



TOWN OF HENNIKER, NEW HAMPSHIRE
SELECTMEN AGENDA

Tuesday, August 17, 2021
5:00 PM

6:15 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ANNOUNCEMENTS

IV. CORRESPONDENCE

Item 1: Letter from Milli Knudsen – Re: Concert Committee

Item 2: Letter from Community Action Program Belknap-Merrimack Counties, Inc. – Re: Thank you

V. CONSENT AGENDA

Item 3: Consent Agenda for August 2, 2021

Item 4: Consent Agenda for August 12, 2021

Item 5: Consent Agenda for August 17, 2021

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

VII. NEW BUSINESS

Item 6: Senator Becky Whitley – Legislative update & discussion

Item 7: Update from New England College

Item 8: Update from Town Clerk

Item 9: Letter from the Town of Warner

Item 10: Update on Zoning Violation

Item 11: Full Time Position Transfer Station

Item 12: 1st and 2nd Quarter Finance

Item 13: Software/Assessing/IT Services Recommendations for Town

VIII. OLD BUSINESS

None

IX. PAST MEETING MINUTES

Item 14: Acceptance of Board of Selectmen Minutes June 1, 2021

Item 15: Acceptance of Board of Selectmen Minutes July 20, 2021

X. COMMUNICATIONS

Item 16: July Department Reports

Item 17: Town Administrator's Report

Item 18: Selectmen Reports

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

XII. NON-PUBLIC – If Necessary

Item 19: Non-public Session 91-A:3 II a, c, d e, or e Personnel/Reputation/Legal/Land

XIII. ADJOURNMENT

XIV. UPCOMING DATES

September 1, 2021, 7:00 p.m. – Conservation Commission Meeting

September 7, 2021, 6:15 p.m. – Board of Selectmen Meeting

September 8, 2021, 4:30 p.m. – Economic Development Committee Meeting

September 8, 2021, 7:00 p.m. – Planning Board Meeting

September 21, 2021, 6:15 p.m. – Board of Selectmen Meeting

Visitor Orientation to the Town Selectman's Meeting

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

Date: 4 August 2021

To: Town of Henniker

From: Milli Knudsen

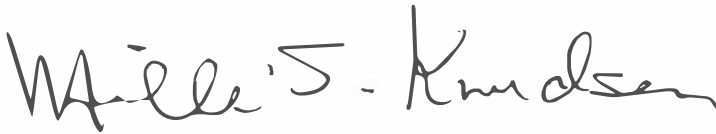
Received by
TOWN OF HENNIKER
New Hampshire
AUG 04 2021
Selectmen's Office

To Whom It May Concern:

I thank the town of Henniker for allowing me to serve on the Summer Music Concert Committee for these years. I am writing to resign from the committee as of this fall due to being called back to work on a semi-normal basis. It is taking some time to re-adjust to nearly full time work again after the Covid break.

What a great committee to serve on!

Sincerely,

A handwritten signature in black ink that reads "Milli S. Knudsen". The signature is written in a cursive style with a large initial 'M' and 'K'.

Milli S. Knudsen



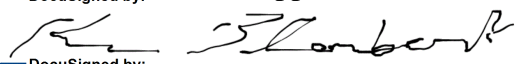
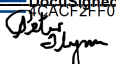
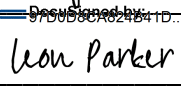
TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA


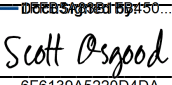
Monday, August 2, 2021

Consent Agenda

- Item 1:** Application for Current Use and Stewardship Plan – Map 1 Lot 72
- Item 2:** PA-16 - Application for Reimbursement to Towns & Cities in Which Federal & State Forest Land is situated 2021
- Item 3:** Intent to Cut – Map 1 Lot 119-N

Board of Selectmen Approval:

DocuSigned by:

 DocuSigned by:

 DocuSigned by:


DocuSigned by:

 DocuSigned by:


*Please note that the Consent Agenda is subject to change until 4:30 pm the day of a scheduled Selectmen's Meeting.

