but not limited to an investor, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, Federal Housing Authority or the Department of Veterans Affairs.

The undersigned Borrower does hereby so agree and covenant in order to assure that this loan documentation executed this date will conform and be acceptable in the marketplace in the instance of transfer, sale or conveyance by Lender of its interest in and to said loan documentation.

DATED effective this **March 15, 2022**

BORROWER:

TOWN OF HENNIKER

By: _____
 Kris Blomback, Chair of Town of Henniker

By: _____
 Peter Flynn, Vice Chair of Town of Henniker

By: _____
 Tia Hooper, Selectwoman of Town of Henniker

By: _____
 D Scott Osgood, Selectman of Town of Henniker

By: _____
 William Marko, Selectman of Town of Henniker

By: _____
 Ronald Taylor, Treasurer of Town of Henniker



00000000002623923078503152022

STATEMENT OF FINANCE CHARGES - NHRSA 399-B

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	03-15-2022	12-31-2022	[REDACTED]	4	[REDACTED]	***	

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.

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

Lender: Franklin Savings Bank
 Main Office
 387 Central Street
 Franklin, NH 03235

In connection with the loan transaction consummated on March 15, 2022, between Franklin Savings Bank, which is organized under the laws of the State of New Hampshire, with a principal place of business at Main Office, 387 Central Street, Franklin, NH 03235, ("Lender"); and Town of Henniker, with a mailing address of 18 Depot Hill Road, Henniker, NH 03242, ("Borrower"), Borrower is hereby informed pursuant to NHRSA 399-B that Borrower shall pay the following:

INTEREST. Pursuant to a Note of even date, Borrower shall pay interest on the loan having an original credit limit of Three Million & 00/100 Dollars (\$3,000,000.00), with an interest rate of 2.350% per annum based on a year of 360 days.

INTEREST CALCULATION METHOD. Interest on this loan is computed on a 365/360 basis; that is, by applying the ratio of the interest rate over a year of 360 days, multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this loan is computed using this method. This calculation method results in a higher effective interest rate than the numeric interest rate stated in the loan documents.

APPLICABLE INTEREST RATE. Borrower expressly agrees that the interest rate specified in this loan shall be the applicable interest rate due, notwithstanding the rate of interest prescribed by statute from time to time, (A) on amounts outstanding during the term of the Loan, and (B) on amounts outstanding on and after the maturity date of the Loan, demand, the initiation of suit for collection, or the initiation of any foreclosure proceedings with respect to any collateral securing any portion of the Loan. The aforementioned interest rate shall be applicable to (except to the extent expressly provided to the contrary in any of the loan documents), and shall accrue on account of, any and all amounts owing by Borrower, other than unpaid interest, under each of the documents executed in connection with this Loan.

ORIGINATION FEE. There are no origination fees on this loan.

OTHER CHARGES. Borrower has paid or will pay the following other charges in connection with this Loan:

- Credit Availability. \$ _____
- Annual Fee. \$ _____
- Overdraft Fee. \$ _____

Late Charges. If a payment is 10 days or more late, Borrower will be charged 6.000% of the unpaid portion of the regularly scheduled payment or \$30.00, whichever is greater.

Dishonored Item Fee. Borrower will pay a fee to Lender of \$15.00 if Borrower makes a payment on Borrower's loan and the check or preauthorized charge with which Borrower pays is later dishonored.

Credit Life Insurance. Type of Insurance Purchased: No Insurance Purchased.

PREPAYMENT PENALTY. Upon prepayment of this loan, Lender is entitled to the following prepayment penalty: The Borrower may prepay the Note in whole or in part at any time without premium or penalty. In the event of any partial prepayment made by the Borrower, the amount of such prepayment shall be applied first to accrued interest and delinquency charges and attorneys' fees and thereafter to principal in the the inverse order of maturity. .

EXPENSES. Borrower shall pay legal costs and expenses incurred in the preparation of documents and the closing of the transaction and related expenses, including filing and recording fees, in the estimated amount as described below. The actual amount of such costs and expenses may be somewhat more or less than estimated.

Amount Financed Itemization

Undisbursed Funds:	\$3,000,000.00
Note Principal:	\$3,000,000.00
Prepaid Finance Charges:	\$0.00
Amount Financed:	\$3,000,000.00

Other Charges Paid in Cash:	\$400.00
\$150.00 Doc Prep	
\$250.00 Legal Review	

STATEMENT OF FINANCE CHARGES - NHRSA 399-B
(Continued)

Loan No: 2623923

Page 2

BORROWER ACKNOWLEDGES RECEIPT OF A COPY OF THIS STATEMENT AT THE LOAN CLOSING HELD ON THIS DATE AND ACKNOWLEDGES AGREEMENT WITH THE TERMS HEREOF.

BORROWER:

TOWN OF HENNIKER

By: _____
Kris Blomback , Chair of Town of Henniker

By: _____
Peter Flynn, Vice Chair of Town of Henniker

By: _____
Tia Hooper, Selectwoman of Town of Henniker

By: _____
D Scott Osgood, Selectman of Town of Henniker

By: _____
William Marko, Selectman of Town of Henniker

By: _____
Ronald Taylor , Treasurer of Town of Henniker



Authorization to Encumber 2021 budget into 2022 budget

1. Warrant Article – Parks Mower.....	\$ 5,066.00
2. Warrant Article – Azalea Park.....	\$ 2,528.00
3. Warrant Article – Highway Dump Truck.....	\$ 225,000.00
4. Warrant Article – Conservation Lake Monitoring	\$ 75,000.00
Total (Town of Henniker Fund 1)	\$ 307,594.00

Kris Blomback, Chairman

Peter Flynn, Vice Chairman

Tia Hooper, Selectwoman

Scott Osgood, Selectman

William Marko, Selectman



**Report of Appropriations Actually Voted
Henniker**

For the period beginning January 1, 2022 and ending December 31, 2022

Form Due Date: **20 Days after the Annual Meeting**

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Kris Blomback	Chairman, Board of Selectmen	
Peter Flynn	Vice Chair, Board of Selectmen	
Tia Hooper	Selectwoman	
Scott Osgood	Selectman	
William Marko	Selectman	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Report of Appropriations Actually Voted

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	05	\$31,663
4140-4149	Election, Registration, and Vital Statistics	05	\$96,343
4150-4151	Financial Administration	05	\$810,951
4152	Revaluation of Property	14	\$62,400
4153	Legal Expense	05	\$20,000
4155-4159	Personnel Administration		\$0
4191-4193	Planning and Zoning	05	\$36,200
4194	General Government Buildings		\$0
4195	Cemeteries	05	\$16,280
4196	Insurance	05	\$152,350
4197	Advertising and Regional Association	05	\$4,157
4199	Other General Government		\$0
General Government Subtotal			\$1,230,344
Public Safety			
4210-4214	Police	05	\$1,454,759
4215-4219	Ambulance		\$0
4220-4229	Fire	05	\$878,294
4240-4249	Building Inspection	05	\$27,853
4290-4298	Emergency Management	05	\$1,292
4299	Other (Including Communications)		\$0
Public Safety Subtotal			\$2,362,198
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	05	\$826,294
4312	Highways and Streets	05	\$731,500
4313	Bridges		\$0
4316	Street Lighting		\$0
4319	Other		\$0
Highways and Streets Subtotal			\$1,557,794
Sanitation			
4321	Administration	05	\$534,985
4323	Solid Waste Collection		\$0
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$534,985



Report of Appropriations Actually Voted

Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration		\$0
4414	Pest Control	05	\$9,408
4415-4419	Health Agencies, Hospitals, and Other	05	\$79,000
Health Subtotal			\$88,408
Welfare			
4441-4442	Administration and Direct Assistance	05	\$80,000
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$80,000
Culture and Recreation			
4520-4529	Parks and Recreation	05	\$47,340
4550-4559	Library	25	\$236,621
4583	Patriotic Purposes	05	\$2,600
4589	Other Culture and Recreation	28	\$9,990
Culture and Recreation Subtotal			\$296,551
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	05	\$2,515
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
Conservation and Development Subtotal			\$2,515
Debt Service			
4711	Long Term Bonds and Notes - Principal	05	\$187,720
4721	Long Term Bonds and Notes - Interest	05	\$23,536



Report of Appropriations Actually Voted

4723	Tax Anticipation Notes - Interest	05	\$13,500
4790-4799	Other Debt Service		\$0
Debt Service Subtotal			\$224,756
Capital Outlay			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	08,09,18,26	\$296,617
4903	Buildings	04	\$3,200,000
4909	Improvements Other than Buildings	11,29	\$185,000
Capital Outlay Subtotal			\$3,681,617
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	31	\$644,838
4914W	To Proprietary Fund - Water	32	\$528,205
4915	To Capital Reserve Fund	07,10,13,16,17,19	\$422,000
4916	To Expendable Trusts/Fiduciary Funds	06,12,15,20,22,23,24,27,30	\$905,211
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$2,500,254
Total Voted Appropriations			\$12,559,422



Town of Henniker
Board of Selectmen

Consent Agenda

Motion To accept \$4,050 on behalf of the Henniker Concert Committee donated by the attached list of generous contributors.

Date: _____

Kris Blomback Chair _____

Peter Flynn, Vice Chair _____

Tia Hooper, Selectwoman _____

Scott Osgood, Selectman _____

William Marko, Selectman _____

RuthZax	100
Edward Forcier	150
Henniker Rotary	300
Davis & Towle	600
Country Spirit	300
Pats Peak	600
Henniker Historical Society	300
Friends Tucker Free Library	200
Kriester Well Co.	100
White Birch Community Ctr	300
Quilted Threads	100
Mutt Hut	100
Ciardelli Fuel Co	300
Edmunds	300
Gerald Walsh	100
Henniker Crushed Stone	100
Western Ave Pizza	100
Total	\$4,050

INTENT TO EXCAVATE CHECKLIST

Date received 3/11/22 Office ID# 22-213-02 E
 Owner's name David G. Foster Lot # 605
 Route to: Planning Board/Consultant approval OK per Mark's email Date 3/14/22
 Items 1 - 16 Complete

Missing items:

- | | |
|--|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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 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, 2022 to March 31, 2023

Received By
TOWN OF HENNIKER
MAR 11 2022
Building
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#
22 - 213 - 02 - 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 #: 605
- Name of Access Road: Old Concord Road
- Total Acreage of Lot: 4.75
- Date of Permit per RSA 155-E:2: _____
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: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 4.75
- Excavation Area (acres) as of April 1: 3
- Reclaimed Area (acres) as of April 1: 0
- Remaining Cubic Yards of Earth to Excavate: 23,000 EST
- 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	<u>2,000</u>
SAND	<u>10,000</u>
LOAM	
STONE PRODUCTS	<u>2,000</u>
OTHER ()	
TOTAL	<u>14,000</u>

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.)

DAVID G FOSTER
PRINT CLEARLY OR TYPE NAME OF OWNER
David G Foster 3/8/22
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

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)

1778 Old Concord Road
MAILING ADDRESS
HENNIKER NH 03248
CITY OR TOWN STATE ZIPCODE
fostersandc + ds.NET
E-MAIL ADDRESS
746-4305 496-7785
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/8/22
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:
1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. 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 3/11/22 Office ID# 22-213-01-E
Owner's name David G Foster Lot # 605-A
Route to: Planning Board/Consultant approval *OK per Mark's email* Date 3/14/22
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 by 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, 2020 to March 31, 2023

Received By
TOWN OF HENNIKER
MAR 11 2022
INTENT Building
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#
22 - 213 - 01 - E

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

1. Town/City of: HENNIKER

2. Tax Map/Block/Lot #: 605-A

3. Name of Access Road: old Concord Road

4. Total Acreage of Lot: 10

5. Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)

6. Date of Report, if required, per RSA 155-E:2, 1 (d): _____

7. Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)

8. Incidental Construction/155-E:2-a Exception: Check if YES

9. Total Permitted Area (acres): 10

10. Excavation Area (acres) as of April 1: 7

11. Reclaimed Area (acres) as of April 1: Ø

12. Remaining Cubic Yards of Earth to Excavate: 100,000 EST

13. 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	<u>3000</u>
SAND	<u>35000</u>
LOAM	
STONE PRODUCTS	<u>6000</u>
OTHER ()	
TOTAL	<u>44,000</u>

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.)

DAVID G FOSTER
PRINT CLEARLY OR TYPE NAME OF OWNER
David G Foster 3/8/22
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

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)

1778 Old Concord Road
MAILING ADDRESS

HENNIKER NH 03249
CITY OR TOWN STATE ZIPCODE

FOSTERSAND@TDS.NET
E-MAIL ADDRESS

746-4305 496-7785
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/8/22

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 3/11/22 Office ID# 22-213-03 E
Owner's name David G. Foster Lot # 615
Route to: Planning Board/Consultant approval OK per mark's email. Date 3/14/22
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:2I (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 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, 2022 to March 31, 2023

Received By
TOWN OF HENNIKER
MAR 11 2022
Building
Planning & Zoning

(Assigned by Municipality)

YR TOWN OP#
22 - 213 - 03 - 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 #: 615
- Name of Access Road: old Concord Road
- Total Acreage of Lot: 31.99
- Date of Permit per RSA 155-E:2: 12/86
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:2-a Exception: Check if YES
- Total Permitted Area (acres): 31.99
- Excavation Area (acres) as of April 1: 05
- Reclaimed Area (acres) as of April 1: 7
- Remaining Cubic Yards of Earth to Excavate: 40,000 EST
- 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.)

DAVID G FOSTER
PRINT CLEARLY OR TYPE NAME OF OWNER
David G Foster 3/8/22
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

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)

1778 Old Concord Road
MAILING ADDRESS
HENNIKER NH 03242
CITY OR TOWN STATE ZIPCODE
FOSTERSAND@TDS.NET
E-MAIL ADDRESS
746-4305 496-7705
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/8/22

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	<u>0500</u>
SAND	<u>14000</u>
LOAM	
STONE PRODUCTS	<u>3000</u>
OTHER ()	
TOTAL	<u>19,500</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:
1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. 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



TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/29/2022
TITLE: Contoocook Valley ATV/UTV Renewal Agreement
INITIATED BY: Contoocook Valley ATV Riders
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION:

Contoocook Valley ATV Riders requests renewal of club's agreement which has been in place since March 2011. Last renewal was March 7, 2017. See attached OHRV Trail Permission Application and minutes from March 7, 2017.

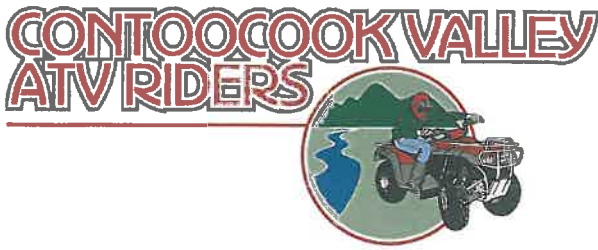
Legal Authority: Henniker Ordinances Article V Operation of Off Highway Road Vehicles
RSA 212:34 Duty of Care

Financial Details: No fee

Town Administrator Comment: Town Administrator recommends the renewal of this agreement

Road Agent/Superintendent Comment:

Recommended Motion: Move to renew agreement with Contoocook Valley ATV Riders for continued ATV/UTV use on Lot 50 existing trail and Class VI portions of roads listed in the agreement.



PO Box 357, Henniker NH 03242-0357
Club Email: CVATVR.ATVclub@gmail.com

March 22, 2022

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

RE: Renewal Agreement for the continued ATV/UTV use on several Class VI roads & Lot #50

Dear members of the Select Board,

Please accept this letter as a formal request to renew our club's agreement with the Town, which has been in place since March 2011, for the continued use of ATVs and UTVs permitted on specific Class VI roads (approved list attached) and the existing trail on Town owned Lot #50 located on Warner Road (map attached).

The Board has approved our last two renewals for 5-year Terms by Consent Agenda on 2/21/2012 and again on 3/7/2017. (Minutes of both meetings are attached for your reference).

The OHRV Committee, created by the Select Board, meets at least twice a year and sometimes three, and over the last four years (2018-2021) none of the Class VI roads on this approved list have been involved in any public comment from the community to our knowledge.

We respectfully ask for the same 5-year Term for these Class VI roads and Lot #50 as was approved twice previously by the Board. However, for housekeeping purposes, it may make sense to approve the same indefinite status as the class 5 roads, maintaining consistency for all the approved roads. As stated on the attached "OHRV (Wheeled) Vehicle Trail Permission Form", the Town of Henniker has the right to terminate this renewal agreement for any cause upon a 30-day written notification.

If you are agreeable, we kindly ask that you please date, sign and return the approved renewal Permission Form to us at the above address so that we may submit it to the State of NH Bureau of Trails.

We thank you for your continued support of our club.

Sincerely,

Burns Barford
President

Enclosures: New 2022 OHRV (Wheeled Vehicle Trail Permission Form, List of Approved Roads & Map of Lot 50
Copy of 3/7/2017 Minutes & signed 2017 Trail Permission Form
Copy of 2/21/2012 Minutes & signed 2012 Trail Permission Form
NH Bureau of Trails Landowner Partnership Brochure

OHRV (WHEELED) VEHICLE TRAIL PERMISSION

Permission is hereby granted to Contoocook Valley ATV Riders
(Name of club/organization)

to provide public **ATV** **UTV** **Trail Bike** **Jeep/Truck** access on my property. It is understood that use of my property, for said purpose, in no way holds me liable or responsible for accidents that may occur as a result of others using my property as provided for in Chapter 212, Section 34, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be **no fee** for the **use** of this property. The above named club/organization agrees to mark, sign, and maintain the property in a proper and safe manner.

The State of New Hampshire, Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, shall also provide a landowner liability insurance policy with coverage of \$2,000,000.00 for trails within the Grant-In-Aid Program.

This agreement shall have a **term** of:

- Indefinite
- 1 year from landowner approval
- 5 years from landowner approval

*Lot # 50 existing
 Trail # CLASS VI
 Roads - see attached
 list*

****THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY, UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.****

Dated this _____ day of _____, 20__

Town of Henniker

Landowner (Print Name)
18 Depot Hill Rd

Address
03242 **(603) 428-3221**

Zip Code Telephone

Landowner Signature
Henniker

Town/City

Contoocook Valley ATV Riders

Club/Organization
PO Box 357

Club Address
Henniker **03242**

Town/City Zip Code

Thomas Patenaude

Club/Organization Officer (Print Name)
Trail Administrator

Title (President, Trail Administrator, etc.)


Club/Organization Officer's Signature

TOWN of Henniker

Permitted Roads for travel by ATV on Class 6 Portion

Chase Rd
Pleasant Pond Road
Craney Pond Road
Liberty Hill Road
Mink Hill Road
Colleague Pond Road
Bound Tree Road
Ryan Road
Cross Road
Goodwin Road (Craney to 114)
Foster Road
Colby Hill Road



PROPERTY MAP
H E N N I K E R
 NEW HAMPSHIRE

The data on this map has been obtained from a variety of sources granted by the owners and official sources and is considered legal location lines. The TOWN OF HENNIKER assumes no responsibility for the accuracy of the data.

March 7, 2017

FINAL

COPY

See page

1 & 2



**Town of Henniker
Selectmen Meeting
March 7, 2017
Henniker Town Hall**

Members Present: Kris Blomback, Chairman; Tia Hooper, Vice Chair; Ben Fortner, Selectman; Scott Osgood, Selectman;

Town Administrator: Christine Trovato

Guests: Leon Parker, Stephanie Payeur, Peter Flynn, Jenn McCourt, Tom Weston, Scott Dias, Keith Demoura, Michael Pon, Chief French, Heidi Aucoin, Danny Aucoin, Lynne Morse, Jim Morse, Ross Bennett, Beth Patenaude, Tom Patenaude, Bob Garrison, Kathleen LaBonte, Ross Bennett, Bill Marko, Kim Johnson, Burns Barford, Gary Smith, Mick Costello, Kathy Anderson, Bob Anderson, Daniel Teaze, Matt French, Bob McCourt, Bill McGirr, Martha Sunderland

Recording Secretary: Karen Rose

Chair Blomback called the meeting to order at 6:15 pm with the Pledge of Allegiance.

CONSENT AGENDA—

1. Volunteer appointments

Jennifer McCourt; Economic Development Committee—*this item was pulled from the Consent Agenda**

Stephanie Payeur; Economic Development Committee & Budget advisory

Alexandra Love; SHOT and Community Center Activities Committee

2. Consent to Cut: Lots 588-A, 588-B1, 589-C

Amendment

3. Volunteer Appointments:

April Costa, 2nd Conservation Commission member OHRV Committee

A motion was made by Vice Chair Hooper to approve the Consent Agenda with the above appointment pulled off the agenda. Selectman Osgood seconded. Motion passed 4-0.

*Volunteer Appointment—Jenn McCourt, Economic Development Committee. Selectman Fortner is concerned that the Town hires Ms. McCourt for projects and she participates in several committees. He feels there is potential for conflict of interest with the town. He further stated that the Azalea Park Committee, which she is a member of, needs input from the Economic Development Committee, and if she is on both this presents a conflict. Chair Blomback stated he has the highest regard for Ms. McCourt's abilities and would welcome her on the Economic Development Committee. He stated that the committee has no ability to enter into any contracts on behalf of the town and their role is advisory. Selectman Fortner asked that the appointment be tabled while he awaits information from Russ Roy.

Selectman Osgood brought up a housekeeping item relative to the OHRV Trail Permission. On February 21, 2012, the Selectboard gave approval for the ATV riders to access Lot 50, Class IV roads for a period of five years (*refer to 2-21-2012 minutes*). Permission was given at the time by the Selectboard to bring this item back to the Board as a consent agenda item in five years. Selectman Fortner asked why this was

FINAL

not on the main agenda? Town Administrator Trovato put it on the consent agenda because the motion in 2012 stated it to be placed there.

A motion was passed by Selectman Osgood to approve access to Chase Road, Pleasant Pond Road, Craney Pond Road, Liberty Hill Road, Mink Hill Road, Colleague Pond Road, Bound Tree Road, Ryan Road, Cross Road, Goodwin Road (Craney to 114) Foster Road, Colby Hill Road for a period of five years. Vice Chair Hooper seconded. Motion passed 4-0.

Public Forum #1

none

Permission granted
for 5 yrs =
Mar. 2017 - Mar. 2022

2017

OHRV (WHEELED) VEHICLE TRAIL PERMISSION

Permission is hereby granted to Contoocook Valley ATV Riders
(Name of club/organization)

to provide public ATV UTV Trail Bike Jeep/Truck access on my property. It is understood that use of my property, for said purpose, in no way holds me liable or responsible for accidents that may occur as a result of others using my property as provided for in Chapter 212, Section 34, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be no fee for the use of this property. The above named club/organization agrees to mark, sign, and maintain the property in a proper and safe manner.

The State of New Hampshire, Department of Resources and Economic Development, Division of Parks and Recreation, Bureau of Trails, shall also provide a landowner liability insurance policy with coverage of \$2,000,000.00 for trails within the Grant-In-Aid Program.

This agreement shall have a term of:

- Indefinite
- 1 year from landowner approval
- 5 years from landowner approval

Lot # 50 + Class V1 Roads
existing trail
See attached list

****THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.****

Expires *
* Mar 2022

Dated this 7th day of March, 2017

Town of Henniker
Landowner (Print Name)

[Signature]
Landowner Signature

18 Depot Hill Rd
Address

Henniker
Town/City

03242 428-3221
Zip Code Telephone

Contoocook Valley ATV Riders
Club/Organization

James Morse
Club/Organization Officer (Print Name)

PO Box 357
Club Address

President
Title (President, Trail Administrator, etc.)

Henniker 03242-0357
Town/City Zip Code

[Signature]
Club/Organization Officer's Signature

COMMUNITY ACTION REPORT



New Hampshire Dept. of Revenue
Municipal and Property Division
PO Box 487
109 Pleasant Street
Concord, NH 03302-0487

Visit Subject	
1. Assessment Review	<input checked="" type="checkbox"/>
2. Monitoring	<input checked="" type="checkbox"/>
3. Education/Training	<input type="checkbox"/>
4. Other	<input type="checkbox"/>
Visit Method	
In Person	
AR Year	2025

Municipality Name				Date of Visit			
Henniker				March 10, 2022			
*Median Ratio	75.4	PRD	1.03	COD	14.33	**Weighted Ratio	73.8
*Measure of central tendency ratio used to compare individual property. **Weighted average ratio that the state applies to equalize a municipality's total value.							
Person(s) Contacted & Titles							
Name	Wendy Baker			Title	Assessing Technician		
Name	Diane Kendall			Title	Town Administrator		
Report							
Today, Lisa Mudge and I, attended a meeting at the Henniker Town Offices with Wendy Baker - Assessing Technician and Diane Kendall - Town Administrator. As I am new to the town, as well as Wendy and Diane are new to their positions, we discussed in greater detail the specifics of the upcoming 2022 Statistical Revaluation and preparation for the 2025 Assessment Review. I will send Wendy an Assessment Review packet. We also clarified that Sansoucy Assoc. will be providing utility values for the Town.							
Other Comments							
Please contact me anytime with assessing-related questions at 603-230-5961 or at cary.e.lagace@dra.nh.gov							
Tentative Date and Time of Next Visit or Follow-Up							
Date	Summer 2022			Time			
Items to be Covered at Next Visit							
Sales review							
DRA Employee	Cary Lagace			Date	March 14, 2022		
Signature	LSM 3/21/22						

March 20, 2022

Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Attention: Chairman, Selectman Kris Blomback

The residents of Atha's Way and Hemlock Lane are trying to mitigate an environmental and human health risk to the French Pond watershed. We formally brought this attention of a "house" trailer that has been placed at the opening of Atha's Way to Officer Jesse Colby, Henniker PD and we have filed a complaint with the Henniker Town Health Official, Greg Aucoin. We have also contacted the State of NH Department of Environmental Services requesting their assistance.

The trailer has been parked on Atha's Way since about November 2021. There are people living in this trailer. There is no septic system or electricity hooked up to this trailer, they have been running what seems to be a garage fixing cars as well on the site. Our concern is where is the generated human and vehicle waste going? If they are changing oil, anti-freeze etc. where is this being disposed of? Hopefully not in the wetlands. There are about a dozen tires, large car/engine parts, numerous grill size propane tanks, and what seems to be trash bags piling up. There is a constant coming and going of cars from this trailer, as many as 6 to 7 cars at any given time of day and night which is unsettling to the security of our community. There is also an unregistered car that has been parked in the same area for approximately 8 - 10 years.

Non-conforming use of this property presents an unnecessary risk to the fragile wetlands that drain into French and Keyser Pond and the pristine vernal pools that surround the area. Cyanobacteria outbreaks have been recorded in recent history, chlorophyll, and phosphorus are all closely monitored by New Hampshire DES, French Pond Watershed is a documented stressed ecosystem. This is not only becoming an environmental issue but a blight to our pristine neighborhood of French Pond.

As a neighborhood we share the cost of maintaining the roads. There has been no effort from these people or the owner of the property, to help with the cost of maintaining or plowing these roads.

We would be happy to meet with any town officials to discuss and resolve this issue.

Sincerely,

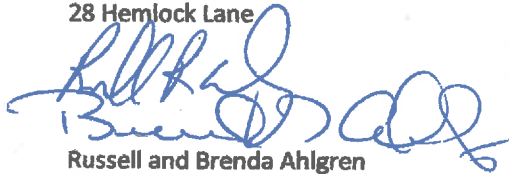


Casper and Jennifer Reske-Nielsen
56 Hemlock Lane

See attached
Acknowledgement

Claudia Roberts

28 Hemlock Lane



Russell and Brenda Ahlgren

60 Hemlock Lane

401-230-3298



Mike and Lynn Brandt

61 Atha's Way



Budd and Justina Lapham

124 Atha's Way

Cc: Police Chief Matthew French
Patrol Officer - Jesse Colby
Health Officer - Greg Aucoin
Town Administrator - Diane Kendall





March 3, 2022

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

Dear Board Members:

I am sending you this letter to follow up on having your community become a Purple Heart Community and offer you my assistance in any way needed in achieving this honor. The Purple Heart is specifically a combat decoration and it is our nation's oldest military medal.

The Purple Heart is awarded to members of the armed forces of the United States who are wounded by an instrument of war in the hands of the enemy and posthumously to the next of kin in the name of those who are killed in action or die of wounds received in action. The heritage it represents is sacred to those who understand the price paid to wear it.

Please contact me at marietgrella@gmail.com or by calling (603) 673-4905 so we may work together towards having your community become a Purple Heart Community. Thank you.

Sincerely,

Marie T. Grella

Marie T. Grella

Purple Heart Community Project Advocate

From: [Leo Aucoin](#)
To: [Diane Kendall](#)
Subject: FW: Ray Rd
Date: Tuesday, March 22, 2022 7:36:53 AM

From: Belinda Hammond <hammond.belinda@gmail.com>
Sent: Monday, March 21, 2022 2:41 PM
To: Leo Aucoin <roadagent@henniker.org>
Subject: Ray Rd

Leo,

Thank you for checking rutted road so quick. YOUR AWESOME best road agent ever and we've been her nearly 50 years!

Just sending this note at your request as a reminder to remove the dead trees on the road side of the stone wall. You certainly have our permission. Can drop them in the yard if necessary to avoid anything hitting wires. Please advise when done if your crew cuts and carries off.

(location: in front of 153 Ray Rd)

Thank you
Belinda/Glenn Hammond

From: [Diane Kendall](#)
To: [Kathleen LaBonte-LoFaro](#)
Bcc: [Wendy Baker](#)
Subject: RE: Henniker Town Designated Emails for Boards and Staff
Date: Thursday, March 17, 2022 3:05:00 PM
Attachments: [public meetings governmental records.pdf](#)

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 5th. 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: Kathleen LaBonte-LoFaro <klalo@tds.net>

Sent: Thursday, March 17, 2022 2:06 PM

To: Diane Kendall <diane.kendall@henniker.org>

Cc: Bruce Trivellini <onlyhennikerbruce@gmail.com>

Subject: Henniker Town Designated Emails for Boards and Staff

Hello Diane,

Regarding my March 13, 2022, email to you, I was a little disappointed that there was no discussion about implementing town-wide emails for boards and staff at the March 15th Selectboard meeting.

It seems that my request was of timeliness after listening to the 3/15/2022 live stream selectboard meeting, and hearing the people's business was conducted outside of the public purview through usage of "personal" selectboard emails...again. It is wrong, and it is illegal, and I continue to wonder why we have to suffer this folly. For years, Dr. Trivellini and I have requested that the Selectboard approve a common and sensible communication system of town generated emails. We are not talking about new and expensive technology to implement a cohesive email system with the telephone service provider.

For your interest is an article from the NH Municipality Association about this matter. The burden is on the administrator/manager of a municipality to respond to Right to Know requests, and it does not bode well if there is work being conducted outside of your jurisdiction...the town hall. It makes this job almost impossible.

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%93your-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."

Personally, I resent having to go through a middle person to transfer my correspondence to those in the Henniker municipality that I wish to contact. It is at this time I request again that this matter be placed on the agenda for discussion and a positive outcome.

Would you kindly forward this email to the full Selectboard for me, and copy me so that I know the mails my correspondence has gone to.

In closing, thank you Diane for your kind assistance. Please know I appreciated your report, and how much you accomplished in a very short period of time. Thank you for your good work.

Sincerely yours,

Kathleen (LaBonte)

722 Gulf Road, Henniker, NH 03242

Tel. (603) 428-6135; Email: klalo@tds.net

CERTIFICATE OF COMPLETION



Primex³ Education & Training Program

This certificate is hereby presented to:

Leo Aucoin

For successful completion of:

Certified Flagger

March 29, 2022

at Concord Parks & Rec Center

and having earned 0.3 CEUs



CEUs are awarded based on successful completion of programs that are Continuing Education designated (1 Contact Hour - .10 CEU)

A handwritten signature in black ink that reads "Elaine St. Jean".

Elaine St. Jean, Education & Training Program Coordinator



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) 428-3221
Fax: (603) 428-4366

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/29/2022
TITLE: Crushing Bid
INITIATED BY: Leo Aucoin, Superintendent
PREPARED BY: Leo Aucoin, Superintendent
PRESENTED BY: Leo Aucoin, Superintendent

AGENDA DESCRIPTION: Crushing Bid will be opened on April 4th the outcome of the opening will be made public. Request approval of bid award to be announced at Selectboard meeting.

Legal Authority: procurement policy

Financial Details:

Town Administrator Comment:

TA supports this action

Suggested Action/Recommendation: Selectboard accepts Superintendent's recommendation and awards bid.

Suggested Motion: Motion to award Highway Crushing Bid of \$ _____ to _____,
seconded by _____



Town of Henniker
Request for Proposal
Crushed Gravel

The Town of Henniker is inviting bid proposals for the portable crushing of 3000 to 4000 cubic yards of gravel.

Bid proposals must be on company letterhead clearly stating price, specifications, and accompanied with a certificate of insurance. Bid envelopes must be sealed and marked, "Crushed Gravel Bid 2022" and be delivered to Town of Henniker Town Hall 18 Depot Hill Road, Henniker NH 03242 by April 4, 2022 at 12:00 PM, when they will be opened publicly and read aloud. Contact person: Leo Aucoin, Highway Superintendent 603-428-7200.

Minimum bid specification

- Graveled to be crush down to 1.5 inch
- Gravel to be from existing tailing, salvage pile and open embankment.
- Bid must specify price per cubic yard.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Bidders shall bid to specifications. However, deviation from specifications may be made but any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

The minutes of the meeting at which the selection is made shall indicate the bid selected and the factors upon which the selection was made. All major bids submitted must specify time frame of bid quote amount and must guarantee bid amount for a minimum of thirty (30) days from bid opening date. This requirement must be included in all advertisements and written specifications issued by the Town of Henniker. Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

Advertised



TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/31/2022
TITLE: Transfer Station Skidsteer Bid Award
INITIATED BY: Marc Boisvert, Transfer Station Manager
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION:

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. Bid opening is April 4th at 9:00. Bid results will be brought to the Selectboard on April 5th for award and authorization to purchase. And we request authorization for disposal of 2000 New Holland LS170 according to Selectman Policy Section III.2 Disposal of Surplus Materials.

Legal Authority: Town Meeting, Procurement policy, Disposal of Surplus Material policy
Financial Details: Not more than \$50,000
Town Administrator Comment: Recommend approval

Suggested Motions: Move to accept bid of \$_____ from vendor _____ and authorize the procurement of the skid steer.

Move to authorize the disposition of the Transfer Station 2000 New Holland LS170 according to Selectman Policy Section III.2 Disposal of Surplus Materials.



Town of Henniker, New Hampshire Invitation to Bid

DATE: March 22, 2022

ACCEPTANCE DUE DATE: April 4, 2022, 9:00AM

ACCEPTANCE PLACE: Henniker Town Hall
18 Depot Hill Road
Henniker, NH 03242

Sealed bids will be received at the Town of Henniker Town Hall, 18 Depot Hill Rd Henniker, NH 03242 until 9:00am on Monday, April 4, 2022, for a **Skid-Steer** to be used at the Transfer Station. Sealed envelopes must be marked: Town of Henniker – Skid-Steer.

Bid invitations and specifications will be available at the Town of Henniker Town Hall, 18 Depot Hill Rd Henniker, NH 03242 or online at: <https://www.henniker.org/bids-and-rfps>

The Town of Henniker reserves the right to waive any irregularities, reject any or all bids, and to accept the bid that appears to be in the best interest of the Town. Failure to submit all information called for may be sufficient for disqualification.

Diane Kendall
Town Administrator

**TOWN OF HENNIKER
ADMINISTRATION
18 DEPOT HILL RD
HENNIKER, NH 03242**

GENERAL:

1. Bids will be received by the Town of Henniker, New Hampshire at the Henniker Town Hall 18 Depot Hill Rd Henniker, NH until the time specified in the Invitation to Bid and then publicly opened and read aloud for the information of the bidders and others properly interested who may be present either in person or by a representative.
2. The following meanings are attached to the defined words when used in this document:
 - a. The word "Town" means the Town of Henniker, New Hampshire.
 - b. The word "Bidder" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
 - c. The word "Contractor" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
 - d. The words "firm price" shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Invitation to Bid, terms and conditions, and instructions printed is necessary. All blank spaces must be filled in. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.
4. Each bid must give the full business address of the Bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word 'president', "secretary", "agent" or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the Town, satisfactory evidence of the authority of the signing officer signing on behalf of the corporation shall be furnished.

5. Bids must be securely sealed in a suitable envelope (facsimile and emailed submissions will not be accepted), addressed and marked on the outside as follows:

Town of Henniker – Skid-Steer

The entire solicitation document is to be returned when submitting a proposal, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.

6. It will be the responsibility of the Bidder to see that their bid is received by the Town of Henniker Town Administrator as specified.
7. Each bid is received with the understanding that the acceptance in writing via email by the Town to the Bidder to furnish any or all of the products /services described therein or as otherwise negotiated, shall constitute a contract between the Bidder (Contractor) and the Town, which shall bind the Bidder (Contractor) on his part to furnish and deliver the articles offered at the prices agreed upon and in accordance with the terms and conditions of said accepted bid; and the Town on its part to order from such Bidder (Contractor), except for causes beyond reasonable control; and pay for, at the agreed prices, all products/services specified and delivered.
8. Bids may be withdrawn upon written or electronic request received from Bidders prior to the time of opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
9. The solicitation document maintained by the Town of Henniker, in the appropriate file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the Town, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your bid.
10. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this Sealed Bid Invitation. Every request for such interpretation or request for change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

Mail: Town of Henniker
18 Depot St.
Henniker, NH 03242

Every interpretation made to a Bidder will be in the form of an addendum to the Sealed Bid Invitation which, if issued, will then be posted on the website: www.henniker.org. All such addenda shall become part of the complete Sealed Bid Invitation. It is the

Bidder's responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date bid package.

11. Bids that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by the Town. The bid must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this bid. Separate pages may be used if necessary.
12. Bids must be submitted on the bid schedule hereinafter provided. Prices shall be clearly and fully stated in units of quantities specified. No additional charges shall be passed to the Town, including all applicable taxes, delivery or surcharges that have not already been disclosed on the bid schedule. In case of discrepancy in computing the amount of the bid, unit prices quoted will govern.
13. Quotations shall include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to destination designated, including any and all freight and packing charges.
14. As the Town is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
15. Prices stated shall remain firm for the duration of the contract.
16. Should the successful Contractor fail to make delivery or complete the contract within time specified, the Town reserves the right to procure the equipment/product from other sources and hold the Contractor liable for any excess cost.
17. The Town reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event the Town elects to exercise this right, all prices quoted pursuant to this Sealed Bid Invitation will remain firm, and the Town shall incur no additional obligation to the Contractor on account of any delay of delivery date ordered by the Town.
18. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and acts of God.
19. The time of proposed delivery must be stated in definite terms. If time of delivery for different equipment varies, the Bidder shall so state.
20. The Town reserves the right to divert delivery from one location to another, and to allow for any change in operation conditions or for any other cause not now foreseen.

21. Any equipment/vehicle delivered must be standard new and unused, latest model, except as otherwise specifically stated in the proposal. Where any part or the normal accessories of equipment/product is not described, it shall be understood that all equipment/product and accessories that are usually provided in the manufacturer's stock model shall be furnished.
22. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The vehicles/equipment on which proposals are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on vehicles/equipment other than as specified, bidders shall furnish complete data and identification with respect to alternative vehicles/equipment they propose to furnish.
23. Unless otherwise stated by the Bidder, the proposal will be considered as being in strict accordance with the specifications outlined in this Sealed Bid Invitation. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes to guide the Bidder in interpreting the requirements of the Town. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the Bidder, if awarded a Contract, will be required to furnish the particular item referred to in the specifications or descriptions unless a departure or substitution is clearly noted and described in the proposal.
24. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
25. The vehicle/equipment on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitted bids on vehicle/equipment other than as specified, proposer shall furnish complete data and identification with respect to the alternate vehicles/equipment they propose to furnish.

Consideration will be given to bids submitted on alternate vehicles/equipment to the extent that such action is deemed to serve the best interests of the Town. If the bidder does not indicate that the vehicle/equipment he proposes to furnish is other than specified, it will be construed to mean that the bidder will furnish the exact vehicles/equipment described.

26. The Town reserves the right to waive any informality in bids, to reject any and all bids wholly or in part, and to make awards in a manner deemed in the best interest of the Town.
27. Awards will be made in the best interest of the Town. In determining what would be in the best interest of the Town, the following shall be considered:
 - a. The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
 - b. Whether the Bidder can perform the Contract or provide the service promptly or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service;
 - f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
 - g- The quality, availability, and adaptability of supplies or contractual services to the particular use required;
 - h. The ability of the Bidder to provide future maintenance and services for the use of the subject of the Contract;
 - i. The number and scope of additions attached to this bid.
28. The Town reserves the right to make awards on this proposal by item or to accept all or part of the proposal or prices quoted. In addition, the Town reserves the right to award materials on the basis of the lowest total cost of the bid item to the Town, including the Town's cost of transportation to and from the source.

In cases where two or more Bidders have the same net bid, the Town may give preference to firms located within the Town.
29. Upon making an award, or giving notice of intent to award, the Town will place appropriate notice on the town website: <https://www.henniker.org/bids-and-rfps>
30. The Bidder must certify that no official or employee of the Town or State of New Hampshire, has a pecuniary interest in the proposal or in the Contract that the Bidder

offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud, collusion or in connection with any other person submitting a proposal.

31. The Bidder, if awarded an order or contract, agrees to protect, defend and hold the Town harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
32. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the Town from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of the Town, its employees, representatives, agents, etc.
33. The Revised Statutes Annotated of the State of New Hampshire, and all Town Ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part hereof.
34. The Bidder to whom a contract is awarded guarantees to the Town that all warrants of merchantability and fitness for a particular purpose as provided for in New Hampshire RSA 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.
35. The Bidder, if awarded an order or contract, agrees to provide to the Town proof of Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are a copy of a federal tax depository ticket, copy of IRS label showing name and Federal ID Number, IRS letter of taxpayer Identification Number assigned, other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) PREPRINTED on it. Any impertinent information may be blackened out before sending to the Town. Copies of tax returns must show taxpayer section and signature.
36. Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendors furnishing substances or mixtures. Vendors are cautioned to obtain and read the law referenced above.
37. Payment Terms:
 - a. Delivery and Acceptance: Upon delivery and acceptance of the vehicle/equipment by the department to which it is assigned, the Contractor

shall secure the signature of an authorized representative on an original delivery slip and shall provide two (2) copies of an invoice or bill of sale. The claim of payment must be accompanied by a "Certificate of Origin" for each vehicle.

- b. Payments: Payments shall be made within 30 days of delivery and acceptance of contracted item(s)/services or upon receipt of a verified claim for payment, whichever is later. The claim for payment consists of the original delivery slip and two (2) copies of the invoice/bill of sale executed as provided for in the paragraph above.

38. Certificate of Origin: must be properly assigned to the:

Town of Henniker
18 Depot Hill Rd
Henniker, New Hampshire 03242

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE
CANCELLATION OF AN ORDER OR CONTRACT

SPECIFICATIONS

The Town of Henniker is hereby requesting firm pricing for a new Skid Steer.

PURPOSE:

The purpose of this bid invitation is to establish a contract with a company that will provide a new Skid Steer per specification to the Town of Henniker.

The equipment shall be furnished complete in every detail and be such design and construction as to meet the general and special requirements hereinafter set forth, Any parts or units not specifically mentioned, but necessary to form a complete working unit, shall be furnished by the successful bidder. All ratings shall conform to SAE standards.

It is the intent of these specifications/requirements to describe the Town's minimum requirements for the vehicle.

DELIVERY:

In recognition of the worldwide supply chain issues, no specific delivery date is sought. However, all respondents shall provide a projected delivery date. **The Town of Henniker reserves the right to make an award decision using delivery date as a criteria.**

PAYMENT:

MINIMUM SPECIFICATIONS

Skid Steer

68" BUCKET

SOLID FILL TIRES

PFL4548 4500LB FORKS

65HP WHEELED SKID STEER

VERTICAL LIFT ARMS

FOOT AND HAND CONTROLS

RIDE CONTROL

HYDRAULIC QUICK ATTACH

7055 LBS. OPERATING WEIGHT

RATED OPERATING CAPACITY 1950 LBS. AT 50% OP TIPPING LOAD

HIGH FLOW AUX. HYDRAULICS 28GPM

VERTICAL LIFT LOADER ARMS

CAB, HEAT/AC.

HYDRAULIC Q

COUPLER

KSR SHOCKLESS RIDE CONTROL

BID SCHEDULE

PROPOSAL FOR: **Skid Steer**

DATE & TIME:

The undersigned, as Bidder, hereby declares that before preparing this bid they carefully read the specifications and hereby agrees that if the proposal is accepted, they will contract with the Town in accordance with the specifications, terms, and conditions as spelled out in this sealed bid invitation.

Skids Steer with all parts specified:

\$ _____ Price in Words: _____

Make & Model: _____

Net Purchase Price: _____

Warranty: Please detail the warranty which covers the equipment submitted in this bid.

Authorized signature & title of Bidder

Print or type name & title of Bidder

Company Name (Corporation/general partnership organized & existing under the laws of the State of ____)

Address

City, State, Zip

Date Quotation Made: _____ Email Address _____

Phone #: _____ Fax #: _____

Minor exceptions to the above specifications must be duly noted on your letterhead as a separate sheet. Please check here if you have exceptions. ____

This form must be signed. All signatures must be original and not photocopies.



TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/31/2022
TITLE: WWTP Collection System Maintenance Bid Award
INITIATED BY: Ken Levesque, Wastewater Superintendent
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Diane Kendall, Town Administrator

AGENDA DESCRIPTION:

Town solicited bids 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 31st. Two bids were received.

- | | |
|--|-------------|
| 1. Eastern Pipe Services | \$25,015.48 |
| 2. Vortex Services (previously known as Ted Barry Co.) | \$21,441.84 |

See attached

Legal Authority: Town Meeting, Procurement policy
Financial Details: Per Budget
Town Administrator Comment: Recommend approval of lowest bidder
WWTP Superintendent Comment: Recommend approval of lowest bidder

Suggested Motions: Move to accept bid of \$_____ from vendor _____ and authorize the procurement of services.

**Wastewater Treatment Collection System Maintenance
Bid 2022**

The Town of Henniker is inviting bid pricing for the maintenance of the Town's collection system. The work is outlined in the scope of work 1 thru 7. The cost for cleaning and televising should be listed separate with a desired project completion date of no later than September 15th, 2022.

The proposal should include 2 operators per truck, screens to catch debris at the discharge side of manholes, traffic control w/sign package, traffic cones and all required safety measurers per State of New Hampshire guidelines. Responders will provide reports (1 hardcopy & 1 digital) of completed work including recommended repairs to sewer mains and manholes. The Town of Henniker Wastewater Superintendent will notify the State for work performed on State roads, supply water from inch and a half service at WWTP, Fire Dept. or pumped from river and a disposal site for debris and wastewater.

The Town of Henniker request that the work be performed by the successful bidders own personnel. Any subcontractors must be approved by the Wastewater Superintendent.

Bid price proposals must be on company letterhead clearly stating an outline of cost per line item. The bid price shall include all increases in labor, administration, and materials for the duration of the contract. No change order in contract price will be permitted.

All work to be done under the direction of the Wastewater Superintendent. The Town of Henniker reserves the right to modify or reduce the scope based on the needs of the Town. Additional work may be added at the Town's sole discretion.

All bids must be submitted in sealed envelopes, addressed to the Town of Henniker in care of Ms. Wendy Baker, Executive Secretary and plainly marked with the name of the bid and the time of the bid opening.

The Town of Henniker will accept proposals/bids at Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242 until 2:00 pm on March 31, 2022 at which time they will be opened publicly and read aloud.

Prospective bidders will be evaluated on the following criteria:

1. Price;
2. Bidders ability to perform within the specified time limits;
3. Bidders experience and reputation, including past performance for the Town;
4. Quality of the materials and services specified in the bid;
5. Bidders ability to meet other terms and conditions, including insurance and bond requirements;
6. Bidders financial responsibility;
7. Bidders availability to provide future service, maintenance and support;
8. Nature and size of bidder, and
9. Any other factors that the Board of Selectmen determines are relevant and appropriate in connection with a given project or service.

The Town of Henniker reserves the right to reject any and all bids, re-bid, negotiate any contracts, to waive irregularities in the proposal, and to accept the proposal which, in the Town's sole discretion, best serves the interest of the Town, and waive any formalities in the bid process.

The contractor will be required to provide an insurance certificate confirming the following insurance coverage; workers compensation insurance as required by the State of NH; broad-form comprehensive general liability insurance in the amount no less than \$1,000,000 combined single limit per occurrence; and vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in the amount no less than \$1,000,000 combined single limit per occurrence. Contractor may be required and shall be prepared to post a bond or letter of credit to cover 1.5X the bid price upon request of the Board of Selectmen.

The contractor must also agree in writing to indemnify the Town of Henniker from any and all liability, loss or damage, including but not limited to bodily injury, illness, death or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, cost, or judgment against the Town arising out of the contractor's actions or omissions relating to this project.

Other questions regarding this request for bids may be directed to Wastewater Superintendent. Ken Levesque at (603)428-7215.

2022 SCOPE OF WORK

<u>LOCATION</u>	<u>PIPE SIZE</u>	<u>LENGTH</u>
1. Western Ave.	8"	2975'
2. Old Hillsboro Road	8"	503'
3. Liberty Hill Road	8"	807'
4. Western Ave.	8" & 10"	2218'
5. Fairview Ave.	8"	1774'
6. Juniper Ridge	8"	1971'
7. Hall Ave.	8"	<u>2515'</u>
	TOTAL	12,763'

THERE WILL BE NO DUMPING OF WATER BACK INTO THE SEWER MAIN.