Telephone
603-428-3221

18 Depot Hill Road
Henniker, NH 03232
www.henniker.org

FAX
603-428-4366

FORM
A-10

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT**

STEP 1 - PROPERTY OWNER(S)

TAX YEAR APPLIED FOR: April 1, _____

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME ANN M RICE TRUST	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME RICE	FIRST NAME/CORPORATION/TRUST NAME ANN M TRUSTREE	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 23 WILSON AVENUE		
MUNICIPALITY CONCORD		STATE NH	ZIP CODE 03301

STEP 2 - PROPERTY LOCATION

PLEASE TYPE OR PRINT	(a) ACCESSIBLE STREET LOCATION W/S RUSH ROAD		MUNICIPALITY HENNIKER		COUNTY MERRIMACK	
	(b) TOTAL ACRES/PARCEL/TRACT 329.10		# ACRES ALREADY IN CU 329.10	# ACRES TO BE ENROLLED IN CU 0	TOTAL REMAINING ACRES NOT IN CU 0	
	(c) TAX MAP AND LOT #		TAX MAP AND LOT #		TAX MAP AND LOT #	
	1	72				
	# IN CU 329.10	# NOT IN CU 0	# IN CU	# NOT IN CU	# IN CU	# NOT IN CU
DEED BOOK AND PAGE #		DEED BOOK AND PAGE #		DEED BOOK AND PAGE #		
3595	2209					

NOTE: Lots must be contiguous. Noncontiguous lots must be submitted on a separate application.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Required map attached for the parcel/tract identifying acres in CU and not in CU	<input checked="" type="checkbox"/>
(b) Required "County Registry of Deeds Recording and Filing Fee" enclosed with form	<input checked="" type="checkbox"/>
(c) Has a Soil Potential Index (SPI) percentage been provided for Farm Land	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has "Documentation of Stewardship" been provided for Forest Land	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, type of documentation: _____	

FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT

(continued)

STEP 4 - SUMMARY OF LAND TO BE ENROLLED IN CURRENT USE (CU)

CURRENT USE CLASSIFICATION	# ACRES	20% RECREATIONAL ADJUSTMENT*	
		Yes	No
FARM LAND		<input type="checkbox"/>	<input type="checkbox"/>
FOREST LAND: WHITE PINE		<input type="checkbox"/>	<input checked="" type="checkbox"/>
HARDWOOD		<input type="checkbox"/>	<input type="checkbox"/>
ALL OTHER		<input type="checkbox"/>	<input type="checkbox"/>
FOREST LAND WITH DOCUMENTED STEWARDSHIP:			
WHITE PINE	75.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HARDWOOD	153.80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ALL OTHER	93.30	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UNPRODUCTIVE LAND		<input type="checkbox"/>	<input type="checkbox"/>
WETLAND	7.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

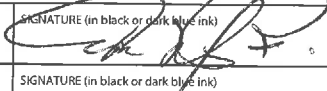
*To be eligible for the 20% recreation adjustment, land must be open to the public for skiing, snowshoeing, fishing, hunting, hiking and nature observation at no charge. See RSA 79-A:4, II for further information.

STEP 5 - SIGNATURE OF ALL PROPERTY OWNERS OF RECORD

I/We certify that the land indicated above qualifies for current use assessment under the New Hampshire Statute RSA 79-A and Administrative Rules Cub 300, and that all requirements will continue to be met.

I/We do firmly understand that by enrolling land under current use assessment that a contingent lien is created on the tract or parcel and should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for the land use change tax.

This form must be signed by all owners of record or agent with Power of Attorney. Submit a copy of the Power of Attorney form, if applicable.

TYPE OR PRINT NAME (in black or dark blue ink) ANN M. RICE, TRUSTEE	SIGNATURE (in black or dark blue ink) 	DATE 7/21/21
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

FORM
A-10

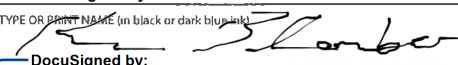
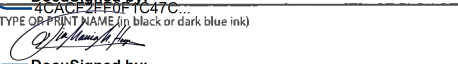
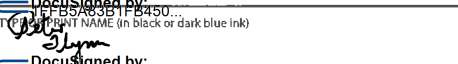
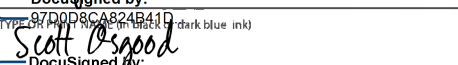

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR CURRENT USE ASSESSMENT**

(continued)

STEP 6 - APPROVAL/DENIAL BY MUNICIPAL ASSESSING OFFICIALS

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Reason for denial of application:
<p>STEWARDSHIP PLAN DATED MAY 14, 2021. ACREAGE CHANGES ONLY TO MATCH STEWARDSHIP PLAN. RECOMMEND APPROVAL.</p>		