VACCUM WILL BE USED THE ENTIRE TIME WHILE CLEANING.

ALL DEBRIS WILL BE DISPOSED OF AT THE WWTP.

SCOPE OF WORK DETAILS

1. Western Ave. (8")

<u>Manhole #'s</u>	<u>Distance</u>
24 - 41	88'
41 - 42	136'
42 - 44	295'
44 - 46	264'
46 - 47	289'
47 - 48	290'
48 - 50	286'
50 - 51	298'
51 - 52	313'
52 - 53	297'
53 - 54	290'
54 - 55	<u>129'</u>
TOTAL	2,975'

Traffic Control and Sign Package Required

2. Old Hillsboro Road (8")

<u>Manhole #'s</u>	<u>Distance</u>
55 - OHR1	172'
OHR1 - OHR2	127'
OHR2 - OHR3	<u>204'</u>
TOTAL	503'

Traffic Control and Sign Package Required

SCOPE OF WORK DETAILS

3. Liberty Hill Road (8")

<u>Manhole #'s</u>	<u>Distance</u>
47 - 111	296'
111 - 112	285'
112 - 113	<u>226'</u>
TOTAL	807'

Traffic Control and Sign Package Required

4. Western Ave. (10"&8")

<u>Manhole #'s</u>	<u>Distance</u>
16 - 17	10" 123'
17 - 18	208'
18 - 19	288'
19 - 20	214'
20 - 21	254'
21 - 22	90'
33 - 34	8" 100'
34 - 35	146'
35 - 36	98'
36 - 37	135'
37 - 38	295'
38 - 39	159'
39 - 40	<u>108'</u>
TOTAL	2,218'

Traffic Control and Sign Package Required

SCOPE OF WORK DETAILS

5. Fairview Ave. (8")

<u>Manhole #'s</u>	<u>Distance</u>
98 - 97	287'
97 - 96	38'
96 - 95	291'
95 - 94	115'
94 - 38	148'
85 - 99	66'
99 - 100	135'
100 - 101	204'
101 - 102	248'
102 - 103	<u>242'</u>
TOTAL	1,774'

Traffic Control and Sign Package Required

6. Juniper Ridge (8")

<u>Manhole #'s</u>	<u>Distance</u>
103 - 104	180'
104 - J1	128'
J1 - 105	89'
105 - 106	214'
106 - 107	186'
J1 - J2	358'
J2 - J3	273'
J3 - J4	182'
J4 - J5	<u>361'</u>
TOTAL	1,971'

Traffic Control and Sign Package Required

SCOPE OF WORK DETAILS

7
8. Hall Ave. (8")

<u>Manhole #'s</u>	<u>Distance</u>
18 - 83	301'
83 - 84	198'
84 - 85	276'
85 - 86	227'
86 - 87	134'
87 - 88	205'
88 - 89	245'
89 - 90	303'
90 - 91	289'
91 - 92	204'
92 - 93	<u>133'</u>
TOTAL	2,515'

Traffic Control and Sign Package Required



Ken Levesque
Henniker Wastewater District
18 Depot Hill Road
Henniker, NH 03242

March 29, 2022

Greetings Ken,

Subject: Clean and CCTV Inspection approx. 12,763 linear feet - 8" to 10" Mostly AC Sanitary Sewer Mainlines and Manholes.

Thank you for giving us the opportunity to provide you with the following bid proposal.

Scope of work:

- Perform Cleaning and PACP CCTV Inspections on approximately 12,763 feet of existing 8" to 10" mostly AC Gravity Sanitary Sewer mainline pipe as outlined on a customer provided Wastewater Treatment Facility Maintenance Bid 2022 package.
 1. Western Ave; 8", 2975"
 2. Old Hillsboro Road; 8", 503'
 3. Liberty Hill Road. 8", 807'
 4. Western Ave. 8" & 10", 2218'
 5. Fairview Ave; 8", 1774'
 6. Juniper Ridge 8", 1971'
 7. Hall Ave; 8", 2515'
- Perform topside manhole reports on approx. 65 manholes within the pipe inspection Scope

Project Responsibilities

Town of Henniker, NH: To help achieve a smooth and successful project, you will be considered the owner of the project and it will be your responsibility to perform the following:

- Provide a designated contract coordinator
- Provide all access to all sanitary manholes
- Provide notification for public/private easements
- Provide Maps as needed
- Provide Water for cleaning through 1.5" service at WWTP or Fire Dept. or river
- Provide an approved disposal area at the WWTP for both liquids and grit/solids

Vortex Services LLC

- Provide a designated project manager (off site)
- Provide a written work plan and schedule prior to start of work
- Provide traffic control, including flaggers per MUTCD regulations
- Provide a Jet/Vac unit with operator and technician. All grit will be vacuumed or caught in a screen at the downstream invert.
- Decant all liquids and dispose of grit separately at the WWTP



- Provide a CCTV Inspection team with all labor, materials, and equipment to complete the pipeline assessments. CCTV Operator will be NASSCO PACP and MACP certified.
- Provide topside manhole reports, complete with photo image, invert & chimney data, and defect information
- Perform all inspections using IT pipes reporting software.
- Provide a copy of all inspections in digital format as well as a hard copy

Vortex Services LLC Employees

- Project Manager (Off Site)
- Vactor CDL Operator
- Vactor Technician
- CCTV Operator - PACP/MACP certified
- CCTV Technician

Vortex Services LLC Equipment

- Combination Jet/Vac Truck equipped with 1" hose and operates at 80 GPM @ 2500 PSI. These units are capable of jetting and vacuuming of materials at the same time Water tanks will be capable of a minimum of 1200g. Debris body will be capable of holding a minimum of 10 cu/yards of material. Drain ports will be able to separate water from the solid material in debris body. Vacuum will be capable of lifting heavy materials such as dirt, rocks, bricks, sludge, etc. from manholes and wet wells. There will be a minimum of 25' of 8" vacuum tube on each truck.
- Mainline CCTV Unit with studio style climate controlled control room onboard with room for owner representative.

Proposed Work Plan

Planning

- Proposal to customer
- Execute contract

Project Commencement Day 1 through Duration. Field Work must be completed by September 15, 2022.

- Mobilization to Job Site
- Review Scope of Work & Safety
- Setup Traffic Control
- Begin Cleaning, Begin Inspections
- QA/QC with Customer
- Restore job site
- Demobilization

Post Planning

- Deliverables: one copy of I.T. Pipes or Granite Net Viewer in digital format. The Manhole and Line Reports will be provided in both printed and .pdf digital media format.
 - Includes all line reports. Line reports are a compilation of data gathered during an inspection typically starting at one manhole or entry point and ending at a manhole or



exit point. Data gathered includes but is not limited to: pipe size, pipe type, starting point, ending point, distance, observations of interior pipe conditions, observation photos, observation descriptions, etc.

- Includes all .jpeg photos taken during the inspection. Photos are typically taken to show the start of the inspection, pipe deformations, existing debris build-up inside the pipe section, inspection end point, etc.
 - Includes all .wmv videos. Individual video files are created for each pipe section inspected.
 - I.T. Pipes Viewer includes a print manager option which allows owner to print additional or future line reports
 - Manhole inspection reports in digital format as well as paper copies
 - Recommend rehabilitation for observed level 4 & 5 pipeline and manhole defects.
- Project Billing

Differing conditions:

1. Broken pipe or structure- All attempts will be made to clean and/or inspect through condition however may result in a termination of cleaning and/or inspection of the individual line segment.
2. Obstructed pipe or structure- All attempts will be made to clean and/or inspect through condition however may result in a termination of cleaning and/or inspection of the individual line segment.
3. Unknown changes in pipe direction or change in pipe ID- All attempts will be made to clean and/or inspect through change in direction and/or pipe ID however may result in a termination of cleaning and/or inspection of the individual line segment.
4. Flows in the gravity piping higher than anticipated by the owner - If flows in the wastewater system are higher than anticipated all attempts will be made to clean and/or inspect through condition however may result in a termination of cleaning and/or inspection of the individual line segment.
5. Items in the pipe larger than to be anticipated: In some cases very large items such as rocks are found in a pipe or structure, although it is within the scope of work for TBC to remove these items it is practical to limit the reasonable and anticipated size of such items. The following list defines what is excluded from TBC responsibilities. Pipe size 6"-18": Items greater than 50% of the pipes nominal I.D.

Billable Units	Unit Prices	Est. Units	Estimated Cost
Jet/Vac 6" to 12" Sewer Mains	\$.68 per Linear Foot	12,763 Feet	\$8,678.84
CCTV Inspections of 6" to 12" Sewer	\$1.00 per Linear Foot	12,763 Feet	\$12,763.00
Manhole Reports	Included in CCTV price	Up to 70 Manholes	N/C
Total Estimate of Probable Cost:			\$21,441.84
Performance Bond (150%)	Available at Customer's Request		\$500.00

Manhole inspections, the deliverables package and flaggers are included in the pricing.

Terms and Conditions

All quotes are good for 30 days from date of inquiry.

Payment is due Net 30 from the date the project is completed



Indemnification. Vortex shall and does hereby agree to indemnify, save harmless and defend the Town of Henniker from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by Vortex, its employees, agents or sub-contractors or in any way attributable to the negligent performance and execution of the work herein contracted for.

The Town of Henniker recognizes and acknowledges: (a) that the specialized nature of Vortex services as they relate to pipes and sewer lines involves the removal of light to heavy debris, often preventing adequate flow; (b) that the services to be provided under this Agreement involve robotic CCTV inspection and may implicate conditions not readily discernable prior to the issuance of a Notice to Commence Work by the Town of Henniker; and (c) that pipe cleaning, including root removal and the removal of debris, flushing, and vacuuming of sewer lines or pipes, may be impacted by pipe damage or conditions such as broken, cracked, offset, collapsed, eroded, corroded or otherwise deteriorated pipe. In light of the foregoing acknowledgements, and the preceding indemnification provision notwithstanding, Vortex shall not be responsible to the Town of Henniker or any third party for any sums of money on account of any claims or suits arising by reason of the condition of the pipe or sewer lines encountered by Vortex in rendering services hereunder, including conditions precipitating pipe collapse, deteriorated/corroded pipe, the compromised structural integrity of pipe, and unanticipated back up and discharge flows, including resultant residential or third party impacts.

It is the intention of this section to hold Vortex responsible for the payment of any and all claims, suits, or liens attributable to or asserted against the Town of Henniker which relate solely to the negligent performance of Vortex and do not implicate the conditions encountered by Vortex in rendering services to the Town of Henniker hereunder. In the event the liability of Vortex shall arise by reason of the negligence of the Town of Henniker and/or the negligence of the Town of Henniker's agents, servants or employees, then, Vortex shall not be liable under the provisions of this Section and the Town of Henniker shall indemnify, save harmless and defend Vortex from the payment of any sum or sums of money to any person whomsoever on account of claims or suits related thereto.

We appreciate the opportunity to provide you with this bid proposal and we look forward to the chance to work with you in 2021. Please sign and return signed copy upon acceptance of this bid.

Sincerely,

Adam Gilbert
Project Manager

Accepted by:

Print name:

Title: _____

Date: _____

No job is so important and no service is so urgent that we cannot take the time out to perform or work safely.



Eastern Pipe Service, LLC

March 18, 2022

Ms. Wendy Baker, Executive Secretary
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

RE: Wastewater Treatment Collection System Maintenance Bid 2022
Bid Date : March 31, 2022 – 2:00 PM

Dear Ms. Baker:

In accordance with the RFP Bid 2022, we are pleased to have the opportunity to offer a cost Proposal for cleaning and televising 12,763 feet of sanitary sewers listed in the 2022 Scope of Work details Item 1 – 7 as follows:

Item 1 – Western Ave	(8")	Total = 2975 LF
Item 2 – Old Hillsboro Road	(8")	Total = 503 LF
Item 3 – Liberty Hill Road	(8")	Total = 807 LF
Item 4 – Western Ave	(8"- 10")	Total = 2218 LF
Item 5 – Fairview Ave	(8")	Total = 1774 LF
Item 6 – Juniper Ridge	(8")	Total = 1971 LF
Item 7 – Hall Ave	(8")	Total = 2515 LF

Total Project Quantity = 12,763 feet

Eastern Pipe Service can furnish all equipment, personnel and workmanship for cleaning and CCTV Color Pan & Tilt DVD taped video inspection of these designated sanitary sewers at the unit cost listed separate as follows:

- Cleaning 12,763 feet, 2 men, w/ traffic control flagging = \$0.98/LF = \$12,507.74
- Televising 12,763 feet, 2 men w/traffic control flagging = \$0.98/LF = \$12,507.74
- Clean & TV 12,763 feet, 2 men per truck, w/flagging = \$1.96/LF = \$25,015.48
-

TV evaluation would be performed as described in the National Association of Sewer Service Companies PACP (Pipeline Assessment Certification Program) inspection format and standardize rating system. Electronic TV DVD reports (1 hardcopy, 1 digital) would be delivered with recommendations on rehabilitation of any system defects discovered. Vacuum will be used the entire time while cleaning, screens to catch debris at the discharge side of manholes. Clean & TV Services will be based on an 8 hour work day with two operators for each truck. Traffic control flagging with appropriate sign package at locations listed in the Scope of Work.

To complete the work at the cost offered, the Town of Henniker, should furnish, at no cost to Eastern Pipe Service the following:

1. Any mapping MH numbering or street locations to be inspected.
2. Access to all Manholes not paved over or buried.



Eastern Pipe Service, LLC

3. Water from 1 ½" service @ WWTP, Fire Dept, or pumped from river.
4. Any notification, permits for work on State Roads.
5. All debris disposed of at WWTP.
6. No dumping of water back into the sewer main location will be designated by owner.

Attached please find the Eastern Pipe Service Cleaning and CCTV inspection, work history of similar projects experience and a listing of equipment and assets available to perform this work. EPS would be available to provide any future service, maintenance and support.

Sincerely,

Wind River Environmental
Dba: Eastern Pipe Service


Richard Berthiaume
Manager



Eastern Pipe Service, LLC

Eastern Pipe Service Cleaning & CCTV Inspection - Work History of Similar Projects All completed on time and within budget.

2020 City of Laconia NH– On Call & Emergency Sewer Cleaning & Repair Services Contract
2019 City of Laconia NH– On Call & Emergency Sewer Cleaning & Repair Services Contract
2018 Various Storm Drains and Sanitary Sewers – On Call – Repair Services Contract
Mr. Matt Mooney – DPW Collection Systems Coordinator – 603-528-6379

2021 – Town of Salem NH – Cleaning & CCTV for I/I Investigations – 25,000 LF
2019 – Town of Salem NH – Cleaning & CCTV for I/I Investigations – 20,000 LF
2017 – Town of Salem NH – Cleaning & CCTV for I/I Investigations – 50,000 LF
Underwood Engineers - Portsmouth, NH 03801 - Mr. Cole Melendy, P.E. 603-436-6192

2017 City of Manchester DPW - Environmental Protection Division - FY 2017 - 2018
Contract FY17-270-68 Cleaning and Closed Circuit Television Inspection of Sewers
Environmental Protection Division – Jeremy Bouvier – 603-665-6899

2020 Town of Concord MA – Sewer Cleaning TV Inspection Contract – 47,000 LF
Mr. Todd Manchuso – Collection System Supervisor – 978-318-3250

2018 Town of Athol MA – Sewer Line Cleaning, TV Inspection – Annual Contract –
2017 Town of Athol – Sewer Line Cleaning – Annual Contract – 2015
Department of Public Works – Mr. Andrew Tessier – Superintendent -978-249-9244

2020-2019-2018 Trenchless Lining Contract
2014/2015 Town of Pittsfield NH – Cleaning and CCTV Inspection – 35,413 LF
Mr. Bill Gilpatrick – WWTP Superintendent – 603-435-8857

2018 Sewer Line Cleaning and CCTV Inspection- 8,000 LF – Hinsdale NH WWTP
2016, 2013 Hinsdale, NH – Indian Acres Area – Cleaning & CCTV – Tap Cutting – 12,292 LF
Town of Hinsdale NH – Water & Sewer Superintendent - Mr. Jack White – 603-336-5715

2017 Town of Bristol NH – Water & Sewer Department – Cleaning & TV Inspection – 15,500 FT
2016 -14,950 FT - Water & Sewer Dept – Mr. Jeff Chartier – Superintendent – 603-744-8411



Eastern Pipe Service, LLC

Eastern Pipe Service, LLC is a New England based company providing rehabilitation of municipal and industrial sewer systems with more than 40 years' experience in the field of Sanitary Sewer Maintenance, Rehabilitation and Video Inspection. Company principals are Mark Thompson, Owner and Richard G. Berthiaume, General Manager.

Eastern Pipe Service, LLC is a member of the National Association of Sewer Service Companies (NASSCO) and National Utility Contractors Association.

Richard G. Berthiaume

General Manager, Eastern Pipe Service, LLC

Contractor's Designated Project Manager - NASSCO Certification Program PACP #U-606-3470

Experience with over 8 Million feet of CCTV Video Inspection

Hubert Thompson

Manager, Eastern Pipe Service, LLC

Secondary Project Manager: Hubert Thompson, General Manager with Felix Septic Service, Inc.

NASSCO Pipeline Assessment Certification Program PACP #U-212-14644

Experience with over 4 Million feet of CCTV Video Inspection

Todd Burns

Superintendent, Eastern Pipe Service, LLC.

Field Superintendent -NASSCO Pipeline Assessment Certification Program PACP #U-212-14636

Experience with over 5 Million feet of CCTV Video Inspection



TV Inspection

EPS has the right camera for every diameter and application. We use all color pan & tilt 360 degree rotation cameras. Three units available equipped to complete inspections up to 1000 feet in either direction. Our inspection vehicles are also equipped with both small and large diameter transporter for pipes 6 inch to 60 inch. When tractors are stopped, EPS can still get the job done with manhole to manhole winch pulling capabilities. Closed Circuit PACP compliant TV inspection software produces computerized reports with digital video capture.

Eastern Pipe Service will assure adequate and timely completion of this project. We offer the following Listing of Equipment Available to Perform Sewer Cleaning and CCTV Inspection work.

EPS 3 – 2015 Ques Lamp II TV Truck – Pan & Tilt Lateral TV Capability – Granite.NET Software

EPS 2 – 2019 Ques TV Cutter Truck- Ques Pan & Tilt TV Capability – Granite NET - Reporting Software

EPS 7 – Mercedes Sprinter TV Van – Verisight Robotic Rover 125 TV – Granite.NET, Reporting Software

VACTOR 2115 Plus Combination Jet/VAC Cleaners – 3 Available

2019 VACTOR 2115 Plus – 1500 Gallon Water Tank – 15 CY Debris Tank – 3800 CFM Triplex VAC System

2015 VACTOR 2115 Plus – 1500 Gallon Water Tank – 15 CY Debris Tank – 3800 CFM Triplex VAC System

2013 VACTOR 2115 Plus – 1500 Gallon Water Tank – 15 CY Debris Tank – 3800 CFM Triplex VAC System

2010 Sterling Camel – 1200 Gallon Water Tank – 10 CY Debris Tank – 2500 CFM Air/VAC System

**Wastewater Treatment Collection System Maintenance
Bid 2022**

The Town of Henniker is inviting bid pricing for the maintenance of the Town's collection system. The work is outlined in the scope of work 1 thru 7. The cost for cleaning and televising should be listed separate with a desired project completion date of no later than September 15th, 2022.

The proposal should include 2 operators per truck, screens to catch debris at the discharge side of manholes, traffic control w/sign package, traffic cones and all required safety measurers per State of New Hampshire guidelines. Responders will provide reports (1 hardcopy & 1 digital) of completed work including recommended repairs to sewer mains and manholes. The Town of Henniker Wastewater Superintendent will notify the State for work performed on State roads, supply water from inch and a half service at WWTP, Fire Dept. or pumped from river and a disposal site for debris and wastewater.

The Town of Henniker request that the work be performed by the successful bidders own personnel. Any subcontractors must be approved by the Wastewater Superintendent.

Bid price proposals must be on company letterhead clearly stating an outline of cost per line item. The bid price shall include all increases in labor, administration, and materials for the duration of the contract. No change order in contract price will be permitted.

All work to be done under the direction of the Wastewater Superintendent. The Town of Henniker reserves the right to modify or reduce the scope based on the needs of the Town. Additional work may be added at the Town's sole discretion.

All bids must be submitted in sealed envelopes, addressed to the Town of Henniker in care of Ms. Wendy Baker, Executive Secretary and plainly marked with the name of the bid and the time of the bid opening.

The Town of Henniker will accept proposals/bids at Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242 until 2:00 pm on March 31, 2022 at which time they will be opened publicly and read aloud.

Prospective bidders will be evaluated on the following criteria:

1. Price;
2. Bidders ability to perform within the specified time limits;
3. Bidders experience and reputation, including past performance for the Town;
4. Quality of the materials and services specified in the bid;
5. Bidders ability to meet other terms and conditions, including insurance and bond requirements;
6. Bidders financial responsibility;
7. Bidders availability to provide future service, maintenance and support;
8. Nature and size of bidder, and
9. Any other factors that the Board of Selectmen determines are relevant and appropriate in connection with a given project or service.

2019 13,035 LR 2021 EPS 1.96/LR - 131417 - 25,768.2^{LR}
 Ted Berry 19,813 = 1.52/LR
 EPS 23,496 = 1.80/LR Vortex 1.74/LR 27,875.7^{LR}



Town Hall
18 Depot Hill Road
Henniker, NH 03242

Tel: (603) 428-3221
Fax: (603) 428-4366

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/21/2022
TITLE: Disposition 1991 Bush Bandit 90
INITIATED BY: Leo Aucoin, Superintendent
PREPARED BY: Leo Aucoin, Superintendent
PRESENTED BY: Leo Aucoin, Superintendent

AGENDA DESCRIPTION: Highway will take ownership of a New Morbark Woodchipper on the week of March 21st, 2022. Highway would like to ship our other chipper to White Farm, state surplus to be actioned at their next live auction.

Legal Authority: per town procurement and disposition policies and guidelines

Financial Details: revenue to sales of town assets

Town Administrator Comment:

Town Administrator supports this request

Suggested Action/Recommendation: Please authorize the Highway Superintendent to take such actions and move the chipper to Concord for auction

Suggested Motion: Motion to authorize the sale of the 1991 Bush Bandit 90 at the State of NH Surplus auction

No formal action is required.



TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 3/28/2022
TITLE: Highway Guardrail Proposal
INITIATED BY: Leo Aucoin, Highway Superintendent
PREPARED BY: Diane Kendall, Town Administrator
PRESENTED BY: Leo Aucoin, Highway Superintendent

AGENDA DESCRIPTION: Waiver to purchasing policy for Non-Major Purchase over \$3,000 and less than \$15,000 to remove and replace guardrails. Due to limited material availability of product, it is difficult to obtain three quotes.

Legal Authority: Procurement Policy

Financial Details: \$7,125.00

Town Administrator Comment: Per Procurement Policy - Administrative Regulations, TA authorized the Highway Superintendent to accept the proposal from VT Recreational Surfacing & Fencing.

Suggested Action/Recommendation: Review Procurement Policy thresholds for Non-Major and Major purchases; and purchase order requirements.

Suggested Motion: No action needed



PROPOSAL

Vermont Recreational Surfacing & Fencing, Inc.
PO Box 147
Barnet, VT 05821
www.vt-recreational.com

Toll Free: 800.639.8071
Phone: 603.638.2738
Fax: 603.638.4458
Email: vtrecnh@gmail.com

Date: 3/25/2022

Submitted to: Leo Aucoin

Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Direct: 603-428-7200
Cell:
Email: roadagent@henniker.org

Job: Henniker, NH

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Guardrail

- > Remove and dispose of 2 - 25' EAGRTS and 12-1/2' rail
- > Supply and install 2 - 25' EAGRTS and 12-1/2' new rail
- > Dig safe and traffic control by others

PRICE: \$7,125.00

NO RETAINAGE

PRICES ARE GOOD FOR TEN (10) DAYS FROM THE DATE OF THIS PROPOSAL

Quote based on machine driven posts in accessible ground conditions.

Unforeseen ground conditions may add costs to the project.

Digsafe premarks and marking of private utilities not covered by Digsafe is the responsibility of the owner or GC.

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workman-like manner:

Handsetting of posts an additional \$100.00 per post. Does not cover hand digging in hard pack or rock/rip rap.

Downtime billed out \$750.00 per our if site is not properly prepared.

Respectfully Submitted: _____

Stephen Shattuck

The above prices, specifications and conditions are hereby accepted.

You are authorized to do the work as specified.

Acceptance of Proposal

Signature: _____

Date: _____

**Payments must be made within 30 days from invoice date.*

***An annual finance charge of 18% will be charged on all Invoices over 30 days.*

****You will also be responsible for any collection fees that may occur should the account become delinquent, including but not limited to court filings, experts, consultants, service of process, and attorney fees*



TO: TOWN OF HENNIKER - LEO
 FROM: RYAN SLITER
 DATE: 3/24/2022
 RE: GUARDRAIL REPAIRS

Western Ave & Cote: Remove and replace damaged guardrail approx 34.5', to include one new 25' MSKT EAGRT and approx 9'4.5" of standard beam guardrail.