STEP 7 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

DocuSigned by:		
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
4CACE2FE0F1C47C...		8/2/2021
7FFB5A0391F8450...		8/8/2021
7FFB5A0391F8450...		8/2/2021
87D0D8CA824B41D		8/10/2021
6F6139A5220D4DA...		8/4/2021

18 Depot Hill Road
 Henniker NH 03242
www.henniker.org



(603) 428-3221
 fax: (603) 428-4366

July 13, 2021

de

Ms. Ann M Rice
 23 Wilson Avenue
 Concord, NH 03301

RE: Stewardship Plan Acreage Changes for Current Use

Dear Ms. Rice,

This letter will serve to acknowledge the Town of Henniker's receipt of your Stewardship Plan as of May 14, 2021, for the property located at Map 1 Block 72 known as W/S Rush Road. We are also in receipt of your signed CU-12 form that accompanies the Stewardship Plan.

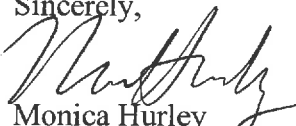
Upon reviewing your Stewardship Plan, it appears much of the acreage amounts have changed between categories from what we originally had on file and from what was originally enrolled. I am enclosing your original property record card which shows the acreage amounts for each category we had on file.

	<i>Original</i>	<i>Revised May 14, 2021</i>
Hardwood:	217.10	153.80
Other:	40.00	93.30
White Pine:	42.00	75.00
Wetland:	<u>30.00</u>	<u>7.00</u>
Total:	329.10	329.10

For your convenience, I have filled out most of the A-10 current use category change application. You will need to sign and date this application and include a check for \$21.51 for recording fees. If you could kindly return these items to our office as soon as possible to complete the Stewardship Plan process.

Please feel free to contact us at 428-3221 ext. 2 with any questions or concerns.

Sincerely,


 Monica Hurley
 Assessing Agent
 Town of Henniker

Cc: file

CU-12

SUMMARY OF FOREST STEWARDSHIP PLAN FOR CURRENT USE ASSESSMENT

This form is NOT required if either of the following is provided to the Selectmen/Municipal Assessing Officials:

- A. A Letter from the New Hampshire Tree Farm Committee confirming Certified Tree Farm status; OR
B. A current certificate or equivalent, documenting the land's conformance with the Sustainable Forestry Initiative Standard (SFI) or Forest Stewardship Council (FSC) - US Forest Management Standard, pursuant to Cub 304.09 (a)(3)c.

Form fields for LAST NAME, FIRST NAME, MI, MAILING ADDRESS, CITY/TOWN, STATE, and ZIPCODE.

- 1. Land is located in the City/Town of: HENNIKER
2. Street location of land being classified: Rush Road
3. Local Tax Map / Block / Lot(s) of the land being classified: Map 01 Lot 72
4. Total number of acres in parcel(s): 329.1 Total number of acres receiving current use assessment: 329.1
5. Total number of acres to be classified under the "Forestland with Documented Stewardship" category: 329.1
6. Attach a statement of past forestry accomplishments, including an explanation of deviations from the objectives of past plans submitted.
7. An updated map is required of the entire parcel(s) adequately identified and oriented to establish its location.
8. Attach a summary of all information required by Cub 304.09 (a)(3)c. See the back of form for requirements.

I/We certify that the land indicated above qualifies for Current Use assessment under the New Hampshire statute RSA 79-A and Cub 300 under the Code of Administrative Rules.

I/We understand that, should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use shall be liable for the Land Use Change Tax pursuant to RSA 79-A and the Criteria for Current Use, Cub 300.

Signature and date fields for PROPERTY OWNER and FORESTER, including FORESTER'S LICENSE NUMBER.

APPROVED DENIED DATE Reason For Denial

Table with columns for DocuSigned by, SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL, and DATE. Includes signatures and dates for various officials.

PA-16

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
APPLICATION FOR REIMBURSEMENT TO TOWNS AND CITIES
IN WHICH FEDERAL AND STATE FOREST LAND IS SITUATED
2021**



**TOWN OF HENNIKER
OFFICE OF SELECTMEN
18 DEPOT HILL ROAD
HENNIKER NH 03242**

The Town/City of HENNIKER hereby makes application for reimbursement pursuant to RSA 227-H based on the facts as set forth herein.

List the name of the state or federal forest, eligible* number of acres of state or federal forestland in town/city and per acre assessed value if land were taxable. (Insert assessed value and not current use values.)

Name of State or Federal Forest	Number of Acres (per DRED)	Value Per Acre	Total Assessed Valuation	FOR DEPT OF REVENUE USE ONLY
Ames State Forest 1-608	12.70	\$ 6,512	\$ 82,700	
Totten Trails State Forest 1-646	109.00	\$ 2,328	\$ 253,800	
Vincent State Forest 1-721-F	4.70	\$ 11,872	\$ 55,800	

If your municipality is having a revaluation or statistical update for April 1, 2021, please indicate this so that we will use the proper ratio when we compute the forestland reimbursement. *Eligible State and Federal forestlands are those owned by NH DRED at the acreage noted above and the White Mountain National Forest.

Full Reval
 Cyclical Reval (values updated)
 Cyclical In Progress
 Partial
 Update/Statistical
 Other: Please Explain

(Please check appropriate box, if applicable)

Signature of Selectmen/Assessors (Sign in Ink) DocuSigned by: DocuSigned by: 7DA1B518DED246B... Leon Parker	DocuSigned by: DocuSigned by: 6F6139A5220D4DA... Scott Osgood
Date Signed: <u>August 17, 2021</u>	

THE APPLICATION FOR REIMBURSEMENT MUST BE RETURNED TO EQUALIZATION BUREAU, MUNICIPAL & PROPERTY DIVISION, DEPARTMENT OF REVENUE ADMINISTRATION, PO BOX 487, CONCORD NH 03302-0487 OR E-MAIL TO EQUALIZATION@DRA.NH.GOV BY SEPTEMBER 17, 2021 OR REIMBURSEMENT CANNOT BE MADE.

INTENT TO CUT CHECKLIST

Date received 7/28/2021 Office ID# _____

Owner's name Pimentel, Iris & Roderick Louis Lot # 1-119-N

Route to: Highway Superintendent Conservation Commission

Items 1 - 10 Complete Map information complete Not provided

Missing items:

Missing items:

- | | |
|---|----------------------------------|
| 1 Town/City | 1 Area(s) to be cut |
| 2 Tax map/lot | 2 Road to be used |
| 3 Original/supplemental | 3 Landing(s) |
| 4 Name of road using | 4 Point of egress onto town road |
| 5 Acreage of lot/acreage to be cut | |
| 6 Type of ownership | |
| 7 SIGNATURES OF OWNER(S) OF RECORD | |
| ADDRESS OF OWNER(S) | |
| TELEPHONE NUMBER OF OWNER(S) | |
| 8 Description of wood or timber to be cut | |
| 9 Personal use amount | |
| 10 LOGGER/FORESTER SIGNATURE | |
| LOGGER/FORESTER PRINTED NAME | |
| LOGGER/FORESTER PHONE NUMBER/ADDRESS | |

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

Driveway permit needed Yes No Initialed Using existing

Road bond required Yes No \$ Amount _____
Date paid _____ Date returned _____

Permission to Haul Form Yes No Date received _____

Wetlands permit required Yes No Date received Unknown

Notes/
Comments Ingress/Egress onto Ray Road. Using existing driveway. Small cut.

JUL 28 2021

FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION NOTICE OF INTENT TO CUT WOOD OR TIMBER

(Assigned by Municipality)

YR TOWN OP# T

For Tax Year April 1, 2021 to March 31, 2022

SELECTIONS OFFICE

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 or USFS Sale Name & Unit No. 1-119N
3. Intent Type: Original Supplemental
4. Name of Access Road: Ray Rd
5a. Acreage of Lot: Acreage of Cut: 2
5b. Anticipated Start Date: 8/15/21
6. Type of ownership (check only one):

8. Description of Wood or Timber To Be Cut

Table with columns: Species, Estimated Amount To Be Cut. Rows include White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Soft Maple, Beech/Pallet/Tie & Mat Logs/Pine Box (3000 MBF), Other (Specify), Pulpwood (Tons), Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Biomass Chips, Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (24 Cords).

REPORT OF CUT / CERTIFICATE TO BE SENT TO: OWNER OR LOGGER / FORESTER BY MAIL OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first.

Attach a signature page for additional owners. Signature: Iris Pimentel, Date: 07/26/21

Signature: Roderiek Pimentel, Date: 07/26/2021

Form for Roderiek Pimentel: Address 101 Ray Road, Henniker NH 03242, E-mail r-pimentel@conknet.com, Home Phone 603-428-2507, Cell Phone 603-748-0937

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Table with columns: Species, Amount.