1 u	25' MSKT EAGRT	\$ 3,850.00	\$	3,850.00
9.5 lf	Beam Guardrail	\$ 45.00 lf	\$	427.50
		Total:	\$	4,277.50

Longview Rd: Remove and replace damaged TL 2 MSKT EAGRT.

1 u	25' MSKT EAGRT	\$ 3,850.00 u	\$	3,850.00
		Total:	\$	3,850.00

NOTE: Quote must be signed and returned to proceed.

Quote valid through April 2022

Quote does NOT include backfilling of holes from removal of old guardrails.
 Quote based on machine driven posts in accessible ground conditions.
 Quote does not include cutting and/or concrete setting of posts. EXTRA charges will be incurred if required.
 Site visit may be required and may change quote above.
 Quote does not cover installation on or near underground utilities, rock/ledge, retaining walls.
 Guardrail must install prior to any finish work of sidewalks, curbs, turf establishment, etc as damages may occur due to use of the heavy equipment required to do the installation.
 Unforeseen ground conditions may add costs to the project.
 Quote is null and void if underground utilities are installed within 24 inches of guardrail location.
 Digsafe premarks and marking of private utilities not covered by Digsafe responsibility of owner or GC.
 Traffic control by other if not covered above. All private utilities not covered by digsafe are the responsibility of owner or GC should damages occur due to guardrail installation.
 Centerline, elevations and base pavement to be installed prior to guardrail installation.
 CWS not responsible for damages to finish pavement, sidewalks that our equipment must access to do the work.
 Delineator posts must be premarked by other prior to installation. Additional mobilization costs to return for delineation only.
 Changes in quantities of work may incur changes in unit pricing.
 Final invoicing based on actual footage and units installed.
 Handsetting of posts additional at \$250/post. Does not cover hand digging in hard pack or rock/rip rap.
 Downtime billed out at \$850/hr if site is not properly prepared.
 To the extent that collection efforts are required to collect any balance due from the contractor, CWS shall be entitled to recover, as part of any judgment, award or final order, its costs of collection, including all fees for court filings, experts, consultants and service of process, as well as reasonable attorneys fees. 1.5% monthly interest added for all payments over 30 days.

NO RETAINAGES ALLOWED

NOTE: PLEASE SIGN AND RETURN THIS QUOTE IN ORDER TO PROCEED WITH THE JOB ORDER.

ACCEPTED:

DATE:

638-2738 VT. REC

because of, for example, the need of standardization of such materials, supplies, equipment or services, or for any other reasons which the Board of Selectmen deem to be in the interest of the Town.

17. Where it is deemed appropriate to standardize on the procurement of materials. The Town Administrator shall maintain an up-to-date listing of such standardization items or services. The procurement of such standardized items or services will be exempt from the foregoing bidding requirements. Nevertheless, Town Departments will, when reasonably possible, attempt to obtain competitive quotes from different suppliers, if any, for the standardization item or service.
18. Any major item purchase may be made without a local bid process when the service or product is available from an approved bid list awarded by the State of NH, County Federal, School District or any other entity connected with a government agency.

CHANGE ORDERS

If specification changes are made prior to the close of the Bid Process, the Request for Bids shall be amended and notice shall be sent to any bidder who already submitted a bid and a new Bid Process shall be initiated.

Once a bid has been accepted, if changes to the specifications become necessary, the Department Head must prepare a change order specifying the scope of the change and the Board of Selectmen shall approve it. The Board of Selectmen authorize the Town Administrator to approve change orders where funds are available and the change order shall not exceed 10% of the amount of the original contract. The Board of Selectmen must approve all other change orders. Once approved, the contractor and an authorized agent of the Town must sign the change order.

NON-MAJOR PURCHASE PROCEDURE

Department Heads shall have authority to purchase goods and services for a value of up to \$3,000.00. These purchases shall be made in a manner concurrent with the intent of this policy. For all non-major purchases over \$3,000.00, it shall be the responsibility of the Department Heads to provide to the Finance Director a standard purchase order form. The Department Head must accompany the purchase order form with at least three quotations or prices and specify the method by which the quotations or prices were obtained.

The purchase order shall be presented to the Finance Director for review. If the Finance Director recommends the purchase order be paid, he shall sign it and present it to the Town Administrator. By his/her signature, the Town Administrator shall approve or disapprove the purchase order.

In the absence of the Town Administrator (in emergency situations), the Finance Director shall approve and sign the purchase order.

ADMINISTRATIVE REGULATIONS

The Town Administrator is authorized to issue purchasing requirements and procedures that the Town Administrator deems necessary to carry out the requirements of this Policy.

Under no circumstances may any Town employee, Town committee member or Town board member use a Town of Henniker account membership, account vendor number, purchase order number or any other method of making a purchase for personal use under the name of the Town of Henniker. Reimbursement arrangements are not allowed under this policy.



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: 3/28/2022
TITLE: Overnight Parking Ban
INITIATED BY: Leo Aucoin, Superintendent
PREPARED BY: Leo Aucoin, Highway Superintendent
PRESENTED BY: Leo Aucoin, Highway Superintendent

AGENDA DESCRIPTION: 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.

Legal Authority: Town Ordinance Chapter 120 Article III Motor Vehicle Parking

Financial Details: New signs to promote the ban are \$25 each and I would need 10

Town Administrator Comment:

Winter overnight parking ban is to allow for safe snow removal on town roads. TA supports overnight parking ban in targeted problem areas with support and comments from Police Department. Does the Selectboard require a public hearing to adopt change to Ordinance? Policy change requires 1st, 2nd and 3rd reading.

Police Chief Comment:

Suggested Action/Recommendation: I would like the board to move a motion to Ban parking overnight on Main Street from the hours of 11 PM to 6 AM and have Pd. Enforcement.

TA Suggested Action: Consider amendment to Henniker Ordinance Chapter 120 Article II Motor Vehicle Parking Section 120.11 to strike the word Winter and add section D. No person shall park or leave standing any motor vehicle on Main Street between the hours 11:00p.m and 7:00am with exception stated in Section C. Hearing required? Policy change requires 1st and 2nd reading.

~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]

~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:

Name of Street	Side	Time Limit	Location
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 the so-called "Henniker Pharmacy"
Depot Hill Road	East	2 hrs.	Entire length where designated for one-way traffic flow
Depot Hill Road	West	1 hr.	Entire length where designated for one-way traffic flow [See 120-10(6)]
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.

~120-9 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

~120-10. 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 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 a point on Grove Street and Route 114 Southerly on the West side of Depot Hill Road, there shall be designated parking for town hall patrons for the first six spaces. [Added 9/19/06]
 - 7. 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 September 6, 2011. Effective this date.)

B. There shall be no parking allowed at anytime on the following streets and roadways:

Name of Street	Side	Location
Bridge Street	Both	From the north end of the Proctor Bridge to Ramsdell Road
Circle Street	West	From Grove Street to Depot Hill Road
Crescent Street	Both	Entire length
Depot Hill Road	Both	From Circle Street to Gulf Road and from Circle Street to a point approximately 30 feet north on the west side of the 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 thirty-mile-per-hour speed zone to a point just east of the soccer fields where the speed limit increases to 35 miles per hour
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

CHAPTER 120 VEHICLES AND TRAFFIC

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

C. Limited parking locations on various streets

1. No parking at anytime shall be allowed on the south side of Grove Street from a point starting at the Hearse House to the dead end. (Adopted 9-1-2009)

~~~120-11. 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.
  - B. No parking on the easterly side of Depot Hill Road (in front of the town hall) from the northerly intersection of Grove Street to the southerly intersection of Circle Street from November 1 to April 15 of each year. (Adopted 2-19-2008)
  - C. 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.
  - ~~D. No person shall park or leave standing any motor vehicle on main St. with exception stated in section c.~~
- ~~~120-12. 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.

## **ARTICLE IV**

### **Parking of Commercial Vehicles**

(Adopted 9-26-1978; Amended 11-28-1989)

#### **~120-13. 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 the Odd Fellows Block, so called.

#### **~120-14. 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).

#### **~120-15. 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**

(Adopted 3-4-2014; *Sunsets on November 5, 2014 – See 120-20.C* Amended 5-19-15 *Sunsets November 4, 2015*)

#### **~120-15. 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.

**~120-16. Authority**

NH RSA 41:11 Regulation of Use of Highways. Etc.  
NH RSA 215-A:15 Regulations of Political Subdivisions

**~120-17. 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 Vehicle" 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.

**~120-18. Permitted Travel Routes**

- A. OHRVs 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.



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## TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 3/21/2022  
**TITLE:** Perambulation Discussion  
**INITIATED BY:** Robert Garrison, Resident  
**PREPARED BY:** Wendy Baker, Executive Assistant  
**PRESENTED BY:** Robert Garrison, Resident

**AGENDA DESCRIPTION:** Robert Garrison would like to discuss with the Board the Town Perambulation.

**Legal Authority:** "RSA 1:1-:7 deals with the perambulation of New Hampshire's state boundaries, RSA 51:1-:9 covers the municipal obligation, the heart of which is the following:" "51:2 Perambulation of Town Lines. - The lines between the towns in this state shall be perambulated, and the marks and bounds renewed, once in every 7 years forever, by the selectmen of the towns, or by such persons as they shall in writing appoint for that purpose."

### Financial Details:

### Town Administrator Comment:

Links to NHMA Articles: [The History of Perambulation in New Hampshire | New Hampshire Municipal Association \(nhmunicipal.org\)](#); [360 Years of Perambulation | New Hampshire Municipal Association \(nhmunicipal.org\)](#)

### Suggested Action/Recommendation:

### Suggested Motion:

*No formal action is required.*



TOWN OF HENNIKER, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** 3/28/2022  
**TITLE:** Coffin Cellars Winery Farmers Market Approval  
**INITIATED BY:** Coffin Cellars Winery  
**PREPARED BY:** Diane Kendall, Town Administrator  
**PRESENTED BY:** Diane Kendall, Town Administrator

**AGENDA DESCRIPTION:**

Coffin Cellars Winery requests to set up at the Henniker Farmers Market for the 2022 season. Coffin Cellars is a past vendor. There have been no reported incidents or violations and the Police Chief has no concerns.

**Legal Authority:** State of NH Liquor Commission  
**Financial Details:** N/A  
**Town Administrator Comment:** Recommend approval

**Suggested Motion:** Move to allow 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.

March ...2022

Received by  
TOWN OF HENNIKER  
MAR 11 2022  
SELECTMEN'S OFFICE

To whom it may concern....

The enclosed paperwork requires a signature from a town or city official to allow Coffin Cellars Winery to set up at your farmers market this Summer...

Please fill this out and return to :

Peter Austin  
Coffin Cellars Winery  
1224 Battle St  
Webster ,NH  
03303

Thank you...

Peter Austin



**State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing**

Date Petition Received: \_\_\_\_\_  
 Date Petition Approved: \_\_\_\_\_  
 CFS: \_\_\_\_\_ Approved By: \_\_\_\_\_

**FARMERS' MARKET**

Type:  Submitted by:   
 Trade Name:  Email:   
 License Number:  Phone:   
 Address:  Date:

Location/Name of Market:   
 Address:  City/Town:

Day(s) of Week:  Date from  to   
 Time from   to

Approved by Department of Agriculture  Yes  No

Attach Diagram (Required Only for Tastings)

Print this form and have it signed by City/Town Official where the Farmers' Market is being held.  
 Once signed, please email form to: [audit@liquor.nh.gov](mailto:audit@liquor.nh.gov).

-----City/Town Use Only Below-----

The \_\_\_\_\_, Governing Body or other Appointed Designee, hereby approves \_\_\_\_\_ to attend the Farmers' Market for

Retail  Tasting  Retail/Tasting.

Print Name/Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 3/29/2022

**TITLE:** Email/Text Messaging Documentation Communication Procedure

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

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

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

**AGENDA DESCRIPTION:** 1. Clarify a new protocol or procedure for documenting and disseminating information between Selectboard members and Town Administrator and directed to the Town Administrator as directed by the Selectboard to the Town Administrator at the March 15<sup>th</sup> Selectboard meeting.  
2. Discuss Selectboard option for official email and Microsoft 365 Business Basic.

**Legal Authority:** RSA 91-A

**Financial Details:** N/A

### Town Administrator Comment:

This document is to clarify a new protocol or procedure for documenting and disseminating information between Selectboard (SB) members and Town Administrator (TA) and directed to the TA at the March 15<sup>th</sup> Selectboard meeting.

**Purpose:** Transparency to public; ensure that all board members are included in communication; and maintain compliance with RSA 91-A. SB members are discouraged from participating in group emails and text messages that include a quorum of board members.

***“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.*



***What is not a meeting?*** *Gatherings of fewer than a quorum; consultation with legal counsel; chance or social meetings neither planned nor intended to discuss official matters and at which no decisions are made; strategy or negotiations regarding collective bargaining.*

**Scope:** All email and text communication to and from TA and SB members.

**Procedure:** Collate all email and text messages shared between the TA and SB. Included collated communication in the Communications Section of the agenda package. The collated document shall include email and text messages between agenda deadlines, Thursday before prior SB meeting to Wednesday before next SB meeting.

**Output:** Create a pdf document of the email and text communication threads to be included in the Communications section of the Selectboard Agenda and provided in the agenda package, which is emailed to board members, printed for member hard copy, posted on the website uploaded to the Book App on the Selectboard I-pads.

**Exemptions from disclosure in public documents:**

- Records pertaining to internal personnel practices
- Medical, welfare, library user and videotape sales or rental records
- Confidential, commercial, or financial information and any other record whose disclosure would be an invasion of privacy
- Notes or materials made for personal use that do not have an official purpose
- Preliminary drafts, notes or memoranda and other records not in their final form and not disclosed, circulated or available to a quorum of a public body
- Some law enforcement records (but not all)
- Written legal advice (until the client shares it with a third party outside the privilege).

References: [public\\_meetings\\_governmental\\_records.pdf \(nhmunicipal.org\)](http://nhmunicipal.org/public_meetings_governmental_records.pdf)

**Selectboard Official Email Addresses:** In current state the Selectboard uses personal unofficial email to conduct town communications. The contact form on the website directs to personal email. Our IT company MiradorIT can provide Microsoft 365 email addresses for all five board members for between \$5-\$10 month and can be upgraded to Microsoft 365 Business Basic. Microsoft 365 Business Basic is a better option (there are some info protection/archiving/retrieval factors related to the higher-level license that might make better sense, particularly as it surrounds potential FOIA/RSA91A requests and such). Office 365 is cloud based can be easily accessed from most devices. Mirador is waiting for an expected price increase to prepare a proposal.

**Suggested Action/Recommendation:** N/A

**Suggested Motion:** N/A



TOWN OF HENNIKER, NEW HAMPSHIRE

# STAFF REPORT

**DATE:** 4/5/2022  
**TITLE:** Post Election Committee Assignments  
**INITIATED BY:** Diane Kendall, Town Administrator  
**PREPARED BY:** Diane Kendall, Town Administrator  
**PRESENTED BY:** Diane Kendall, Town Administrator

**AGENDA DESCRIPTION:**

This is the opportunity for Board Members to discuss and change standing committee assignments.

| Committee                                     | Current Assignment                                 | Meeting Schedule                                        |
|-----------------------------------------------|----------------------------------------------------|---------------------------------------------------------|
| Athletic Committee                            | Peter Flynn                                        | 3 <sup>rd</sup> Monday 7:00pm                           |
| Azalea Park/Riverwalk Comm                    | Peter Flynn                                        |                                                         |
| Byway Advisory (Currier & Ives Scenic)        | Scott Osgood                                       | Quarterly                                               |
| Capital Improvements Committee (CIP)          | Tia Hooper                                         |                                                         |
| Central NH Regional Planning Commission       | Tia Hooper                                         |                                                         |
| Community Center Activities Committee         | None                                               | 1 <sup>st</sup> Monday 7:00pm                           |
| CRSW/RRC Resource Recovery Coop* See attached | Member and 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                              | Peter Flynn                                        | 3 <sup>rd</sup> Wednesday 6:30pm                        |
| Highway Safety Committee                      | Open                                               | 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 (Elected) *see attached        | Tia and Peter (alt.),<br>Bill Marko Elected Member | 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday<br>7:00pm |
| Road Management Committee                     | Tia and Leon                                       | 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                | Peter Flynn                                        |                                                         |
| Zoning Board of Adjustment                    |                                                    |                                                         |

**Legal Authority:** Chapter 673 Local Land Use Boards

**Financial Details:** N/A

**Town Administrator Comments:**

\*CRSW/RRC: Per Co-op Agreement each Cooperative Community must appoint a Joint Board Rep and Alternate to the Board. Henniker has joins together with other communities throughout central New

Hampshire to form the Concord Regional Solid Waste/Resource Recovery Cooperative (The Co-op). The purpose of the Co-op is to provide for the long-term disposal of solid waste through the construction of a centralized waste-to-energy facility. The Co-op consists of cities and towns located in central and north-central New Hampshire. Member communities are in four counties—Belknap, Grafton, Hillsborough, and Merrimack. The Co-op maintains a contract with Wheelabrator Concord Company (WCC) for the financing, design, construction, operation, repair, and maintenance of the waste-to-energy facility. As a member community the Town of Henniker can appoint one member and one alternate to the Co-op's governing body. **See attached memo from CRSW/RRC**

**\*Planning Board:** Not more than one appointed or elected member of the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672:7. See the attached correspondence from Attorney Nate Midolo, RSA 673:7 and 673:2, and NHMA articles and.

CRSW/RRC  
Concord Regional Solid Waste/Resource Recovery Cooperative  
P.O. Box 157  
Franklin, NH 03235  
Tel. 603-934-5037

To: All Co-op Member Communities

From: Jim Preshler, CRSW/RRC

Date: March 14, 2022



RE: Appointments to Joint Board

Per the Co-op Agreement each Cooperative community must appoint a Joint Board Representative and Alternate to the Joint Board. These appointments are for a three (3) year period and each year one-third of the members rotate.

The enclosed form indicates who the present representatives are and the period of their appointment. The bottom section of the form provides space for indicating new representatives and alternates if necessary.

Please review the enclosed form and return to the Co-op as soon as possible to assure we have current information from each community as to their representative and alternate. Also please note that the information must be certified by the Town/City Clerk.

Thank you in advance for your cooperation.

Concord Regional Solid Waste/  
Resource Recovery Cooperative

STATUS FORM

Town/City: Henniker

Term: Jan. 01, 2022 - Dec. 31, 2024

---

Current Joint Board Rep:

E-mail:

Current Alternate:

Tel:

E-mail:

\_\_\_\_ Above information is accurate and the above named have been reappointed.

\_\_\_\_ Term has expired. A new Representative & Alternate have been appointed.

Appointments:

Representative:

Alternate:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Tel. \_\_\_\_\_

Tel. \_\_\_\_\_

CERTIFIED:

\_\_\_\_\_  
Town/City Clerk

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

**From:** [Nathan C. Midolo](#)  
**To:** [Diane Kendall](#)  
**Subject:** RE: Henniker Follow-up Planning Board assignment  
**Date:** Thursday, March 24, 2022 5:06:38 PM

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Yes, I think the safest and cleanest approach here is to appoint an **administrative official** (not a select person) as the ex officio member under RSA 673:2, II(b)(1). That would avoid any concern about complying with RSA 673:7, I because there will only be one select board member on the planning board. Does that seem like a direction the BOS would like to go?

I think there is support for an argument that the new select board member could be appointed ex officio, but I have a concern if someone wanted to challenge it they could argue that person was "elected" and can't also be appointed ex officio. On the other hand, we could potentially argue a second select board member could be chosen as ex officio because RSA 673:7, I only prohibits "appointed" and "elected" PB members from serving on the BOS together. Arguably, being chosen as ex officio is not an "appointment" or "election." However, that is a somewhat risky position to take, and if there is an administrative official the BOS can appoint as ex officio that is a safer option in my opinion.

Thanks,

Nate

**NATHAN C. MIDOLO**

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**From:** Diane Kendall <diane.kendall@henniker.org>  
**Sent:** Thursday, March 24, 2022 4:40 PM  
**To:** Nathan C. Midolo <nmidolo@uptonhatfield.com>  
**Subject:** RE: Henniker Follow-up Planning Board assignment

Hi Nate,

Thank you for getting back to me.

Yes, you are accurate on that. We have a newly elected Selectboard member who is also an elected

member of the Planning board. Does the new Selectboard member who is an elected PB member become the ex-officio member of the board? **“673:2 II b (1) The Selectmen shall choose one selectman or admin official of the town as ex officio...”** In this case, shall the selectmen appoint an administrative official?

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

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**From:** Nathan C. Midolo <[nmidolo@uptonhatfield.com](mailto:nmidolo@uptonhatfield.com)>  
**Sent:** Thursday, March 24, 2022 12:01 PM  
**To:** Diane Kendall <[diane.kendall@henniker.org](mailto:diane.kendall@henniker.org)>  
**Subject:** RE: Henniker Follow-up Planning Board assignment

Hi Diane,

Just following up on this. Is there currently another select board member that serves on the Planning Board? You are correct, RSA 673:7, I prohibits more than 1 select board member from serving on the Planning Board. If there are no other select board members on the PB, then this newly elected select board member can serve as the sole PB and select board member (and no other select board member can serve on the PB ex officio).

Let me know if that answers your question or if you need anything further from me on this.

Thanks,

Nate

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**From:** Diane Kendall <[diane.kendall@henniker.org](mailto:diane.kendall@henniker.org)>

**Sent:** Friday, March 18, 2022 12:53 PM  
**To:** Nathan C. Midolo <[nmidolo@uptonhatfield.com](mailto:nmidolo@uptonhatfield.com)>  
**Subject:** Henniker Follow-up Planning Board assignment

Hi Nate,

To recap the conversation about this, we have a newly elected Selectboard member who is also an elected member of Planning Board. He wants to remain on both boards. I interpret the RSA as **no more than one appointed or elected member of the Planning board shall serve on the Selectboard**. If the newly elected Selectboard member chooses to stay on the Planning Board as an elected member, the Selectboard cannot appoint ex-officio to the Planning Board.

**CHAPTER 673**  
**LOCAL LAND USE BOARDS**  
**Appointment and Terms of Local Land Use Board**  
**Members**  
**Section 673:7**

**673:7 Planning Board Members Serving on Other Local Boards. –**

I. Any 2 appointed or elected members of the planning board in a city or town may also serve together on any other municipal board or commission, **except that no more than one appointed or elected member of the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672:7.**

II. In counties in which there are located unincorporated towns or unorganized places, the county commissioners shall determine which members of the planning board for those towns and places, if any, may serve on other municipal boards or commissions.

**Source.** 1983, 447:1. 1989, 266:10. 1992, 64:7. 2007, 266:4. 2008, 391:4. 2011, 190:1, eff. Aug. 13, 2011. 2019, 105:2, eff. Aug. 20, 2019.

**TITLE LXIV**  
**PLANNING AND ZONING**  
**CHAPTER 673**  
**LOCAL LAND USE BOARDS**  
**Appointment and Terms of Local Land Use Board**  
**Members**  
**Section 673:2**

**673:2 Planning Board. –**

I. (a) In cities, the planning board shall consist of 9 members:

(1) The mayor of the city, or with the approval of the local legislative body the mayor's designee, who shall be an ex officio member;

(2) An administrative official of the city selected by the mayor, who shall be an ex officio member;

(3) A member of the city council selected by the council, who shall be an ex officio member;  
and



(4) Six persons appointed by the mayor, if the mayor is an elected official, or such other method of appointment or election as shall be provided for by the local legislative body or municipal charter.

(b) Alternatively, the local legislative body in a city with a city council-city manager form of government may establish a planning board with membership as provided in paragraph I-a. I-a. In cities with a city council-city manager form of government, the planning board may consist of the following 9 members:

(a) The city manager, or with the approval of the local legislative body the city manager's designee, who shall be an ex officio member;

(b) A member of the city council selected by the council, who shall be an ex officio member; and

(c) Seven persons appointed by the mayor, if the mayor is an elected official, or such other method of appointment or election as shall be provided for by the local legislative body or municipal charter.

I-b. In towns which operate under the town council form of government, the planning board shall consist of 7 or 9 members, as determined by the local legislative body or by the municipal charter. If the planning board shall consist of 9 members, the members shall be the persons listed in paragraph I. If the planning board shall consist of 7 members, the members shall be as follows:

(a) A member of the town council or administrative official of the town selected by the town council, who shall be an ex officio member; and

(b) Six persons appointed by the mayor, if the mayor is an elected official, or such other method of appointment or election as shall be provided for by the local legislative body or municipal charter.