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Signature: Michael Patterson, Date: 7/27/21. Address: Po Box 13, Henniker NH 03242, Phone Number: 303-4382

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal Assessing Officials hereby certify that: 1. All owners of record have signed the Intent; 2. The land is not under the Current Use Unproductive category; 3. The form is complete and accurate; and 4. Any timber tax bond required has been received. \$ Date: 5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10. 6. This form to be forwarded to DRA within 30 days.

Signatures of Municipal Assessing Officials: Scott Aspoor, Leon Parker, and another official.



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Thursday, August 12, 2021

Consent Agenda

- Item 1:** Highway Department – Shim & Overlay – Old Concord Road
- Item 2:** Part-Time Minute Taker
- Item 3:** Tuition Reimbursement
- Item 4:** Application for Sign Permit Proctor Square – Lions Club

Board of Selectmen Approval:

*Please note that the Consent Agenda is subject to change until 4:30 pm the day of a scheduled Selectmen’s Meeting.

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Henniker, NH 03232
www.henniker.org

FAX
603-428-4366

"The only Henniker on Earth"



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Henniker Select Board
From: Joseph Devine, Town Administrator *JM*
Date: August 11, 2011
Ref: **Highway Department – Shim and Overlay – Old Concord Road**

Consent Agenda

Details: The Highway Department is looking to perform a shim and overlay on Old Concord Road. There is money in the road maintenance budget. The thought is to get it done this paving season if petroleum costs increase before next year. Busby Construction is already going to be in Town, completing other paving jobs for the Town.

Motion: The Henniker Select Board approves the Town Administrator to sign an agreement with Busby Construction to shim and overlay Old Concord Road.

Kris Blomback, Chairman

Tia Hooper, Vice Chair

Peter R. Flynn, Selectman

D. Scott Osgood, Selectmen

Leon Parker, Selectmen

"The only Henniker on Earth"



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Henniker Select Board
From: Joseph Devine, Town Administrator
Date: August 11, 2021
Ref: **Part-Time Minute Taker**

Consent Agenda

Details: I am looking to fill the Part-time minute taker position that is open. We have conducted interviews, and I would recommend hiring Nadine Scholes of New Boston, NH, for the position. Nadine takes minutes for other communities and, in speaking with her references, does an outstanding job.

Motion: The Henniker Select Board approves the hiring of Nadine Scholes as a minute taker for the Town of Henniker. Her rate of pay will be \$21.00 an hour.

Kris Blomback, Chairman

Tia Hooper, Vice Chair

Peter R. Flynn, Selectman

D. Scott Osgood, Selectmen

Leon Parker, Selectmen

"The only Henniker on Earth"



Office of the Town Administrator

Joseph R. Devine, Jr.

To: Henniker Select Board
From: Joseph Devine, Town Administrator *JD*
Date: August 11, 2011
Ref: **Tuition Reimbursement**

Consent Agenda

Details: Section 9 of the Henniker Personnel policies is tuition reimbursement. The policy states full time employees who have been employed for one year are eligible. Employees are eligible for \$1,500 for reimbursement each year. The Board can authorize more if funds are available. So far in 2021 no employees have filed for tuition reimbursement. I am seeking reimbursement for 5 classes totaling \$4,800.

Motion: The Henniker Select Board approves the tuition reimbursement for Joseph Devine in the amount of \$4,800.

Kris Blomback, Chairman

Peter R. Flynn

Peter R. Flynn, Selectman

Recused -

Tia Hooper, Vice Chair

D. Scott Osgood

D. Scott Osgood, Selectmen

Leon Parker

Leon Parker, Selectmen

Office of Selectmen
Incorporated



Received by
TOWN OF HENNIKER
New Hampshire

AUG 06 2021

Selectmen's Office

APPLICATION FOR SIGN PERMIT
PROCTOR SQUARE

Applicant: Jessica Gorhan Tel #: 603-748-9532

Name of Organization Henniker Lions Club

Purpose of Sign: To promote the Henniker Lions Club Duck Derby

Mailing Address: PO Box 808 Henniker, NH 03242

Date(s) of Event: 9/18/2021

Time frame requested for display of sign*: 08/06/2021 / 09/18/2021
Begin date End date

In the space below provide a sketch of the sign. Show dimensions of the sign including the stand (see allowed dimensions on page 2). Sign is 2'x3'