**II. In other towns, the planning board shall consist of 5 or 7 members as determined by the local legislative body. The membership shall be filled by one of the following procedures:**

**(a) The selectmen shall designate one selectman or administrative official of the town as an ex officio member and appoint 4 or 6 other persons who are residents of the town, as appropriate; or**

**(b) The local legislative body may decide, by majority vote at the town meeting, that **planning board members shall be elected according to either the procedure in subparagraph (1) or in subparagraph (2).** The official ballot shall be used on every referendum for the adoption of RSA 673:2, II(b)(1) or (2), and every subsequent rescission of such adoption pursuant to subparagraph (c). The wording on the official ballot of any referendum for the adoption of RSA 673:2, II(b)(1) or (2) shall specifically state which procedure for electing planning board members is being voted upon. Following the majority vote at town meeting, planning board members shall be elected as follows:**

**(1) The selectmen shall choose one selectman or administrative official of the town as an ex officio member and the remaining planning board positions shall be filled at the next regular town election pursuant to RSA 669:17. Thereafter, a planning board member shall be elected for the term provided under RSA 673:5, II; or**

**(2) The selectmen shall choose one selectman or administrative official of the town as an ex officio member and the remaining planning board positions shall be filled on a staggered basis at the subsequent regular town elections pursuant to RSA 669:17 as the term of an appointed member expires, until each member of the board is an elected member. The maximum number of elections to occur annually shall be as provided in RSA 673:5, II. When each planning board member is an elected member, such member shall be elected for the term provided in RSA 673:5, II.**

(c) A local legislative body which has voted to elect planning board members may, by majority vote at town meeting, decide to rescind that action and have the planning board

appointed in the manner set forth in subparagraph (a). The vote to have planning board members so appointed shall take effect upon adoption by the town meeting, and the selectmen shall forthwith appoint members in accordance with RSA 673:5. The planning board shall, however, continue in existence, and the elected members in office at the time of the town meeting vote to appoint members may continue to serve until their successors are appointed and qualified.

III. In village districts, the planning board shall consist of either 5 or 7 members as determined by the village district meeting. The district commissioners shall:

(a) Designate one district commissioner or administrative official of the district as an ex officio member; and

(b) Appoint 4 or 6 other persons who are residents of the village district, as appropriate.

IV. In counties in which there are located unincorporated towns or unorganized places, the planning board shall consist of 5 or 9 members. The county commissioners shall recommend appointees to the planning board, and the appointees shall be approved by the county delegation. Planning board members shall be residents of the county, and shall be evenly distributed geographically throughout the county. The membership of the planning board shall be as follows:

(a) The chairperson of the board of county commissioners or designee shall be an ex officio member.

(b) A member of the county convention selected by the convention shall be an ex officio member.

(c) An administrative official of the county selected by the chairperson of the board of county commissioners shall be an ex officio member.

(d) Two or 6 persons appointed by the board of county commissioners and approved by the county convention.

(e) One or 3 alternates appointed by the board of county commissioners and approved by the county convention.

**Source.** 1983, 447:1. 1987, 255:1. 1989, 266:9. 1991, 377:4. 1992, 89:1, 2. 1993, 69:1. 1996, 42:1-4; 181:1. 2000, 107:1, eff. July 7, 2000.

[What is the Role of Alternate Land Use Board Members? | New Hampshire Municipal Association \(nhmunicipal.org\)](http://www.nhmunicipal.org)

**Q: How do ex-officio members fit into all of this?**

**A:** An ex-officio member is “any member of a board who holds office by virtue of an official position and who shall exercise all the powers of regular members of a local land use board.” [RSA 672:5](#). For instance, planning boards in towns must include one ex-officio member appointed by the board of selectmen. [RSA 673:2](#), II. This means that on a seven-member board, six positions are filled by election or appointment (as the case may be) and the seventh position is always filled by a representative chosen by the board of selectmen. This person may either be a selectman or another administrative official of the town. The ex-officio member is a full, voting, member of the board with all powers of other board members, except that he or she may not serve as the board chairman. [RSA 673:9](#), II.

An ex-officio member differs in one other way from other regular members—he or she has a special alternate appointed by the same board that appointed the ex-officio

member. When the ex-officio member is absent or disqualified, only the ex-officio alternate member may sit in that person's place. [RSA 673:11](#).

[After Town Meeting, It's Time for Municipal Boards to Reorganize | New Hampshire Municipal Association \(nhmunicipal.org\)](#)

**Q. How are ex officio members of the planning board appointed and what is their term of office?**

**A.** In the majority of towns, **the board of selectmen designates one selectman or an administrative official of the town as the ex officio member of the planning board.** In towns that operate under the town council form of government, a member of the council or an administrative official selected by the council shall be designated the ex officio member. In some cities, the ex officio members of the planning board are the mayor or a designee, an administrative official selected by the mayor and a city councilor selected by the council; in other cities, the ex officio members are the city manager or designee and a city council member selected by the council. [RSA 673:2](#).

**Q. Do appointed town officials have to be residents of town like elected officials?**

**A.** Not always; it depends on the office. **Appointed land use board members, for example, must be residents. RSA 673:2 - :4-c.** Other officials, such as the town manager (RSA 37:2), the appointed tax collector (RSA 41:33), and the building inspector (RSA 673:1) need not be residents of the municipality. The health officer, RSA 128:2, must be a resident of the state but need not be a town resident.

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

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**DRAFT**

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



**Town of Henniker  
Board of Selectmen Meeting  
Tuesday, March 15, 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:** Scott Dias, Bruce Trivellini, Leo Aucoin, Heidi Aucoin, Danny Aucoin, Lori Marko.

*Call to order/Pledge of Allegiance*

Chairman Blomback called the meeting to order at 6:15pm and he welcomed Selectman Marko as a new member to the Board. Selectman Marko replied thank you and noted he was honored to be on the Board.

*Consent Agenda*

**Item 1:** Consent Agenda for March 15, 2022

Selectwoman Hooper questioned Item 3 of the Consent Agenda and asked for additional details for what was accomplished during this period of time and how many hours worked.

Chairman Blomback noted that the Board had originally agreed to a weekly stipend for administrative work during the hiring of a new Town Administrator.

**Selectman Osgood moved to approve the consent agenda for March 15, 2022. Selectman Flynn seconded. Motion carried, 5-0.**

*Correspondence*

**Item 2:** Email from Cogswell Spring Water Works

The Board had provided a preliminary approval of at least three (3) Board members at the March 1, 2022, meeting, with condition for final approval and sign off two (2) Board members pending information be submitted. Now that information had been submitted and Selectwoman Hooper and Selectman Flynn would sign off on the approval. No additional motion would be necessary.

## DRAFT

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

### Public Comment #1

Scott Dias, asked if any action had been made on his request to open the burn pit at the land fill for public use again.

Scott Dias also wanted to let the town know that the Chamber of Commerce was planning on doing another community pick up on the first Saturday in May 2022. The volunteers would most likely meet at the gazebo as they had in previous years and be dispersed in crowds throughout the town.

Selectman Flynn said that the timing when Scott Dias had first presented the question regarding the burn pile was a difficult period for the town operations and he now would commit to looking into the request.

Selectman Osgood believed the burn pile was closed to the public because there were materials that didn't belong in the pile and had to be pulled out and thought that Transfer Station Manager, Marc Boisvert would prefer the burn pile remain closed. If it were opened, it would need to be supervised and managed.

Selectperson Hooper asked if Mr. Boisvert could attend the next meeting. Selectman Flynn suggested that the Town Administrator could be tasked with gathering information and reporting on the topic first and then if appropriate have Mr. Boisvert attend. Diane Kendall explained that she had met with Marc Boisvert and had discussed the burn pile and cited concerns about public safety and wood ash disposal. She indicated she will be meeting with Marc Boisvert again to discuss the topic and will develop a staff report for the next meeting of the Board.

Selectman Marko noted that he had been at the Transfer Station earlier that day and looked in the debris trailer. There was mostly clean wood, non-engineered, untreated lumber that the town was paying to have hauled out. If there was a way to make the burn pile work again the town could save some money. Chairman Blomback asked to get input from the fire department.

It was discussed that there are gates to prevent unwanted materials being thrown in when the transfer station was closed, the materials coming in should be managed during operational hours.

Danny Aucoin, Henniker resident commented about monitoring of brush pile and disposal of wood ash for use as fertilizer.

### New Business

**Item 3:** Reconstitution of Board/Board Rules and Procedures

## DRAFT

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

The Board is required to elect a Chair and Vice-Chair who will serve in the Chair's absence. Review of Board Rules and Procedures. Updated copy of Selectmen's Policies provided.

**Selectman Flynn moved to nominate Chairman Blomback to continue as the Chairman. Chairman Blomback accepted the nomination. Selectman Osgood seconded.**

**Discussion:** Selectman Marko asked Chairman Blomback if he understood that there are many residents that had concerns, and he could not support Chairman Blomback to continue as the Chair. He noted that Chairman Blomback had been the Chair for 11+ years and this past year there had been many issues and possible violations with following the policy in place and RSA 91-A that the Board must abide by. Selectman Marko explained that there are many who felt Chairman Blomback had failed in his leadership with compliance to these policies and there should be consequences to his actions. Chairman Blomback respectfully disagreed with Selectman Marko, and he recommended that Selectman Marko hold off on his assumption for a year and if he still felt the same Chairman Blomback would step down as the Chair.

Selectman Osgood disagreed with Selectman Marko and noted that he had heard the opposite, that Chairman Blomback had been a great leader and never took advantage of being Chair.

**Motion carried, 3-2, Selectwoman Hooper and Selectman Marko opposed.**

**Selectman Osgood moved to nominate Selectman Flynn as the Vice-Chair. Selectman Flynn accepted the nomination. Chairman Blomback seconded.**

**Discussion:** Selectman Flynn clarified that the responsibility for the Vice-Chair was mainly to fill in for the Chair in his absence. There is no additional authority above and beyond that.

Selectman Osgood noted Mr. Flynn's experience on the board and as a town administrator for decades. Selectwoman Hooper noted that after the unpreparedness of her colleagues at Town Meeting, she would ask that Selectman Flynn not accept the nomination for Vice-Chair.

Selectman Marko noted that the discussion at Town Meeting regarding Article #2 change of the Tax Collector/Town Clerk position was embarrassing and handled poorly by the leadership.

**Motion carried, 3-2, Selectwoman Hooper and Selectman Marko opposed.**

Diane Kendall asked the Chair if the Board would want to review the Selectmen's Rules and Procedures, specifically page 15. She assumed the Board would review the Board's Policy annually. Mr. Osgood suggested the board table discussion.

Selectwoman Hooper noted that communications have failed to be included on the agenda in the past few years. She noted that any correspondence via email between the Board and the Town Administrator should be included as part of the agenda. Diane Kendall asked Selectwoman Hooper to clarify what she meant by all correspondence. Selectwoman Hooper noted that any Board communications through email that is non-legal in nature or highly sensitive information should be included as part of the agenda.

The Board agreed that communications with the Town Administrator should be included under the communications chapter that is emailed to the Board and posted online.

## DRAFT

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

The Board directed the Town Administrator to include any communications to/from the Board and/or to/from the Town Administrator. Selectwoman Hooper mentioned that communications included emails and text messages, as well. Diane Kendall preferred communications be handled through email and/or phone, text messaging should only be used in case of emergency or for FYI regarding events occurring in town, i.e., fire/accidents. Diane Kendall noted that if she received any text messages, she would screen shot and include with communications to the Board.

Diane Kendall mentioned that she would also start providing the manifests for accounts receivable and payable at the next meeting. She felt that to be important to include in the agenda.

The Board had no changes to make to the policy.

### **Item 4:** PII on Electronic Consent Agenda

Chairman Blomback stated that a discussion is needed regarding forms and applications that are included on the consent agenda posted on the website. These forms and application have personally identifiable information and unapproved applications may not be official documents subject to 91-a.

Diane Kendall explained the concerns with posting applications for exemptions online and the need to protect the personal information included on these applications, i.e., address, phone number, date of birth, all the information that could target the residents to scams and/or fraud. Diane Kendall said that the DRA assistant thought it was very unconventional to post these items including the applications online. A summary of what exemption was requested could be included but remove the application from public access.

This would be only for the Elderly exemptions, PA-29 forms submitted that should not be posted online, with personal and financial information exposed to the internet. She recommended the following suggestions to the Board to chose from:

- Review any exemption applications under Non-Public to protect the residents personal data;
- Redact personal information from the applications if posted as part of the consent agenda, or;
- Keep as is.

Selectwoman Hooper noted that she deals with applications daily and any personal information, including address, phone numbers, date of birth, etc., is redacted. She believed it was important to continue including the applications in the agenda for transparency purposes, and because some information would need to be available under the 'Right-to-know' law. The public has the right to know what abatements the Board has or has not approved.

The Board consensus is to allow the Town Administrator to make the decision on how to best handle PA-29 applications submitted. Diane Kendall noted that she would provide the Board with a staff report to follow up and provide additional information that she had received from NHMA.

## DRAFT

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

### **Item 5: Bid Approval – Highway Truck**

Leo Aucoin noted that the request was posted, and he had received sealed bids for the purchase of a new vehicle to replace 2008 Ford F-350. The bids have been presented to the Board in the package and he would ask the Board to accept the best bid price received from Claremont Ford for the cab and chassis and Viking-Cives for the body, snowplow and sander.

Selectman Osgood asked if the purchase would be for a 2022 vehicle. Leo Aucoin replied that he believed it would be a 2022, as it would not be ready until early summer.

Selectman Marko asked if any other brands were considered for purchase. Leo Aucoin replied no, Ford has been the most durable and long lasting. The town also had a good relationship with the Ford dealerships.

**Selectwoman Hooper moved to accept the bid from Claremont Ford, \$62,740 for cab and chassis, and accept the bid from Viking-Cives, \$64,450 for the dump body, snowplow and sander, totaling \$127,190 and authorized the Superintendent to make the purchase. Selectman Marko seconded. Motion carried, 5-0.**

Leo Aucoin noted that he would need to sign the contract with the dealerships and provide \$500 deposit before he would get an estimated delivery for the purchased equipment.

### **Item 6: Bid Approval – Woodchipper**

Leo Aucoin noted that the request was posted, and he had received sealed bids received for the purchase of a new woodchipper to replace our 1991 Brush Bandit. The bids were provided to the Board, and he asked the Board to accept the bid from Beauregard Equipment for the purchase of a Morbark E. Beaver chipper.

Selectman Marko asked if Leo Aucoin was given a delivery date for the chipper. Leo Aucoin said no they had said delivery would be out at least two (2) months from the date purchased. MB has a chipper in stock but a higher price, he would make the current equipment work until the replacement is delivered. He noted that once the replacements come in, the current equipment would be advertised to be sold on the municipal website.

**Selectwoman Hooper moved to accept the bid from Beauregard Equipment for the sum of \$59,651.00 and authorize the Superintendent to make the purchase. Selectman Marko seconded. Motion carried, 5-0.**

### Old Business

There was no old business to discuss.

### Past Meeting Minutes

**Item 7: Acceptance of Board of Selectmen Meeting Minutes March 1, 2022**



## DRAFT

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

Selectman Osgood suggested minor grammatical edits. **Selectman Osgood moved to approve the Board of Selectmen Meeting Minutes of March 1, 2022, as edited. Selectwoman Flynn seconded. Motion carried, 4-0. Selectman Marko abstained.**

### Communications

#### **Item 8:** Department Reports

Chairman Blomback noted department reports received from Building, Fire, Highway, Police and Wastewater.

#### **Item 9:** Town Administrator's Reports

Diane Kendall noted that her first week was eventful. She had introductions, tours, correspondence, and was learning about Henniker. She would like to thank the staff, committee and board members, and community for the warm welcome. It's evident that people are passionate, engaged and exhibit tremendous work ethic.

She noted the highlights of her first week ending March 12<sup>th</sup>, as follows:

- Responded and closed four (4) Right to Know (RSA 91-a) requests previously started.
- Corresponded with former Administrator Joe Devine for project status updates and baton toss.
- Several office staff member introductions, orientation, meetings and tours.
- Attended truck bid openings with Highway Superintendent Leo Aucoin.
- Attended meeting with Russ Roy and Tia Hooper regarding preparation for town meeting warrant article #4.
- Toured Henniker Community School, town facilities and met with staff at the Grange, Teen Center, Police Department, Fire Station, Highway Facilities, Wastewater Department and Transfer Station. She thanked Selectman Flynn for tours and noted that she would be going back to complete the tour of the Wastewater plant and any other departments that were missed.
- Attended the Economic Development meeting.
- Meeting with Marc Boisvert, Transfer Station Manager to discuss department priorities, 2022 budgeted improvements and reviewed four (4) applications received for the open position of Assistant Manager. Also discussed the status of the teen center room heating system and condition.
- Attended a meeting with Wendy Baker and NH Department of Revenue Administration. This prompted a discussion about applications and personally identifiable and other personal information as exempted from Right to Know laws.
- Meeting with Selectboard candidate/elect Bill Marko.
- Reviewed correspondence regarding the motor cross noise complaint situation and the item placed within the town ditch. She also had correspondence to present from town legal in Non-public session.
- Meeting with Leo Aucoin regarding warrant article #8 and the communications tower grant.
- Meeting with Mark Mitch, Economic Development Chair and Conservation Commission Co-Chair and discussed the Watershed management grant.

## DRAFT

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- Review a request to use the band stand for a celebration of life, which would be provided to the Board at an upcoming meeting.
- Attended Town Meeting.

### **Item 10:** Selectmen Reports

Selectman Marko had nothing to report but asked for permission to visit each of the department heads to discuss concerns they may have. The Board allowed Selectman Marko by consensus to contact department heads directly.

Selectman Flynn had nothing to report.

Selectwoman Hooper thanked Diane Kendall and Russ for sitting with her to discuss the Wastewater Facility.

Chairman Blomback differed to Selectman Osgood and Diane Kendall for the Economic Development report. Diane Kendall and Selectman Osgood noted the meeting highlights, as follows:

- Mark Fougere had presented the topics discussed when he had met the real estate agent regarding commercial properties wants and needs.
- Talked about the implementation of 79:E and the two (2) applications that had been submitted.
- Continuing discussions on current businesses and what was occurring with these businesses.
- Revisited Comcast broadband expansions and maps.

Selectman Osgood noted that the Conservation Commission had met at the Grange Hall instead of meeting virtually. Azalea Park Committee has had some issues and working through those, there is a major need for materials and volunteers.

### Public Comment #2

Bruce Trivellini thanked Diane Kendall and Wendy Baker for responding to his right-to-know request.

He then addressed the Chair again regarding the way he handle the approval for bereavement leave requested by town employees. Bruce Trivellini asked if any Board member believed the way the situation was handled violated 91-A.

Selectwoman Hooper said her concern was nothing had been mentioned at the meeting the following day after the approval was provided through email.

Chairman Blomback said he saw this as a house keeping issue and any Board member could have spoke up at the meeting regarding the town employees request for time off.

## DRAFT

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Selectman Osgood noted that Bruce Trivellini had mentioned the policy for ‘Bereavement Leave’ and read from that section of the policy.

Selectman Osgood believed this section of the policy had nothing to do with what the employees had requested time off for. An employee may request time off for any reason and would not need to be requested as bereavement if they were attending a funeral for another person.

Diane Kendall understood Bruce’s issue, but the difference now is any request for time off moving forward would come through her and she would make the decision on those requests. This happened when there was not a Town Administrator and the Chair handled it the best way he could.

Bruce Trivellini said he still believed the way the Board handled the vote for the time off request was unlawful.

Heidi Aucoin said the situation was odd and the Chair should have announced the town hall closure at the meeting on February 15, 2022, to make it known to the public.

Second item Bruce Trivellini asked Selectman Flynn for an update on the cease-and-desist order for the track and noise complaint. Selectman Flynn noted that topic would be addressed under Non-public session, should the Board choose to go into non-public.

### **Item 11: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land XIV**

Diane Kendall noted the Board would need to motion to go into non-public for each item separately and the items tonight would be to discuss two separate and read the following under the RSA 91-A statute:

‘(e) consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.’

She explained she had an update for the Board regarding a notice of violation with correspondence from town legal and status update for another case regarding a potential violation.

Selectman Flynn asked if the cases being discussed under non-public would be required to be identified on the agenda. Diane Kendall replied no, only the possible need for non-public would need to be on the agenda. The Board would need to motion to go into non-public.

**Selectwoman Hooper moved to go into Non-Public Session, at 8:10 p.m., under RSA 91-A:3, II (e). Selectman Flynn seconded. Roll call vote to go into Non-Public: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko, Selectman Scott Osgood (yes).**

**DRAFT**

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

**Selectman Flynn motion to exit Non-Public Session at 8:44 p.m. Selectman Marko seconded. Motion carried, 5-0.**

**Selectman Flynn moved to seal the minutes from the Non-Public session, Selectman Marko seconded. Roll Call vote: Chairman Kris Blomback (yes), Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko, Selectman Scott Osgood (yes).**

Chairman Blomback left the meeting.

**Selectman Flynn moved to go into Non-Public Session, at 8:47 p.m., under RSA 91-A:3, II (e). Selectman Marko seconded. Roll call vote to go into Non-Public: Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko, Selectman Scott Osgood (yes).**

**Selectman Marko motion to exit Non-Public Session at 9:10 p.m. Selectwoman Hooper seconded. Motion carried, 4-0.**

**Selectwoman Hooper moved to seal the minutes from the Non-Public session, Selectman Osgood seconded. Roll call vote: Vice Chair Flynn (yes), Selectwoman Hooper (yes), Selectman Bill Marko, Selectman Scott Osgood (yes).**

**Selectwoman Hooper moved to adjourn the meeting at 9:12 p.m. Selectman Marko seconded. Motion carried, 4-0.**

Respectfully submitted,  
Nadine Scholes

Minutes Approved: xx.xx.xx

"The only Henniker on Earth."



Office of the Town Administrator

*Diane Kendall*

To: Board of Selectmen  
From: Diane Kendall, Town Administrator  
Date: March 30, 2022  
Ref: **Town Administrator's Report**

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This report encompasses activity and project status update from March 15<sup>th</sup> to March 30<sup>th</sup>.

Administrative:

- Follow up with requirements for COVID relief grant
- Met with Bob Garrison needing assistance with maps for perambulation, and concerns about the town report
- Responded to Right to Know request re: Patenaude Property notice of violation and Kathleen Labonte
- Fielded questions from community school regarding resident status of families living at campground
- Communication with Mirador IT regarding cost for Microsoft license to add more email addresses

Assessing/Clerk/Tax Collector:

- Conversion to Avitar software proceeding as expected
- Avitar revaluation proceeding as expected

Finance:

- BS&A Financial Software representatives were in house for 2 days to facilitate conversion. The project is proceeding as expected.
- Quarter 1 budget report is available and attached to this report
- Reimplemented weekly Selectboard payable and payroll reports on the consent agenda
- Attended webinar for Local Fiscal Recovery Fund reporting process
- Review COLA and Merit adjustments; questions from employees who are not eligible for merit and COLA

Fire/EMS/Emergency Management:

- Communications Tower Project
  - Facilitate Dept. of Homeland Security grant requirements and project meetings
  - Meeting with Highway re: Lester Lane ROW
  - Next step is Historic and Environmental Survey and clarification of ROW access
- Meetings with Rescue Chief and Fire Chief introductions and department updates

Highway:

- Attended Road Management Committee meeting; follow up with Hopkinton re: River Rd no through street signs
- New hire candidate review
- Liberty Hill culvert replacement project; pre-bid meeting; Standard Dredge and Fill Wetlands permit application has been submitted
- Meetings re: communications tower access road

Human Services:

- Met with Human Services Director at her office in the Grange to discuss process, communication, and adoption of updated guidelines. Welfare Guidelines adopted by the governing body are critical and a requirement of the law (RSA 165:1, II) and provide the welfare administrator with a plan of how to work through each request for assistance. The towns guidelines overdue for updating and compliance, have been updated and will be presented to the board for reading at the April 19<sup>th</sup> meeting.
- Tour and introduction Food Pantry

#### Legal:

- Correspondence with town counsel regarding status of pending court case; zoning violation; selectboard ex-officio appointment to planning board; clarification of ROW on Lester Lane for communication tower

#### Outreach and Other:

- Guest to virtual Rotary Meeting
- Attended area municipal managers peer group meeting
- Met with Ruth Zax about Concert schedule and Community Building alternative for rain approved by BOS. TA or TA delegate with supervise concert approved to be indoor

#### Planning/Zoning/Code Enforcement/Health/Economic Development:

- Field complaints and questions about people living in recreation vehicles/campers and trash blowing onto neighbor's property
- Received concern from Rod Pimentel regarding conditions at housing standards at Henniker property. Forwarded to health and code inspection for review.
- Research zoning ordinance re: campers; Collaborate with planner and code enforcement for strategy to address RV/camping land use
- Attended Community and Economic Development Zoom call with Commissioner Caswell
  - 3 flexible funding programs to be announced for municipalities to encourage new housing unit development; assist in developing of planning and zoning ordinances for affordable housing; and funds for demolition and redevelopment of dilapidated buildings. Timeline until 12/31/24 to apply and expend by 2026. Funds may also be available for crating an extension of water and sewar projects.
- Received a report of an open well less than 200 feet from road. Consulted with and forwarded to Drinking Water and Groundwater Bureau. New Hampshire regulations require wells that are no longer in use to be properly maintained or be decommissioned. The responsibility for maintaining a well or decommissioning a well, lies with the well owner.