Telephone
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18 Depot Hill Road
Henniker, NH 03242

FAX
603-428-4366



TOWN OF HENNIKER, NEW HAMPSHIRE
BOARD OF SELECTMEN
CONSENT AGENDA

Tuesday, August 17, 2021

Consent Agenda

- Item 1:** Tax Refund – Map 2 Lot 439-A
- Item 2:** Tax Refund – Map 1 Lot 318-N
- Item 3:** Application for Property Tax Credits/Exemptions – Map 2 Lot 398-B
- Item 4:** Administrative Abatement – Map 1 Lot 318-P10
- Item 5:** Supplemental Warrant – Map 1 Lot 318-P10

Board of Selectmen Approval:

_____	_____
_____	_____

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18 Depot Hill Road
Henniker, NH 03232
www.henniker.org

FAX
603-428-4366



TOWN OF HENNIKER, NEW HAMPSHIRE

August 17, 2021

REFUND

To the Collector of Taxes.

Sir/Madame:

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

NEW ENGLAND COLLEGE

Residence: **87 DEPOT HILL ROAD, LOT #2-439-A**

We are refunding the amount of: **\$ 1693.00**

Cause of refund: Overpayment on account of this amount. July 2019 tax bill had taxable value, so bill was sent and paid. The December 2019 has no taxable value for the 2019 tax year, so the money paid should be refunded. Check payable to New England College, 98 Bridge Street, Henniker, NH 03242.

Per Order:

Board of Selectmen

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

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

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

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

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

Highway
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Ph (603) 428-7200
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Henniker NH 03242
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(Dial 911 for an Emergency)
Fx (603) 428-7628



TOWN OF HENNIKER, NEW HAMPSHIRE

August 17, 2021

REFUND

To the Collector of Taxes.

Sir/Madame:

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

AHLGREN FAMILY TRUST

Residence: **W/S ATHA'S WAY, LOT #1-318-N**

We are refunding the amount of: **\$ 1658.00**

Cause of refund: **See attached letter. Overpayment on account of this amount. Check payable to Russell and Brenda Ahlgren, PO Box 75, Henniker, NH 03242.**

Per Order:

Board of Selectmen

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Fx (603) 428-7628

Russell and Brenda Ahlgren
P.O. Box 75
60 Hemlock Lane
Henniker, NH 03242

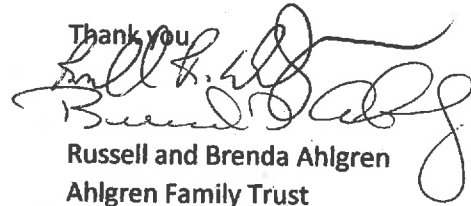
July 28, 2021

Town of Henniker
Office of the Tax Collector
19 Depot Hill Road
Henniker, NH 03242

To Whom It May Concern,

We paid our property tax for map/parcel 1-318-N in the amount of \$1,658.00. Our mortgage company was supposed to pay it, but we found out it wasn't going to be paid on time, so we paid it. Since then, the mortgage company has paid the bill, we are asking for a refund of \$1658.00 that we paid.

Thank you



Russell and Brenda Ahlgren
Ahlgren Family Trust

RECEIVED

JUL 28 2021

TWN CLK/TAX COLLECTOR
HENNIKER, NH

21 2021

FORM
PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

OWNER AND APPLICANT INFORMATION

SELECTMEN'S OFFICE

STEP 1
OWNER
AND
APPLICANT
NAME
AND
ADDRESS

OWNER
 Applicant's Last Name: Serenity Hamm-Littlefield
 Applicant's First Name: Serenity
 MI: L
 Phone Number: 603-831-6545

Mailing Address:
84 Liberty Hill Rd.
 City/Town: Henniker STATE: NH ZIP CODE: 03242

Property Address: 84 Liberty Hill Rd Henniker
 Tax Map: _____ Block: _____ Lot: _____