#### Police:

- Meetings with police chief regarding status of ongoing cases; recruitment; interface with other state agency case involvement

#### Transfer Station/Buildings and Grounds:

- Distributed Bid Request for Transfer Station skid steer, bid opening April 4<sup>th</sup>
- Skid steer purchase is eligible for \$5,000 NH the Beautiful Grant
- Cost estimate from Mr. Costello to fix deck at the Grange \$800.
- Sound proofing in Community building is proceeding, Mr. Costello to do work waiting on advice to install panels that do not fit vertical space
- Spring landscape clean up started
- Started cleaning out of teen room – consider pest control service
- Met with Tim McComish regarding War Memorial in front of Town Hall; previously the Beautification subcommittee of the Chamber provided maintenance. Mr. McComish has volunteered funds and labor to restore the memorial stone; repair curbing and maintain landscape. Selectboard to consider for authorization at future meeting.
- Research DES best practices for managing brush piles at solid waste facilities. Burning is the least preferred method. Staff report will be forthcoming at a future meeting.
- Ongoing research for policy and fee recommendations for best practices dealing with non-residential construction debris and trash disposal
- Marked increase of impolite, angry, and non-compliant patrons at the Transfer Station. Discussions about how to address managements concerns regarding expectation and behavior management

#### Wastewater:

- Meeting and tour with Ken Levesque of Wastewater Treatment Plant

- Prioritize recruitment of Superintendent as retirement is scheduled for 10/3/2022
- Bid opening for Collection System Maintenance
- NHDES Clean Water State Revolving Fund (CWSRF) provided funding to continue conducting energy audits at New Hampshire's wastewater treatment facilities (WWTFs). Report is available and we have scheduled wrap up presentation from Planning, Protection & Assistance Section of Wastewater Engineering Bureau, Water Division, NHDES for the energy audit for the April 19<sup>th</sup> Selectboard meeting.
- Discussion of work needed for infrastructure on Army Corp. land: survey and easement; quote of \$1,500 to do survey of meets and bounds.
- WWTP upgrade status:
  - Meeting with Underwood April 8<sup>th</sup> to discuss and preview preliminary engineering agreement and target April to execute agreement.
  - Execute design engineering September 2022
  - Execute construction engineering February 2023
  - Award construction contract May 2023
  - Finish construction September 2024

TOWN OF HENNIKER  
 Budget Summary for the 2022 Approved Budget + 2021 encumbrances  
 1/1/2022-3/30/2022

2022

|                               | BUDGET               | EXPENDED            | AVAILABLE            | % Avail    |
|-------------------------------|----------------------|---------------------|----------------------|------------|
| EXECUTIVE                     | 31,663.00            | 4,961.39            | 26,701.61            | 84%        |
| TOWN CLERK                    | 85,243.00            | 22,891.76           | 62,351.24            | 73%        |
| ELECTION                      | 6,300.00             | 1,916.37            | 4,383.63             | 70%        |
| TAX MAPS                      | 4,800.00             | 2,937.50            | 1,862.50             | 39%        |
| TOWN OFFICE                   | 727,710.00           | 132,224.07          | 595,485.93           | 82%        |
| TAX COLLECTOR                 | 83,241.00            | 18,198.53           | 65,042.47            | 78%        |
| LEGAL                         | 20,000.00            | 1,806.00            | 18,194.00            | 91%        |
| PLANNING BOARD                | 30,679.00            | 9,790.00            | 20,889.00            | 68%        |
| ZONING BOARD                  | 5,521.00             | 483.75              | 5,037.25             | 91%        |
| CEMETERIES                    | 16,280.00            | 11,780.00           | 4,500.00             | 28%        |
| GENERAL INSURANCE             | 152,350.00           | 49,315.00           | 103,035.00           | 68%        |
| DUES & MEMBERSHIP             | 4,157.00             | 4,108.00            | 49.00                | 1%         |
| POLICE                        | 1,454,759.00         | 254,542.83          | 1,200,216.17         | 83%        |
| FIRE/RESCUE                   | 878,294.00           | 210,442.76          | 667,851.24           | 76%        |
| CODE ENFORCEMENT              | 27,853.00            | 5,992.95            | 21,860.05            | 78%        |
| EMERGENCY MGT                 | 1,292.00             | 0.00                | 1,292.00             | 100%       |
| HIGHWAY                       | 826,294.00           | 193,391.72          | 632,902.28           | 77%        |
| HIGHWAY/STREETS               | 731,500.00           | 82,691.38           | 648,808.62           | 89%        |
| SOLID WASTE                   | 534,985.00           | 61,691.61           | 473,293.39           | 88%        |
| ANIMAL CONTROL                | 9,408.00             | 559.78              | 8,848.22             | 94%        |
| WELFARE                       | 80,000.00            | 10,214.75           | 69,785.25            | 87%        |
| ATHLETIC                      | 40,145.00            | 4,644.55            | 35,500.45            | 88%        |
| LIBRARY                       | 236,621.00           | 52,272.11           | 184,348.89           | 78%        |
| PATRIOTIC                     | 2,600.00             | 0.00                | 2,600.00             | 100%       |
| BAND                          | 7,195.00             | 390.00              | 6,805.00             | 95%        |
| CONSERVATION                  | 2,515.00             | (150.00)            | 2,665.00             | 106%       |
| COMMUNITY SERVICES            | 79,000.00            | 16,249.98           | 62,750.02            | 79%        |
| DEBT SERVICE                  | 224,756.00           | 60,472.95           | 164,283.05           | 73%        |
| <b>Subtotal</b>               | <b>6,305,161.00</b>  | <b>1,213,819.74</b> | <b>5,091,341.26</b>  | <b>81%</b> |
| WARRANT ARTICLE               | 4,061,601.00         | 78,498.92           | 3,983,102.08         | 98%        |
| CAPITAL RESERVE               | 1,327,211.00         | 0.00                | 1,327,211.00         | 100%       |
| <b>TOTAL TOWN (FUND 1)</b>    | <b>11,693,973.00</b> | <b>1,292,318.66</b> | <b>10,401,654.34</b> | <b>89%</b> |
| COGSWELL SPRING (FUND 2)      | 516,828.00           | 38,307.38           | 478,520.62           | 93%        |
| CSWW CAPITAL IMPROVE (FUND 2) | 11,377.00            | 0.00                | 11,377.00            | 100%       |
| CSWW Well Repair              | 0.00                 | 26,854.00           | (26,854.00)          | -100%      |
| WASTE WATER (FUND 3)          | 644,838.00           | 125,740.44          | 519,097.56           | 81%        |
| WWTP                          | 0.00                 | 0.00                | 0.00                 | 0%         |
| WWTP                          | 0.00                 | 0.00                | 0.00                 | 0%         |
| <b>TOTALS (ALL FUNDS)</b>     | <b>12,867,016.00</b> | <b>1,483,220.48</b> | <b>11,383,795.52</b> | <b>88%</b> |



Town of Henniker  
 2022 Proposed Budget + 2021 Encumbrances  
 For the period 1/1/2022 - 3/25/2022  
 Not Final

| <u>Acct #</u>     | <u>Description</u>             | <u>Budget</u>    | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|-------------------|--------------------------------|------------------|---------------------|----------------------------------|----------------|
| <u>EXECUTIVE</u>  |                                |                  |                     |                                  |                |
| 4130-110          | Executive-Wages Health Officer | \$ 5,000.00      | \$ 357.12           | 4,642.88                         | 0.93           |
| 4130-111          | Executive-Wages BOS Clerk      | 1,200.00         | 4,032.00            | (2,832.00)                       | (2.36)         |
| 4130-130          | Executive-Salaries BOS         | 7,500.00         | 0.00                | 7,500.00                         | 1.00           |
| 4130-131          | Executive-Salaries Treasurer   | 1,500.00         | 0.00                | 1,500.00                         | 1.00           |
| 4130-132          | Executive-Salaries Dep Treas.  | 100.00           | 0.00                | 100.00                           | 1.00           |
| 4130-133          | Executive-Trustees Wages       | 900.00           | 0.00                | 900.00                           | 1.00           |
| 4130-220          | Executive-Fica/Medicare        | 1,163.00         | 315.27              | 847.73                           | 0.73           |
| 4130-330          | Executive-Tuituin Reimburse    | 7,500.00         | 0.00                | 7,500.00                         | 1.00           |
| 4130-350          | Executive-Drug/Alcohol Testing | 3,000.00         | 257.00              | 2,743.00                         | 0.91           |
| 4130-610          | Executive-Selectmen Expense    | 1,500.00         | 0.00                | 1,500.00                         | 1.00           |
| 4130-613          | Executive-Health Officer Exp   | 500.00           | 0.00                | 500.00                           | 1.00           |
| 4130-614          | Executive-Loss Prevention      | 300.00           | 0.00                | 300.00                           | 1.00           |
| 4130-615          | Executive-Historic District    | 1,250.00         | 0.00                | 1,250.00                         | 1.00           |
| 4130-616          | Executive-Craney Tower Site    | 250.00           | 0.00                | 250.00                           | 1.00           |
|                   | <b>TOTAL EXECUTIVE</b>         | <b>31,663.00</b> | <b>4,961.39</b>     | <b>26,701.61</b>                 | <b>0.84</b>    |
| <u>TOWN CLERK</u> |                                |                  |                     |                                  |                |
| 4140-111          | Town Clerk-Wages Deputy        | 17,805.00        | 6,731.82            | 11,073.18                        | 0.62           |
| 4140-130          | Town Clerk-Wages               | 33,262.00        | 8,159.19            | 25,102.81                        | 0.75           |
| 4140-140          | Town Clerk-Overtime            | 1,000.00         | 0.00                | 1,000.00                         | 1.00           |
| 4140-211          | Town Clerk-Benefit Insurance   | 11,081.00        | 2,819.58            | 8,261.42                         | 0.75           |
| 4140-220          | Town Clerk-Fica/Medicare       | 3,892.00         | 986.47              | 2,905.53                         | 0.75           |
| 4140-230          | Town Clerk-Retirement          | 7,321.00         | 1,195.90            | 6,125.10                         | 0.84           |
| 4140-240          | Town Clerk-Training/Seminars   | 1,300.00         | 0.00                | 1,300.00                         | 1.00           |
| 4140-560          | Town Clerk-Dues/Memberships    | 75.00            | 75.00               | 0.00                             | 0.00           |
| 4140-570          | Town Clerk-Advertising         | 200.00           | 0.00                | 200.00                           | 1.00           |
| 4140-620          | Town Clerk-Office Supplies     | 1,400.00         | 18.50               | 1,381.50                         | 0.99           |
| 4140-625          | Town Clerk-Postage             | 2,000.00         | 18.30               | 1,981.70                         | 0.99           |
| 4140-637          | Town Clerk-Mileage             | 550.00           | 0.00                | 550.00                           | 1.00           |
| 4140-805          | Town Clerk-Equip Maint/Repair  | 4,487.00         | 2,887.00            | 1,600.00                         | 0.36           |
| 4140-814          | Town Clerk-Photocopy Expense   | 490.00           | 0.00                | 490.00                           | 1.00           |
| 4140-832          | Town Clerk-Animal Licenses     | 380.00           | 0.00                | 380.00                           | 1.00           |
|                   | <b>TOTAL TOWN CLERK</b>        | <b>85,243.00</b> | <b>22,891.76</b>    | <b>62,351.24</b>                 | <b>0.73</b>    |

Town of Henniker  
 2022 Proposed Budget + 2021 Encumbrances  
 For the period 1/1/2022 - 3/25/2022

| <u>Acct #</u>   | <u>Description</u>            | <u>Not Final<br/>Budget</u> | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|-----------------|-------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>ELECTION</u> |                               |                             |                     |                                  |                |
| 4141-120        | Election-Wages                | 3,600.00                    | 123.25              | 3,476.75                         | 0.97           |
| 4141-570        | Election-Advertising          | 250.00                      | 215.00              | 35.00                            | 0.14           |
| 4141-620        | Election-Office Supplies      | 100.00                      | 0.00                | 100.00                           | 1.00           |
| 4141-625        | Election-Postge               | 20.00                       | 0.00                | 20.00                            | 1.00           |
| 4141-690        | Election-Election Expense     | 500.00                      | 521.92              | (21.92)                          | (0.04)         |
| 4141-740        | Election - Equipment Purchase | 100.00                      | 0.00                | 100.00                           | 1.00           |
| 4141-802        | Election-Ballots              | 1,630.00                    | 1,056.20            | 573.80                           | 0.35           |
| 4141-803        | Election-Voting Booth Maint.  | 100.00                      | 0.00                | 100.00                           | 1.00           |
|                 | TOTAL ELECTION                | <u>6,300.00</u>             | <u>1,916.37</u>     | <u>4,383.63</u>                  | <u>0.70</u>    |
| <u>TAX MAP</u>  |                               |                             |                     |                                  |                |
| 4142-312        | Tax Map-Cartographer          | 2,400.00                    | 2,400.00            | 0.00                             | 0.00           |
| 4142-400        | Tax Map-Digital Mapping       | 2,150.00                    | 537.50              | 1,612.50                         | 0.75           |
| 4142-550        | Tax Map-Printing              | 250.00                      | 0.00                | 250.00                           | 1.00           |
|                 | TOTAL TAX MAP                 | <u>4,800.00</u>             | <u>2,937.50</u>     | <u>1,862.50</u>                  | <u>0.39</u>    |

Town of Henniker  
2022 Proposed Budget + 2021 Encumbrances  
For the period 1/1/2022 - 3/25/2022

| <u>Acct #</u>            | <u>Description</u>               | <u>Budget</u>     | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|--------------------------|----------------------------------|-------------------|---------------------|----------------------------------|----------------|
| <u>TOWN OFFICE</u>       |                                  |                   |                     |                                  |                |
| 4150-110                 | Town Office-Wages FT             | 330,465.00        | 69,697.88           | 260,767.12                       | 0.79           |
| 4150-112                 | Town Office-Wages PT             | 32,473.00         | 0.00                | 32,473.00                        | 1.00           |
| 4150-140                 | Town Office-Wages OT             | 0.00              | 945.77              | (945.77)                         | 0.00           |
| 4150-210                 | Town Office-Payroll Service      | 3,300.00          | 3,670.18            | (370.18)                         | (0.11)         |
| 4150-211                 | Town Office-Benefit Insurances   | 57,784.00         | 7,718.79            | 50,065.21                        | 0.87           |
| 4150-220                 | Town Office-Fica/Medicare        | 27,530.00         | 5,319.64            | 22,210.36                        | 0.81           |
| 4150-230                 | Town Office-Retirement           | 47,670.00         | 4,883.77            | 42,786.23                        | 0.90           |
| 4150-240                 | Town Office-Training/Seminars    | 1,225.00          | 0.00                | 1,225.00                         | 1.00           |
| 4150-301                 | Town Office-Consult/Auditors     | 16,000.00         | 5,800.00            | 10,200.00                        | 0.64           |
| 4150-312                 | Town Office-Consult/Assessor     | 40,000.00         | 4,219.75            | 35,780.25                        | 0.89           |
| 4150-341                 | Town Office-Telephone Chgs       | 6,500.00          | 1,037.96            | 5,462.04                         | 0.84           |
| 4150-409                 | Town Office-Custodial Service    | 16,860.00         | 1,949.57            | 14,910.43                        | 0.88           |
| 4150-410                 | Town Office-Electricity          | 3,000.00          | 556.45              | 2,443.55                         | 0.81           |
| 4150-411                 | Town Office-Heat                 | 5,997.00          | 1,558.87            | 4,438.13                         | 0.74           |
| 4150-412                 | Town Office-Water/Sewer          | 1,136.00          | 327.60              | 808.40                           | 0.71           |
| 4150-414                 | Town Office-Alarm Monitor        | 1,775.00          | 375.00              | 1,400.00                         | 0.79           |
| 4150-429                 | Town Office-Medical Supplies     | 200.00            | 0.00                | 200.00                           | 1.00           |
| 4150-430                 | Town Office-Bld Repair/Maint     | 2,900.00          | 366.90              | 2,533.10                         | 0.87           |
| 4150-433                 | Town Office-Heating Repairs      | 0.00              | 250.00              | (250.00)                         | 0.00           |
| 4150-434                 | Town Office-Custodial Supplies   | 1,600.00          | 0.00                | 1,600.00                         | 1.00           |
| 4150-450                 | Town Office-Grange Electric      | 1,500.00          | 703.64              | 796.36                           | 0.53           |
| 4150-451                 | Town Office-Community Ctr Elec   | 4,200.00          | 2,692.33            | 1,507.67                         | 0.36           |
| 4150-452                 | Town Office-Grange Water/Sewer   | 808.00            | 180.58              | 627.42                           | 0.78           |
| 4150-453                 | Town Office-Comm Ctr Wtr/Sewer   | 808.00            | 163.80              | 644.20                           | 0.80           |
| 4150-454                 | Town Office-Grange Alarm         | 400.00            | 187.50              | 212.50                           | 0.53           |
| 4150-455                 | Town Office-Comm Ctr Alarm       | 575.00            | 187.50              | 387.50                           | 0.67           |
| 4150-456                 | Town Office-Grange Heat          | 2,888.00          | 627.10              | 2,260.90                         | 0.78           |
| 4150-457                 | Town Office-Comm Ctr-Heat        | 2,888.00          | 0.00                | 2,888.00                         | 1.00           |
| 4150-458                 | Town Office-Grange Maintenance   | 854.00            | 35.00               | 819.00                           | 0.96           |
| 4150-459                 | Town Office-Comm Ctr Maintenance | 1,500.00          | 233.00              | 1,267.00                         | 0.84           |
| 4150-460                 | Town Office-Grange Telephone     | 1,320.00          | 209.10              | 1,110.90                         | 0.84           |
| 4150-461                 | Town Office-Comm Ctr Telephone   | 1,080.00          | 180.75              | 899.25                           | 0.83           |
| 4150-550                 | Town Office-Printing             | 1,500.00          | 0.00                | 1,500.00                         | 1.00           |
| 4150-552                 | Town Office-Town Report          | 2,500.00          | 2,680.00            | (180.00)                         | (0.07)         |
| 4150-560                 | Town Office-Dues/Membership      | 1,200.00          | 188.41              | 1,011.59                         | 0.84           |
| 4150-570                 | Town Office-Advertising          | 1,800.00          | 120.00              | 1,680.00                         | 0.93           |
| 4150-620                 | Town Office-Office Supplies      | 5,500.00          | 1,924.30            | 3,575.70                         | 0.65           |
| 4150-625                 | Town Office-Postage              | 7,200.00          | 1,980.09            | 5,219.91                         | 0.72           |
| 4150-637                 | Town Office-Mileage              | 2,000.00          | 100.03              | 1,899.97                         | 0.95           |
| 4150-670                 | Town Office-Books                | 1,500.00          | 275.60              | 1,224.40                         | 0.82           |
| 4150-740                 | Town Office-Equipment Purchase   | 1,000.00          | 0.00                | 1,000.00                         | 1.00           |
| 4150-810                 | Town Office-Cmptr License Maint  | 76,842.00         | 10,609.00           | 66,233.00                        | 0.86           |
| 4150-815                 | Town Office-Copier Lease         | 1,545.00          | 187.63              | 1,357.37                         | 0.88           |
| 4150-820                 | Town Office-Copier Maintenance   | 700.00            | 0.00                | 700.00                           | 1.00           |
| 4150-825                 | Town Office-County Registry      | 4,300.00          | 80.58               | 4,219.42                         | 0.98           |
| 4150-827                 | Town Office-Lein Research        | 4,887.00          | 0.00                | 4,887.00                         | 1.00           |
| <b>TOTAL TOWN OFFICE</b> |                                  | <b>727,710.00</b> | <b>132,224.07</b>   | <b>595,485.93</b>                | <b>0.82</b>    |

Town of Henniker  
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For the period 1/1/2022 - 3/25/2022

| <u>Acct #</u>        | <u>Description</u>             | <u>Budget</u>    | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|----------------------|--------------------------------|------------------|---------------------|----------------------------------|----------------|
| <u>TAX COLLECTOR</u> |                                |                  |                     |                                  |                |
| 4151-111             | Tax Collector-Wages Deputy     | 17,805.00        | 4,923.51            | 12,881.49                        | 0.72           |
| 4151-130             | Tax Collector-Wages            | 33,262.00        | 8,159.19            | 25,102.81                        | 0.75           |
| 4151-140             | Tax Collector-Overtime         | 1,000.00         | 0.00                | 1,000.00                         | 1.00           |
| 4151-211             | Tax Collector-Benefit Ins      | 11,081.00        | 2,819.58            | 8,261.42                         | 0.75           |
| 4151-220             | Tax Collector-Fica/Medicare    | 3,892.00         | 1,100.35            | 2,791.65                         | 0.72           |
| 4151-230             | Tax Collector-Retirement       | 7,321.00         | 1,195.90            | 6,125.10                         | 0.84           |
| 4151-240             | Tax Collector-Training/Seminar | 1,200.00         | 0.00                | 1,200.00                         | 1.00           |
| 4151-560             | Tax Collector-Dues/Membership  | 40.00            | 0.00                | 40.00                            | 1.00           |
| 4151-570             | Tax Collector-Advertising      | 200.00           | 0.00                | 200.00                           | 1.00           |
| 4151-620             | Tax Collector-Office Supplies  | 1,300.00         | 0.00                | 1,300.00                         | 1.00           |
| 4151-625             | Tax Collector-Postage          | 4,500.00         | 0.00                | 4,500.00                         | 1.00           |
| 4151-637             | Tax Collector-Mileage          | 450.00           | 0.00                | 450.00                           | 1.00           |
| 4151-814             | Tax Collector-Photocopy Exp    | 490.00           | 0.00                | 490.00                           | 1.00           |
| 4151-825             | Tax Collector-County Registry  | 700.00           | 0.00                | 700.00                           | 1.00           |
|                      | <b>TOTAL TAX COLLECTOR</b>     | <b>83,241.00</b> | <b>18,198.53</b>    | <b>65,042.47</b>                 | <b>0.78</b>    |
| <u>LEGAL</u>         |                                |                  |                     |                                  |                |
| 4153-320             | Legal-Legal Fees               | 20,000.00        | 1,806.00            | 18,194.00                        | 0.91           |
|                      | <b>TOTAL LEGAL</b>             | <b>20,000.00</b> | <b>1,806.00</b>     | <b>18,194.00</b>                 | <b>0.91</b>    |
| <u>PLANNING</u>      |                                |                  |                     |                                  |                |
| 4191-110             | Planning-Wages                 | 1,500.00         | 0.00                | 1,500.00                         | 1.00           |
| 4191-220             | Planning-Fica/Medicare         | 115.00           | 0.00                | 115.00                           | 1.00           |
| 4191-240             | Planning-Training/Semiars      | 250.00           | 0.00                | 250.00                           | 1.00           |
| 4191-390             | Planning-Consulting Fees       | 21,450.00        | 3,825.00            | 17,625.00                        | 0.82           |
| 4191-560             | Planning-Dues/Memberships      | 5,964.00         | 5,920.00            | 44.00                            | 0.01           |
| 4191-570             | Planning-Advertising           | 1,000.00         | 0.00                | 1,000.00                         | 1.00           |
| 4191-620             | Planning-Office Supplies       | 300.00           | 45.00               | 255.00                           | 0.85           |
| 4191-625             | Planning-Postage               | 100.00           | 0.00                | 100.00                           | 1.00           |
| 4191-900             | Planning-Escrow Offset Revenue | 0.00             | (237.00)            | 237.00                           | 0.00           |
| 4191-901             | Planning-Escrow Acct Expenses  | 0.00             | 237.00              | (237.00)                         | 0.00           |
|                      | <b>TOTAL PLANNING</b>          | <b>30,679.00</b> | <b>9,790.00</b>     | <b>20,889.00</b>                 | <b>0.68</b>    |

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| <u>Acct #</u>            | <u>Description</u>             | <u>Not Final<br/>Budget</u> | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|--------------------------|--------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>ZONING</u>            |                                |                             |                     |                                  |                |
| 4192-110                 | Zoning-Wages                   | 600.00                      | 0.00                | 600.00                           | 1.00           |
| 4192-220                 | Zoning-Fica/Medicare           | 46.00                       | 0.00                | 46.00                            | 1.00           |
| 4192-390                 | Zoning-Consultant              | 3,000.00                    | 403.75              | 2,596.25                         | 0.87           |
| 4192-391                 | Zoning - Legal                 | 800.00                      | 0.00                | 800.00                           | 1.00           |
| 4192-570                 | Zoning-Advertising             | 300.00                      | 80.00               | 220.00                           | 0.73           |
| 4192-620                 | Zoning-Office Supplies         | 225.00                      | 0.00                | 225.00                           | 1.00           |
| 4192-625                 | Zoning-Postage                 | 300.00                      | 0.00                | 300.00                           | 1.00           |
| 4192-814                 | Zoning-Photocopy               | 250.00                      | 0.00                | 250.00                           | 1.00           |
|                          | Total ZONING                   | <u>5,521.00</u>             | <u>483.75</u>       | <u>5,037.25</u>                  | <u>0.91</u>    |
| <u>CEMETERIES</u>        |                                |                             |                     |                                  |                |
| 4195-650                 | Cemeteries-Ground Maint        | 11,780.00                   | 11,780.00           | 0.00                             | 0.00           |
| 4195-655                 | Cemeteries-Stone Repair        | 2,400.00                    | 0.00                | 2,400.00                         | 1.00           |
| 4195-660                 | Cemetery - Repairs             | 2,100.00                    | 0.00                | 2,100.00                         | 1.00           |
|                          | TOTAL CEMETERIES               | <u>16,280.00</u>            | <u>11,780.00</u>    | <u>4,500.00</u>                  | <u>0.28</u>    |
| <u>GENERAL INSURANCE</u> |                                |                             |                     |                                  |                |
| 4196-520                 | Insurance-Workers Compensation | 49,812.00                   | 49,315.00           | 497.00                           | 0.01           |
| 4196-522                 | Insurance-General Liability    | 99,434.00                   | 0.00                | 99,434.00                        | 1.00           |
| 4196-523                 | Insurance-Unemployment Ins     | 1,104.00                    | 0.00                | 1,104.00                         | 1.00           |
| 4196-524                 | Insurance-Deductible           | 2,000.00                    | 0.00                | 2,000.00                         | 1.00           |
|                          | TOTAL GENERAL INSURANCE        | <u>152,350.00</u>           | <u>49,315.00</u>    | <u>103,035.00</u>                | <u>0.68</u>    |
| <u>MUNICIPAL DUES</u>    |                                |                             |                     |                                  |                |
| 4197-560                 | Municipal Dues/Membership      | 4,157.00                    | 4,108.00            | 49.00                            | 0.01           |
|                          | TOTAL MUNICIPAL DUES           | <u>4,157.00</u>             | <u>4,108.00</u>     | <u>49.00</u>                     | <u>0.01</u>    |

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| <u>Acct #</u> | <u>Description</u>            | <u>Budget</u>       | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|---------------|-------------------------------|---------------------|---------------------|----------------------------------|----------------|
| <u>POLICE</u> |                               |                     |                     |                                  |                |
| 4210-109      | Police-Wages Clerical         | 70,117.00           | 16,999.60           | 53,117.40                        | 0.76           |
| 4210-110      | Police-Wages FT               | 677,071.00          | 134,213.76          | 542,857.24                       | 0.80           |
| 4210-111      | Police-Wages Special Officers | 40,000.00           | 75.00               | 39,925.00                        | 1.00           |
| 4210-112      | Police-Detail Wages (Revenue) | 1.00                | 661.20              | (660.20)                         | (660.20)       |
| 4210-120      | Police-Parking Enforcement    | 9,709.00            | 0.00                | 9,709.00                         | 1.00           |
| 4210-121      | Police-Crossing Guards        | 7,920.00            | 2,134.00            | 5,786.00                         | 0.73           |
| 4210-140      | Police-Wages OT               | 25,000.00           | 11,363.11           | 13,636.89                        | 0.55           |
| 4210-211      | Police-Benefit Insurance      | 191,368.00          | 35,402.91           | 155,965.09                       | 0.82           |
| 4210-220      | Police-Fica/Medicare          | 20,635.00           | 3,528.59            | 17,106.41                        | 0.83           |
| 4210-230      | Police-Retirement             | 243,039.00          | 30,311.36           | 212,727.64                       | 0.88           |
| 4210-240      | Police-Training/License       | 5,000.00            | 1,072.00            | 3,928.00                         | 0.79           |
| 4210-241      | Police-Training/Ammunition    | 4,000.00            | 0.00                | 4,000.00                         | 1.00           |
| 4210-291      | Police-Uniforms               | 8,000.00            | 1,257.19            | 6,742.81                         | 0.84           |
| 4210-320      | Police-Prosecuting Attny      | 12,023.00           | 0.00                | 12,023.00                        | 1.00           |
| 4210-341      | Police-Telephone              | 10,500.00           | 2,787.40            | 7,712.60                         | 0.73           |
| 4210-342      | Police-Dispatch Telephone     | 700.00              | 336.92              | 363.08                           | 0.52           |
| 4210-391      | Police-Towing                 | 500.00              | 0.00                | 500.00                           | 1.00           |
| 4210-393      | Police-Special Investigation  | 300.00              | 0.00                | 300.00                           | 1.00           |
| 4210-394      | Police-Merr County Dispatch   | 42,136.00           | 0.00                | 42,136.00                        | 1.00           |
| 4210-410      | Police-Electricity            | 4,800.00            | 1,042.60            | 3,757.40                         | 0.78           |
| 4210-411      | Police-Heat                   | 4,300.00            | 1,175.64            | 3,124.36                         | 0.73           |
| 4210-412      | Police-Water/Sewer            | 900.00              | 173.23              | 726.77                           | 0.81           |
| 4210-430      | Police-Blding Repair/Maint.   | 4,000.00            | 659.15              | 3,340.85                         | 0.84           |
| 4210-431      | Police-Custodian              | 8,640.00            | 2,160.00            | 6,480.00                         | 0.75           |
| 4210-550      | Police-Printing               | 500.00              | 208.94              | 291.06                           | 0.58           |
| 4210-560      | Police-Dues/Memberships       | 3,500.00            | 100.00              | 3,400.00                         | 0.97           |
| 4210-620      | Police-Office Supplies        | 4,000.00            | 601.99              | 3,398.01                         | 0.85           |
| 4210-625      | Police-Postage                | 500.00              | 0.00                | 500.00                           | 1.00           |
| 4210-635      | Police-Vehicle Fuel           | 14,400.00           | 2,362.36            | 12,037.64                        | 0.84           |
| 4210-637      | Police-Blood Test Mileage     | 1,250.00            | 100.00              | 1,150.00                         | 0.92           |
| 4210-660      | Police-Vehicle Repair/Maint   | 7,500.00            | 728.58              | 6,771.42                         | 0.90           |
| 4210-661      | Police-Vehicle Tires          | 2,500.00            | 0.00                | 2,500.00                         | 1.00           |
| 4210-662      | Police-Vehicle Parts/Access   | 2,500.00            | 287.30              | 2,212.70                         | 0.89           |
| 4210-670      | Police-Books/Periodicals      | 350.00              | 0.00                | 350.00                           | 1.00           |
| 4210-805      | Police-Equipment Maintenance  | 24,600.00           | 4,800.00            | 19,800.00                        | 0.80           |
| 4210-814      | Police-Photocopy Expense      | 1,000.00            | 0.00                | 1,000.00                         | 1.00           |
| 4210-840      | Police-Communication Repair   | 1,500.00            | 0.00                | 1,500.00                         | 1.00           |
|               | <b>TOTAL POLICE</b>           | <b>1,454,759.00</b> | <b>254,542.83</b>   | <b>1,200,216.17</b>              | <b>0.83</b>    |

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|--------------------|-------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>FIRE/RESCUE</u> |                               |                             |                     |                                  |                |
| 4214-110           | Fire/Rescue-Full Time Wages   | 120,695.00                  | 33,601.50           | 87,093.50                        | 0.72           |
| 4214-111           | Fire/Rescue-Part Time Wages   | 310,303.00                  | 69,658.57           | 240,644.43                       | 0.78           |
| 4214-140           | Fire/Rescue-Over Time Wages   | 10,000.00                   | 1,828.10            | 8,171.90                         | 0.82           |
| 4214-211           | Fire/Rescue-Benefit Insurance | 14,038.00                   | 2,860.98            | 11,177.02                        | 0.80           |
| 4214-220           | Fire/Rescue Fica              | 25,597.00                   | 6,293.70            | 19,303.30                        | 0.75           |
| 4214-230           | Fire/Rescue-Retirement        | 43,116.00                   | 6,867.89            | 36,248.11                        | 0.84           |
| 4214-341           | Fire/Rescue-Telephone         | 9,075.00                    | 1,661.13            | 7,413.87                         | 0.82           |
| 4214-350           | Fire/Rescue-Medical/Hep B     | 500.00                      | 0.00                | 500.00                           | 1.00           |
| 4214-394           | Fire/Rescue-Dispatch Fees     | 53,078.00                   | 53,068.00           | 10.00                            | 0.00           |
| 4214-410           | Fire/Rescue-Electricity       | 10,500.00                   | 1,917.02            | 8,582.98                         | 0.82           |
| 4214-411           | Fire/Rescue-Heat              | 6,000.00                    | 1,626.79            | 4,373.21                         | 0.73           |
| 4214-412           | Fire/Rescue-Water             | 1,600.00                    | 247.75              | 1,352.25                         | 0.85           |
| 4214-430           | Fire/Rescue-Bldg Maintenance  | 10,500.00                   | 3,580.32            | 6,919.68                         | 0.66           |
| 4214-610           | Fire/Rescue-Office Supplies   | 5,800.00                    | 582.59              | 5,217.41                         | 0.90           |
| 4214-690           | Fire/Rescue-Supplies Other    | 2,800.00                    | 34.96               | 2,765.04                         | 0.99           |
| 4215-111           | Rescue-Wages                  | 26,500.00                   | 1,428.57            | 25,071.43                        | 0.95           |
| 4215-220           | Rescue-Fica/Medicare          | 2,027.00                    | 67.37               | 1,959.63                         | 0.97           |
| 4215-240           | Rescue-Training/License       | 8,150.00                    | 90.00               | 8,060.00                         | 0.99           |
| 4215-635           | Rescue-Vehicle Fuel           | 6,000.00                    | 1,714.74            | 4,285.26                         | 0.71           |
| 4215-660           | Rescue-Vehicle Repair/Maint   | 10,000.00                   | 553.38              | 9,446.62                         | 0.94           |
| 4215-680           | Rescue-Medical Supplies       | 7,200.00                    | 1,435.11            | 5,764.89                         | 0.80           |
| 4215-740           | Rescue-Equipment Purchase     | 17,082.00                   | 1,558.99            | 15,523.01                        | 0.91           |
| 4215-750           | Rescue-Communication Equip    | 6,230.00                    | 0.00                | 6,230.00                         | 1.00           |
| 4215-887           | Rescue-Interceptor Fees       | 2,000.00                    | 0.00                | 2,000.00                         | 1.00           |
| 4215-888           | Rescue-CRHSC Billing Fees     | 20,000.00                   | 2,778.55            | 17,221.45                        | 0.86           |
| 4220-111           | Fire-Wages                    | 68,727.00                   | 11,938.71           | 56,788.29                        | 0.83           |
| 4220-220           | Fire-Fica/Medicare            | 5,258.00                    | 734.30              | 4,523.70                         | 0.86           |
| 4220-240           | Fire-Training/Seminars        | 6,502.00                    | 1,670.00            | 4,832.00                         | 0.74           |
| 4220-635           | Fire-Vehicle Fuel             | 5,380.00                    | 348.09              | 5,031.91                         | 0.94           |
| 4220-660           | Fire-Vehicle Repair/Maint.    | 12,500.00                   | 348.88              | 12,151.12                        | 0.97           |
| 4220-690           | Fire-Supplies Other           | 2,125.00                    | 75.00               | 2,050.00                         | 0.96           |
| 4220-740           | Fire-Equipment Purchases      | 23,017.00                   | (1,593.00)          | 24,610.00                        | 1.07           |
| 4220-750           | Fire-Communication Equipment  | 7,774.00                    | 2,985.89            | 4,788.11                         | 0.62           |
| 4220-805           | Fire-Equipment Repair/Maint.  | 14,270.00                   | 478.88              | 13,791.12                        | 0.97           |
| 4220-900           | Fire-CSWW Hydrant Rental      | 3,950.00                    | 0.00                | 3,950.00                         | 1.00           |
|                    | <b>TOTAL FIRE/RESCUE</b>      | <b>878,294.00</b>           | <b>210,442.76</b>   | <b>667,851.24</b>                | <b>0.76</b>    |

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|-----------------------------|-------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>CODE ENFORCEMENT</u>     |                               |                             |                     |                                  |                |
| 4240-110                    | Code-Wages                    | 23,040.00                   | 4,970.00            | 18,070.00                        | 0.78           |
| 4240-220                    | Code-Fica/Medicare            | 1,763.00                    | 380.21              | 1,382.79                         | 0.78           |
| 4240-341                    | Code-Telephone                | 500.00                      | 402.29              | 97.71                            | 0.20           |
| 4240-411                    | Code-Consulting Fees/Forester | 600.00                      | 0.00                | 600.00                           | 1.00           |
| 4240-560                    | Code-Dues/Memberships         | 200.00                      | 75.00               | 125.00                           | 0.63           |
| 4240-635                    | Code-Vehicle Fuel/Mileage     | 550.00                      | 100.00              | 450.00                           | 0.82           |
| 4240-670                    | Code-Books/Periodical         | 1,200.00                    | 65.45               | 1,134.55                         | 0.95           |
|                             | <b>TOTAL CODE ENFORCEMENT</b> | <u>27,853.00</u>            | <u>5,992.95</u>     | <u>21,860.05</u>                 | <u>0.78</u>    |
| <u>EMERGENCY MANAGEMENT</u> |                               |                             |                     |                                  |                |
| 4290-110                    | Emergency Mgt - Wages         | 1,200.00                    | 0.00                | 1,200.00                         | 1.00           |
| 4290-220                    | Emergency Mgt - Fica          | 92.00                       | 0.00                | 92.00                            | 1.00           |
|                             | <b>TOTAL EMERGENCY MGT</b>    | <u>1,292.00</u>             | <u>0.00</u>         | <u>1,292.00</u>                  | <u>1.00</u>    |



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|---------------------------|---------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>HIGHWAY DEPARTMENT</u> |                                 |                             |                     |                                  |                |
| 4311-110                  | Highway-Wages FT                | 338,338.00                  | 68,593.42           | 269,744.58                       | 0.80           |
| 4311-120                  | Highway-Wages PT                | 25,000.00                   | 11,050.00           | 13,950.00                        | 0.56           |
| 4311-140                  | Highway-Wages OT                | 56,160.00                   | 28,930.61           | 27,229.39                        | 0.48           |
| 4311-211                  | Highway-Benefit Insurances      | 107,514.00                  | 27,856.68           | 79,657.32                        | 0.74           |
| 4311-220                  | Highway-Fica/Medicare           | 31,023.00                   | 7,795.57            | 23,227.43                        | 0.75           |
| 4311-230                  | Highway-Retirement              | 54,859.00                   | 8,723.00            | 46,136.00                        | 0.84           |
| 4311-235                  | Highway-Advertising             | 500.00                      | 0.00                | 500.00                           | 1.00           |
| 4311-240                  | Highway-Training/License        | 250.00                      | 0.00                | 250.00                           | 1.00           |
| 4311-291                  | Highway-Uniforms                | 7,500.00                    | 919.88              | 6,580.12                         | 0.88           |
| 4311-341                  | Highway-Telephone               | 3,400.00                    | 676.08              | 2,723.92                         | 0.80           |
| 4311-410                  | Highway-Electricity             | 3,750.00                    | 1,077.92            | 2,672.08                         | 0.71           |
| 4311-411                  | Highway-Heat                    | 8,000.00                    | 1,960.21            | 6,039.79                         | 0.75           |
| 4311-412                  | Highway-Water/Sewer             | 4,000.00                    | 601.57              | 3,398.43                         | 0.85           |
| 4311-414                  | Highway-Alarm                   | 1,500.00                    | 1,140.00            | 360.00                           | 0.24           |
| 4311-430                  | Highway-Building Maintenance    | 10,000.00                   | 2,810.62            | 7,189.38                         | 0.72           |
| 4311-560                  | Highway-Dues/Membership         | 100.00                      | 0.00                | 100.00                           | 1.00           |
| 4311-620                  | Highway-Office Supplies         | 1,200.00                    | 300.78              | 899.22                           | 0.75           |
| 4311-635                  | Highway-Fuel Gasoline           | 7,500.00                    | 1,041.08            | 6,458.92                         | 0.86           |
| 4311-636                  | Highway-Fuel Diesel             | 50,000.00                   | 13,863.12           | 36,136.88                        | 0.72           |
| 4311-637                  | Highway-Mileage                 | 4,200.00                    | 950.15              | 3,249.85                         | 0.77           |
| 4311-660                  | Highway-Vehicle Repair/Maint    | 24,000.00                   | 80.85               | 23,919.15                        | 1.00           |
| 4311-661                  | Highway-Vehicle Tires           | 10,000.00                   | 643.00              | 9,357.00                         | 0.94           |
| 4311-662                  | Highway-Vehicle Parts/Access    | 20,000.00                   | 6,855.44            | 13,144.56                        | 0.66           |
| 4311-689                  | Highway-Supplies Other          | 2,000.00                    | 355.78              | 1,644.22                         | 0.82           |
| 4311-740                  | Highway-Equipment               | 3,500.00                    | 78.24               | 3,421.76                         | 0.98           |
| 4311-805                  | Highway-Equip Maint/Repair      | 50,000.00                   | 1,981.77            | 48,018.23                        | 0.96           |
| 4311-840                  | Highway-Comm Equip Maint.       | 2,000.00                    | 5,105.95            | (3,105.95)                       | (1.55)         |
|                           | <b>TOTAL HIGHWAY DEPT</b>       | <b>826,294.00</b>           | <b>193,391.72</b>   | <b>632,902.28</b>                | <b>0.77</b>    |
| <u>HIGHWAYS/STREETS</u>   |                                 |                             |                     |                                  |                |
| 4312-711                  | Highway/Street-Gravel           | 24,000.00                   | 0.00                | 24,000.00                        | 1.00           |
| 4312-712                  | Highway/Street-Sand             | 9,000.00                    | 0.00                | 9,000.00                         | 1.00           |
| 4312-713                  | Highway/Street-Salt             | 130,000.00                  | 72,359.31           | 57,640.69                        | 0.44           |
| 4312-806                  | Highway/Street-Bridge Repair    | 3,000.00                    | 0.00                | 3,000.00                         | 1.00           |
| 4312-884                  | Highway/Street-Roadside Maint.  | 25,000.00                   | 2,030.44            | 22,969.56                        | 0.92           |
| 4312-885                  | Highway/Street-Road Repairs     | 80,000.00                   | 0.00                | 80,000.00                        | 1.00           |
| 4312-886                  | Highway/Street-Signs/Guardrail  | 43,000.00                   | 0.00                | 43,000.00                        | 1.00           |
| 4312-887                  | Highway/Street-Stripe/Sweep     | 8,000.00                    | 0.00                | 8,000.00                         | 1.00           |
| 4312-888                  | Highway/Street-Culverts/Drains  | 24,000.00                   | 0.00                | 24,000.00                        | 1.00           |
| 4312-889                  | Highway/Streets-Trees           | 15,000.00                   | 0.00                | 15,000.00                        | 1.00           |
| 4312-904                  | Highway-Chip Seal/Crack Seal    | 95,000.00                   | 0.00                | 95,000.00                        | 1.00           |
| 4312-905                  | Highway/Street-Engineer&Design  | 10,000.00                   | 6,247.00            | 3,753.00                         | 0.38           |
| 4312-906                  | Streets/Highways Road Construct | 250,000.00                  | 0.00                | 250,000.00                       | 1.00           |
| 4316-410                  | Street Lights-Electricity       | 15,500.00                   | 2,054.63            | 13,445.37                        | 0.87           |
|                           | <b>TOTAL HIGHWAY/STREETS</b>    | <b>731,500.00</b>           | <b>82,691.38</b>    | <b>648,808.62</b>                | <b>0.89</b>    |

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For the period 1/1/2022 - 3/25/2022

| <u>Acct #</u>      | <u>Description</u>             | <u>Not Final<br/>Budget</u> | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|--------------------|--------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>SOLID WASTE</u> |                                |                             |                     |                                  |                |
| 4324-110           | Solid Waste-Wages FT           | 135,022.00                  | 13,719.25           | 121,302.75                       | 0.90           |
| 4324-111           | Solid waste-Wages PT           | 22,464.00                   | 13,844.26           | 8,619.74                         | 0.38           |
| 4324-140           | Solid Waste-OT                 | 7,000.00                    | 1,426.33            | 5,573.67                         | 0.80           |
| 4324-211           | Solid Waste-Benefit Insurances | 14,075.00                   | 2,310.00            | 11,765.00                        | 0.84           |
| 4324-220           | Solid Waste-Fica/Medicare      | 12,512.00                   | 2,199.89            | 10,312.11                        | 0.82           |
| 4324-230           | Solid Waste-Retirement         | 12,434.00                   | 1,160.46            | 11,273.54                        | 0.91           |
| 4324-240           | Solid Waste-Training/License   | 900.00                      | 100.00              | 800.00                           | 0.89           |
| 4324-291           | Solid Waste-Uniforms           | 1,950.00                    | 109.40              | 1,840.60                         | 0.94           |
| 4324-341           | Solid Waste-Telephone          | 2,440.00                    | 225.75              | 2,214.25                         | 0.91           |
| 4324-355           | Solid Waste-House Haz Waste    | 14,500.00                   | 0.00                | 14,500.00                        | 1.00           |
| 4324-410           | Solid Waste-Electricity        | 8,500.00                    | 2,328.09            | 6,171.91                         | 0.73           |
| 4324-414           | Solid Waste-Alarm              | 1,000.00                    | 0.00                | 1,000.00                         | 1.00           |
| 4324-430           | Solid Waste-Bld Repair         | 38,798.00                   | 484.34              | 38,313.66                        | 0.99           |
| 4324-434           | Solid Waste-Recycling Blding   | 3,500.00                    | 1,264.49            | 2,235.51                         | 0.64           |
| 4324-560           | Solid Waste-Dues/Memberships   | 350.00                      | 80.00               | 270.00                           | 0.77           |
| 4324-620           | Solid Waste-Office Supplies    | 300.00                      | 112.76              | 187.24                           | 0.62           |
| 4324-635           | Solid Waste-Vehicle Fuel       | 5,000.00                    | 752.49              | 4,247.51                         | 0.85           |
| 4324-637           | Solid Waste-Mileage            | 650.00                      | 0.00                | 650.00                           | 1.00           |
| 4324-660           | Solid Waste-Vehicle Repair     | 23,260.00                   | 691.92              | 22,568.08                        | 0.97           |
| 4324-689           | Solid Waste-Supplies Other     | 300.00                      | 0.00                | 300.00                           | 1.00           |
| 4324-805           | Solid Waste-Equip Maint/Repair | 21,100.00                   | 1,790.49            | 19,309.51                        | 0.92           |
| 4324-855           | Solid Waste-Safety Supplies    | 1,000.00                    | 568.09              | 431.91                           | 0.43           |
| 4324-901           | Solid Waste-Freon,Glass,Cmptr  | 7,500.00                    | 0.00                | 7,500.00                         | 1.00           |
| 4324-902           | Solid Waste-Transportation     | 42,322.00                   | 2,050.00            | 40,272.00                        | 0.95           |
| 4324-903           | Solid Waste-Tipping Fee        | 112,320.00                  | 14,995.20           | 97,324.80                        | 0.87           |
| 4324-904           | Solid Waste - Landscaping      | 6,800.00                    | 0.00                | 6,800.00                         | 1.00           |
| 4324-905           | Solid Waste-Monitoring Wells   | 15,000.00                   | 0.00                | 15,000.00                        | 1.00           |
| 4324-906           | Solid Waste-Demolition Dispose | 23,988.00                   | 1,478.40            | 22,509.60                        | 0.94           |
|                    | <b>TOTAL SOLID WASTE</b>       | <b>534,985.00</b>           | <b>61,691.61</b>    | <b>473,293.39</b>                | <b>0.88</b>    |

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| <u>Acct #</u>         | <u>Description</u>             | <u>Not Final<br/>Budget</u> | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|-----------------------|--------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>ANIMAL CONTROL</u> |                                |                             |                     |                                  |                |
| 4414-111              | Animal Control-Wages           | 5,860.00                    | 520.00              | 5,340.00                         | 0.91           |
| 4414-220              | Animal Control-Fica/Medicare   | 448.00                      | 39.78               | 408.22                           | 0.91           |
| 4414-240              | Animal Control-Training        | 350.00                      | 0.00                | 350.00                           | 1.00           |
| 4414-291              | Animal Control-Uniforms        | 150.00                      | 0.00                | 150.00                           | 1.00           |
| 4414-343              | Animal Control-Animal Rescuc   | 700.00                      | 0.00                | 700.00                           | 1.00           |
| 4414-637              | Animal Control-Mileage         | 1,200.00                    | 0.00                | 1,200.00                         | 1.00           |
| 4414-740              | Animal Control - Equipment     | 100.00                      | 0.00                | 100.00                           | 1.00           |
| 4414-840              | Animal Control-Radio Pager     | 600.00                      | 0.00                | 600.00                           | 1.00           |
|                       | <b>TOTAL ANIMAL CONTROL</b>    | <b>9,408.00</b>             | <b>559.78</b>       | <b>8,848.22</b>                  | <b>0.94</b>    |
| <u>WELFARE</u>        |                                |                             |                     |                                  |                |
| 4442-111              | Welfare-Director Wages         | 10,400.00                   | 2,600.00            | 7,800.00                         | 0.75           |
| 4442-220              | Welfare-Director Fica/Medicare | 796.00                      | 198.90              | 597.10                           | 0.75           |
| 4442-620              | Welfare-Office Supplies        | 500.00                      | 0.00                | 500.00                           | 1.00           |
| 4442-689              | Welfare-Director Expenses      | 150.00                      | (15.00)             | 165.00                           | 1.10           |
| 4442-907              | Welfare-General Assistance     | 2,500.00                    | 650.00              | 1,850.00                         | 0.74           |
| 4442-910              | Welfare-Assist Electricity     | 3,000.00                    | 0.00                | 3,000.00                         | 1.00           |
| 4442-911              | Welfare-Assist Heat            | 10,000.00                   | 2,250.85            | 7,749.15                         | 0.77           |
| 4442-912              | Welfare-Assist Food            | 2,500.00                    | 35.00               | 2,465.00                         | 0.99           |
| 4442-913              | Welfare-Assist Rent            | 47,154.00                   | 4,495.00            | 42,659.00                        | 0.90           |
| 4442-914              | Welfare-Medical                | 3,000.00                    | 0.00                | 3,000.00                         | 1.00           |
|                       | <b>TOTAL WELFARE</b>           | <b>80,000.00</b>            | <b>10,214.75</b>    | <b>69,785.25</b>                 | <b>0.87</b>    |

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|---------------------------|---------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>ATHLETIC</u>           |                                 |                             |                     |                                  |                |
| 4520-240                  | Athletic-Minute Taker/Website   | 1,225.00                    | 25.50               | 1,199.50                         | 0.98           |
| 4520-521                  | Athletic-Swimming               | 2,450.00                    | 0.00                | 2,450.00                         | 1.00           |
| 4520-605                  | Athletic-Softball               | 4,050.00                    | 150.00              | 3,900.00                         | 0.96           |
| 4520-740                  | Athletic - Medical              | 620.00                      | 0.00                | 620.00                           | 1.00           |
| 4520-741                  | Athletic-Baseball Exp           | 9,750.00                    | 300.00              | 9,450.00                         | 0.97           |
| 4520-742                  | Athletic-Soccer                 | 13,800.00                   | 199.05              | 13,600.95                        | 0.99           |
| 4520-743                  | Athletic-Basketball             | 8,250.00                    | 3,970.00            | 4,280.00                         | 0.52           |
|                           | <b>TOTAL ATHLETIC</b>           | <b>40,145.00</b>            | <b>4,644.55</b>     | <b>35,500.45</b>                 | <b>0.88</b>    |
| <u>LIBRARY</u>            |                                 |                             |                     |                                  |                |
| 4550-110                  | Library-Wages                   | 0.00                        | 40,826.11           | (40,826.11)                      | 0.00           |
| 4550-211                  | Library-Benefit Insurance       | 0.00                        | 4,566.36            | (4,566.36)                       | 0.00           |
| 4550-220                  | Library-Fica/Medicare           | 0.00                        | 3,059.45            | (3,059.45)                       | 0.00           |
| 4550-230                  | Library-Retirement              | 0.00                        | 1,648.50            | (1,648.50)                       | 0.00           |
| 4550-413                  | Library-Heat Fuel               | 0.00                        | 1,865.69            | (1,865.69)                       | 0.00           |
| 4550-523                  | Library-Workers/Unemp Ins       | 0.00                        | 306.00              | (306.00)                         | 0.00           |
| 4550-956                  | Library-Appropriation           | 236,621.00                  | 0.00                | 236,621.00                       | 1.00           |
|                           | <b>TOTAL LIBRARY</b>            | <b>236,621.00</b>           | <b>52,272.11</b>    | <b>184,348.89</b>                | <b>0.78</b>    |
| <u>PATRIOTIC PURPOSES</u> |                                 |                             |                     |                                  |                |
| 4583-610                  | Patriotic Purposes              | 2,600.00                    | 0.00                | 2,600.00                         | 1.00           |
|                           | <b>TOTAL PATRIOTIC PURPOSES</b> | <b>2,600.00</b>             | <b>0.00</b>         | <b>2,600.00</b>                  | <b>1.00</b>    |

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|--------------------------------|-------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <u>BAND</u>                    |                               |                             |                     |                                  |                |
| 4589-111                       | Band-Concert Series           | 5,395.00                    | 0.00                | 5,395.00                         | 1.00           |
| 4589-115                       | Band-Concert Advertising      | 925.00                      | 0.00                | 925.00                           | 1.00           |
| 4589-120                       | Band-Concert Music License's  | 725.00                      | 390.00              | 335.00                           | 0.46           |
| 4589-689                       | Concerts-Supplies Other       | 150.00                      | 0.00                | 150.00                           | 1.00           |
|                                | <b>TOTAL BAND</b>             | <b>7,195.00</b>             | <b>390.00</b>       | <b>6,805.00</b>                  | <b>0.95</b>    |
| <u>CONSERVATION COMMISSION</u> |                               |                             |                     |                                  |                |
| 4611-112                       | Conservation-Minute Taker     | 465.00                      | 0.00                | 465.00                           | 1.00           |
| 4611-240                       | Conservation-Training         | 420.00                      | 250.00              | 170.00                           | 0.40           |
| 4611-560                       | Conservation-Dues/Membership  | 345.00                      | 0.00                | 345.00                           | 1.00           |
| 4611-620                       | Conservation-Office Supplies  | 50.00                       | 0.00                | 50.00                            | 1.00           |
| 4611-951                       | Conservation-Public Awareness | 235.00                      | 0.00                | 235.00                           | 1.00           |
| 4611-952                       | Conservation-Lake Monitor     | 1,000.00                    | (400.00)            | 1,400.00                         | 1.40           |
|                                | <b>TOTAL CONSERVATION</b>     | <b>2,515.00</b>             | <b>(150.00)</b>     | <b>2,665.00</b>                  | <b>1.06</b>    |
| <u>COMMUNITY</u>               |                               |                             |                     |                                  |                |
| 4652-610                       | Community-CAP Program         | 14,000.00                   | 0.00                | 14,000.00                        | 1.00           |
| 4659-612                       | Community-White Birch Center  | 65,000.00                   | 16,249.98           | 48,750.02                        | 0.75           |
|                                | <b>TOTAL COMMUNITY</b>        | <b>79,000.00</b>            | <b>16,249.98</b>    | <b>62,750.02</b>                 | <b>0.79</b>    |
| <u>DEBT SERVICE</u>            |                               |                             |                     |                                  |                |
| 4711-940                       | Debt Service-Principal        | 187,720.00                  | 59,289.95           | 128,430.05                       | 0.68           |
| 4721-940                       | Debt Service-Interest         | 23,536.00                   | 783.00              | 22,753.00                        | 0.97           |
| 4723-940                       | Debt Service-TAN Interest     | 13,500.00                   | 400.00              | 13,100.00                        | 0.97           |
|                                | <b>TOTAL DEBT SERVICE</b>     | <b>224,756.00</b>           | <b>60,472.95</b>    | <b>164,283.05</b>                | <b>0.73</b>    |

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|--------------------------|--------------------------------|--------------------------------------------------------------|---------------------|----------------------------------------|----------------|
| <u>WARRANT ARTICLES</u>  |                                |                                                              |                     |                                        |                |
| 4901-005                 | Warrant-Road Improvements      | 100,000.00                                                   | 0.00                | 100,000.00                             | 1.00           |
| 4902-005                 | 2020 Warrant-Parks Mower       | 5,066.00                                                     | 0.00                | 5,066.00                               | 1.00           |
| 4902-015                 | Warrant-2022 WWTP Upgrade      | 3,200,000.00                                                 | 0.00                | 3,200,000.00                           | 1.00           |
| 4902-025                 | 2021 Warrant-Azalea Park       | 2,528.00                                                     | 0.00                | 2,528.00                               | 1.00           |
| 4902-036                 | Warrant Art -Transfer Skidster | 50,000.00                                                    | 0.00                | 50,000.00                              | 1.00           |
| 4902-038                 | 2022 Warrant-Highway Trk Plow  | 127,947.00                                                   | 500.00              | 127,447.00                             | 1.00           |
| 4902-039                 | 2021 Warrant-Dump Truck        | 225,000.00                                                   | 0.00                | 225,000.00                             | 1.00           |
| 4902-040                 | Warrant-2022 Stat Reval        | 62,400.00                                                    | 17,906.00           | 44,494.00                              | 0.71           |
| 4902-047                 | Warrant 2022 Bridge Repairs    | 85,000.00                                                    | 0.00                | 85,000.00                              | 1.00           |
| 4902-048                 | Warrant 2022-Highway Chipper   | 60,000.00                                                    | 59,651.00           | 349.00                                 | 0.01           |
| 4902-050                 | 2020 Warrant-Cons Comm Testing | 75,000.00                                                    | 0.00                | 75,000.00                              | 1.00           |
| 4903-020                 | Warrant Art-Lib Masonry        | 9,990.00                                                     | 0.00                | 9,990.00                               | 1.00           |
| 4903-032                 | Warrant 2022 -Tucker Nu Lift   | 58,670.00                                                    | 0.00                | 58,670.00                              | 1.00           |
| 4903-040                 | Road Expendable Trust          | 0.00                                                         | 441.92              | (441.92)                               | 0.00           |
| TOTAL WARRANT ARTICLES   |                                | 4,061,601.00                                                 | 78,498.92           | 3,983,102.08                           | 0.98           |
| <u>CAPITAL RESERVE</u>   |                                |                                                              |                     |                                        |                |
| 4915-003                 | ETF - Town Owned Building      | 10,000.00                                                    | 0.00                | 10,000.00                              | 1.00           |
| 4915-890                 | Capital Reserve-Ambulance      | 80,000.00                                                    | 0.00                | 80,000.00                              | 1.00           |
| 4915-892                 | Capital Reserve-Police Blding  | 205,210.00                                                   | 0.00                | 205,210.00                             | 1.00           |
| 4915-893                 | ETF - Fire/Resq Building       | 25,000.00                                                    | 0.00                | 25,000.00                              | 1.00           |
| 4915-894                 | Capital Reserve-Transfer Sta.  | 30,000.00                                                    | 0.00                | 30,000.00                              | 1.00           |
| 4915-895                 | Capital Reserve-Fire Equip/Trk | 100,000.00                                                   | 0.00                | 100,000.00                             | 1.00           |
| 4915-896                 | Capital Reserve- Revaluation   | 37,000.00                                                    | 0.00                | 37,000.00                              | 1.00           |
| 4915-897                 | Capital Reserve-Highway Equip  | 150,000.00                                                   | 0.00                | 150,000.00                             | 1.00           |
| 4915-899                 | Capital Reserve-Library Maint  | 1.00                                                         | 0.00                | 1.00                                   | 1.00           |
| 4915-901                 | ETF - Road Maintenance         | 650,000.00                                                   | 0.00                | 650,000.00                             | 1.00           |
| 4915-902                 | ETF - Town Technology          | 2,500.00                                                     | 0.00                | 2,500.00                               | 1.00           |
| 4915-903                 | ETF - Parks Equipment          | 2,500.00                                                     | 0.00                | 2,500.00                               | 1.00           |
| 4915-904                 | ETF - Police Equipment         | 10,000.00                                                    | 0.00                | 10,000.00                              | 1.00           |
| 4915-990                 | Capital Reserve-Bridge Repairs | 25,000.00                                                    | 0.00                | 25,000.00                              | 1.00           |
| TOTAL CAPITAL RESERVE    |                                | 1,327,211.00                                                 | 0.00                | 1,327,211.00                           | 1.00           |
| <u>OTHER GOVERNMENTS</u> |                                |                                                              |                     |                                        |                |
| TOTAL OTHER GOVERNMENTS  |                                | 0.00                                                         | 0.00                | 0.00                                   | 0.00           |
| TOTAL FUND 1 (TOWN OF)   |                                | 11,693,973.00                                                | 1,292,318.66        | 10,401,654.34                          | 0.89           |

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|-------------------------------------------|------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <b>FUND 2: COGSWELL SPRING WATERWORKS</b> |                              |                             |                     |                                  |                |
| 4331-110                                  | CSWW-Wages FT                | 122,377.00                  | 13,157.54           | 109,219.46                       | 0.89           |
| 4331-120                                  | CSWW-Wages PT                | 1,000.00                    | 89.25               | 910.75                           | 0.91           |
| 4331-140                                  | CSWW-Wages OT                | 15,000.00                   | 2,250.90            | 12,749.10                        | 0.85           |
| 4331-210                                  | CSWW-Benefit Insurances      | 26,257.00                   | 2,388.63            | 23,868.37                        | 0.91           |
| 4331-220                                  | CSWW-Fica/Medicare           | 10,421.00                   | 1,178.77            | 9,242.23                         | 0.89           |
| 4331-230                                  | CSWW-Retirement              | 19,315.00                   | 1,375.68            | 17,939.32                        | 0.93           |
| 4331-240                                  | CSWW-Training/License        | 500.00                      | 100.00              | 400.00                           | 0.80           |
| 4331-291                                  | CSWW-Uniforms                | 1,000.00                    | 0.00                | 1,000.00                         | 1.00           |
| 4331-320                                  | CSWW-Legal Fees              | 2,500.00                    | 0.00                | 2,500.00                         | 1.00           |
| 4331-341                                  | CSWW-Telephone               | 5,000.00                    | 1,274.05            | 3,725.95                         | 0.75           |
| 4331-390                                  | CSWW-Consulting Fees         | 5,000.00                    | 0.00                | 5,000.00                         | 1.00           |
| 4331-397                                  | CSWW-Contractor Services     | 50,000.00                   | 2,040.00            | 47,960.00                        | 0.96           |
| 4331-399                                  | CSWW-Traffic Control         | 2,500.00                    | 0.00                | 2,500.00                         | 1.00           |
| 4331-410                                  | CSWW-Electricity             | 20,397.00                   | 3,671.16            | 16,725.84                        | 0.82           |
| 4331-411                                  | CSWW-Heat                    | 3,500.00                    | 2,412.18            | 1,087.82                         | 0.31           |
| 4331-430                                  | CSWW-Building Repair         | 0.00                        | 500.00              | (500.00)                         | 0.00           |
| 4331-431                                  | CSWW-Alarm Monitoring        | 0.00                        | 972.00              | (972.00)                         | 0.00           |
| 4331-520                                  | CSWW-Workers Comp Ins        | 2,500.00                    | 2,691.00            | (191.00)                         | (0.08)         |
| 4331-521                                  | CSWW-General Liability Ins   | 7,700.00                    | 0.00                | 7,700.00                         | 1.00           |
| 4331-550                                  | CSWW-Printing                | 500.00                      | 0.00                | 500.00                           | 1.00           |
| 4331-560                                  | CSWW-Dues/Memberships        | 200.00                      | 100.00              | 100.00                           | 0.50           |
| 4331-620                                  | CSWW-Office Supplies         | 2,000.00                    | 0.00                | 2,000.00                         | 1.00           |
| 4331-625                                  | CSWW-Postage                 | 650.00                      | 0.00                | 650.00                           | 1.00           |
| 4331-635                                  | CSWW-Vehicle Fuel            | 2,000.00                    | 306.35              | 1,693.65                         | 0.85           |
| 4331-660                                  | CSWW-Repair/Maintenance      | 425.00                      | 1,265.99            | (840.99)                         | (1.98)         |
| 4331-689                                  | CSWW-Supplies Other          | 1,000.00                    | 131.48              | 868.52                           | 0.87           |
| 4331-690                                  | CSWW-Dig Safe Fees           | 200.00                      | 0.00                | 200.00                           | 1.00           |
| 4331-740                                  | CSWW-Equipment Purchase      | 66,234.00                   | 0.00                | 66,234.00                        | 1.00           |
| 4331-741                                  | CSWW-Meters                  | 2,500.00                    | 0.00                | 2,500.00                         | 1.00           |
| 4331-855                                  | CSWW-Safety Supplies         | 1,000.00                    | 0.00                | 1,000.00                         | 1.00           |
| 4331-862                                  | CSWW-In House Lab            | 200.00                      | 137.34              | 62.66                            | 0.31           |
| 4331-864                                  | CSWW-Outside Lab             | 3,500.00                    | 0.00                | 3,500.00                         | 1.00           |
| 4331-878                                  | CSWW-Chemicals               | 11,000.00                   | 1,973.00            | 9,027.00                         | 0.82           |
| 4331-885                                  | CSWW-Street Repair           | 5,000.00                    | 292.06              | 4,707.94                         | 0.94           |
| 4331-890                                  | CSWW-Distribution Supply     | 5,000.00                    | 0.00                | 5,000.00                         | 1.00           |
| 4331-940                                  | CSWW-Debt Service            | 101,702.00                  | 0.00                | 101,702.00                       | 1.00           |
| 4331-990                                  | CSWW-Capital Reserve         | 18,750.00                   | 0.00                | 18,750.00                        | 1.00           |
|                                           | <b>TOTAL CSWW Operations</b> | <b>516,828.00</b>           | <b>38,307.38</b>    | <b>478,520.62</b>                | <b>0.93</b>    |
| <b>CSWW CAPITAL IMPROVEMENTS</b>          |                              |                             |                     |                                  |                |
| 4331-882                                  | CSWW - Liberty Hill Main     | 11,377.00                   | 0.00                | 11,377.00                        | 1.00           |
| 4331-884                                  | CSWW-Well Repairs            | 0.00                        | 26,854.00           | (26,854.00)                      | 0.00           |
|                                           | <b>TOTAL CSWW Capital</b>    | <b>11,377.00</b>            | <b>26,854.00</b>    | <b>(15,477.00)</b>               | <b>(1.36)</b>  |
|                                           | <b>GRAND TOTAL CSWW</b>      | <b>528,205.00</b>           | <b>65,161.38</b>    | <b>463,043.62</b>                | <b>0.88</b>    |

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| <u>Acct #</u>                                | <u>Description</u>             | <u>Not Final<br/>Budget</u> | <u>YTD Expenses</u> | <u>Available<br/>(Overspent)</u> | <u>% Avail</u> |
|----------------------------------------------|--------------------------------|-----------------------------|---------------------|----------------------------------|----------------|
| <b>FUND 3: WASTEWATER TREATMENT FACILITY</b> |                                |                             |                     |                                  |                |
| 4326-110                                     | WWTP-Wages FT                  | 171,126.00                  | 41,996.01           | 129,129.99                       | 0.75           |
| 4326-130                                     | WWTP-Comm/Treas/Acctng         | 2,435.00                    | 0.00                | 2,435.00                         | 1.00           |
| 4326-140                                     | WWTP-Wages OT                  | 7,249.00                    | 4,044.53            | 3,204.47                         | 0.44           |
| 4326-210                                     | WWTP-Benefit Insurances        | 47,027.00                   | 13,097.82           | 33,929.18                        | 0.72           |
| 4326-220                                     | WWTP-Fica/Medicare             | 13,413.00                   | 3,417.69            | 9,995.31                         | 0.75           |
| 4326-230                                     | WWTP-Retirement                | 25,080.00                   | 3,982.44            | 21,097.56                        | 0.84           |
| 4326-240                                     | WWTP-Training/License          | 1,200.00                    | 85.00               | 1,115.00                         | 0.93           |
| 4326-291                                     | WWTP-Uniforms                  | 1,071.00                    | 0.00                | 1,071.00                         | 1.00           |
| 4326-301                                     | WWTP-Accounting                | 770.00                      | 0.00                | 770.00                           | 1.00           |
| 4326-341                                     | WWTP-Telephone                 | 4,536.00                    | 742.21              | 3,793.79                         | 0.84           |
| 4326-408                                     | WWTP-Electricity Pump Station  | 3,600.00                    | 770.50              | 2,829.50                         | 0.79           |
| 4326-409                                     | WWTP-Electricity               | 48,492.00                   | 16,131.11           | 32,360.89                        | 0.67           |
| 4326-410                                     | WWTP-Elec Maple Street         | 1,178.00                    | 587.61              | 590.39                           | 0.50           |
| 4326-411                                     | WWTP-Heat Belt Press Blding    | 4,318.00                    | 1,861.15            | 2,456.85                         | 0.57           |
| 4326-412                                     | WWTP-Water                     | 24,170.00                   | 9,022.97            | 15,147.03                        | 0.63           |
| 4326-413                                     | WWTP-Heat Plant                | 7,078.00                    | 1,890.20            | 5,187.80                         | 0.73           |
| 4326-414                                     | WWTP-Alarm Service             | 812.00                      | 0.00                | 812.00                           | 1.00           |
| 4326-415                                     | WWTP - Propane                 | 1,699.00                    | 875.66              | 823.34                           | 0.48           |
| 4326-430                                     | WWTP-Building Repair/Maint     | 2,040.00                    | 326.98              | 1,713.02                         | 0.84           |
| 4326-520                                     | WWTP-Workers Comp Insurance    | 2,900.00                    | 2,900.00            | 0.00                             | 0.00           |
| 4326-521                                     | WWTP-General Liab Ins.         | 8,500.00                    | 100.00              | 8,400.00                         | 0.99           |
| 4326-550                                     | WWTP-Printing                  | 200.00                      | 0.00                | 200.00                           | 1.00           |
| 4326-560                                     | WWTP-Dues/Memberships          | 215.00                      | 0.00                | 215.00                           | 1.00           |
| 4326-620                                     | WWTP-Office Supplies           | 885.00                      | 57.45               | 827.55                           | 0.94           |
| 4326-625                                     | WWTP-Postage                   | 585.00                      | 0.00                | 585.00                           | 1.00           |
| 4326-635                                     | WWTP-Vehicle Fuel              | 1,000.00                    | 282.42              | 717.58                           | 0.72           |
| 4326-650                                     | WWTP-Lawn Tractor Repair       | 600.00                      | 0.00                | 600.00                           | 1.00           |
| 4326-660                                     | WWTP-Vehicle Repair            | 200.00                      | 0.00                | 200.00                           | 1.00           |
| 4326-662                                     | WWTP-Vehicle Parts/Accessories | 200.00                      | 55.63               | 144.37                           | 0.72           |
| 4326-689                                     | WWTP-Supplies Other            | 2,780.00                    | 210.16              | 2,569.84                         | 0.92           |
| 4326-741                                     | WWTP-Tool Purchases            | 400.00                      | 0.00                | 400.00                           | 1.00           |
| 4326-805                                     | WWTP-Equipment Repair/Maint.   | 41,786.00                   | 145.37              | 41,640.63                        | 1.00           |
| 4326-810                                     | WWTP-Computer Repair/Maint.    | 300.00                      | 0.00                | 300.00                           | 1.00           |
| 4326-855                                     | WWTP-Safety Supplies           | 2,046.00                    | 633.70              | 1,412.30                         | 0.69           |
| 4326-860                                     | WWTP-Lab Repair/Maintenance    | 3,955.00                    | 1,362.73            | 2,592.27                         | 0.66           |
| 4326-862                                     | WWTP-In House Lab              | 6,764.00                    | 205.50              | 6,558.50                         | 0.97           |
| 4326-864                                     | WWTP-Outside Lab               | 5,328.00                    | 1,899.00            | 3,429.00                         | 0.64           |
| 4326-869                                     | WWTP-Sludge Processing         | 10,192.00                   | 0.00                | 10,192.00                        | 1.00           |
| 4326-870                                     | WWTP-Sludge Disposal Expense   | 36,420.00                   | 11,524.10           | 24,895.90                        | 0.68           |
| 4326-871                                     | WWTP-Grit Disposal             | 2,700.00                    | 0.00                | 2,700.00                         | 1.00           |
| 4326-875                                     | WWTP-Collection System         | 28,864.00                   | 0.00                | 28,864.00                        | 1.00           |
| 4326-940                                     | WWTP-Debt Service              | 40,100.00                   | 1,174.50            | 38,925.50                        | 0.97           |
| 4326-988                                     | WWTP-PH Adjustment             | 30,624.00                   | 6,358.00            | 24,266.00                        | 0.79           |
| 4326-990                                     | WWTP-Capital Reserve           | 50,000.00                   | 0.00                | 50,000.00                        | 1.00           |
| TOTAL WWTP                                   |                                | 644,838.00                  | 125,740.44          | 519,097.56                       | 0.81           |



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 Not Final

WWTP CAPITAL

|                         |               |              |               |      |
|-------------------------|---------------|--------------|---------------|------|
| TOTAL WWTP CAPITAL      | 0.00          | 0.00         | 0.00          | 0.00 |
| GRAND TOTAL WWTP        | 644,838.00    | 125,740.44   | 519,097.56    | 0.81 |
| GROSS TOTAL (ALL FUNDS) | 12,867,016.00 | 1,483,220.48 | 11,383,795.52 | 0.88 |

|                    |               |
|--------------------|---------------|
| Proposed Budget    | 12,559,422.00 |
| Encumber from 2021 | 307,594.00    |
| Total Available    | 12,867,016.00 |