IS THIS YOUR PRIMARY RESIDENCE? YES NO

PROPERTY OWNER NAME

PROPERTY OWNER NAME

STEP 2
VETERANS'
TAX CREDITS
AND
EXEMPTION

VETERAN'S INFORMATION

1. APPLICANT IS THE:
 Veteran
 Spouse
 Surviving Spouse

2. APPLYING FOR:
 Veterans' Tax Credit (RSA 72:28) Standard (\$50) / Optional (\$51 up to \$750)
 All Veterans' Tax Credit (RSA 72:28-b) *If Adopted by Town* Standard (\$50) / Optional (\$51 up to \$750)
 Tax Credit for Service-Connected Total Disability (RSA 72:35) Standard (\$700) / Optional (\$701 up to \$4,000)
 Tax Credit for Surviving Spouse (RSA 72:29-a) "...of any person who was killed or died while on active duty..."
 Tax Credit for Combat Service (RSA 72:28-c) *If Adopted by Town* (\$50 up to \$500)
 Certain Disabled Veterans (Exemption) (RSA 72:36-a)

3. Veteran's Name: _____ Dates of Military Service Enter (MMDDYYYY): _____
 4. Date of Entry: _____ 5. Date of Discharge/Release: _____

IF A VETERAN OF ALLIED COUNTRY: (RSA 72:32)
 6. Name of Allied Country Served in: _____ 7. Branch of Service: _____

9. Does any other eligible Veteran own interest in this property?
 YES NO If YES, provide name

8. Please Check One.
 US Citizen at time of entry into Service
 Alien but resident of NH at time of entry into Service

STEP 3
EXEMPTIONS

STANDARD EXEMPTIONS

10. Elderly Exemption (Must be 65 years of age on or before April 1 of year for which exemption is claimed) (RSA 72:39-a)
 (Enter numbers only MMDDYYYY) 10a. Applicant's Date of Birth: _____ 10b. Spouse's Date of Birth: _____

11. Improvements to Assist Persons with Disabilities (RSA 72:37-a)

LOCAL OPTIONAL EXEMPTIONS (If adopted by city/town)

12. Blind Exemption (RSA 72:37) Solar Energy Systems Exemption (RSA 72:62)
 Deaf Exemption (RSA 72:38-b) Wind-Powered Energy Systems Exemption (RSA 72:66)
 Disabled Exemption (RSA 72:37-b) Woodheating Energy Systems Exemption (RSA 72:70)
 Electric Energy Storage Systems Exemption (RSA 72:85)

STEP 4
RESIDENCY

13. NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit)
 NH Resident for Five Consecutive Years (Deaf) or At least Five Years (Disabled) preceding April 1 in the year the exemption is claimed
 NH Resident for Three Consecutive Years preceding April 1 in the year the exemption is claimed (Elderly Exemption)

STEP 5
OWNERSHIP

14. Do you own 100% interest in this residence? Yes No If NO, what percent (%) do you own? _____

STEP 6
SIGNATURES

Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.

Serenity Hamm-Littlefield 4/6/21
 SIGNATURE (IN INK) OF PROPERTY OWNER DATE

 SIGNATURE (IN INK) OF PROPERTY OWNER DATE

TAX MAP | BLOCK | LOT

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP	BLOCK	LOT	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500) *				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Review Applicable Discharge Papers Form(s) _____						
<input type="checkbox"/> Other Information _____						

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption Veteran Surviving Spouse GRANTED DENIED _____

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category
Single				65-74 years of age
Married				75-79 years of age
Asset Limits				80+ years of age
Single				
Married				

STANDARD and LOCAL OPTIONAL EXEMPTIONS (If adopted by the City/Town)

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Blind Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Deaf Exemption		<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Disabled Exemption		<input type="radio"/>	<input checked="" type="radio"/>	
<input type="checkbox"/> Electric Energy Storage Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Solar Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Woodheating Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Wind-powered Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- * List of assets, value of each asset, net encumbrance and net value of each asset.
- * Statement of applicant and spouse's income.
- * Federal Income Tax Form.
- * State Interest and Dividends Tax Form.
- * Property Tax Inventory Form filed in any other town.

* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	DATE
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TOWN OF HENNIKER, NEW HAMPSHIRE

August 17, 2021

2021 Administrative Abatement

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

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

To the Collector of Taxes.

By vote of the Board of Selectmen upon application of:

Robert & Janette Casey

Lot Number/Location: 1-318-P10 / East Side Drive

Mailing Address: 15 10th Street
Tewksbury, MA 01876

Abated Amount: \$336.00

Mr. Casey contacted the assessing office after receipt of the first issue tax bill and informed us that his RV is on site 11 and was not there as of April 1, 2021. This was verified by the Assessor on August 9, 2021. The bill was issued due to incorrect information supplied by the campground. The actual owner of the RV on site 10 will be billed correctly in the accompanying supplemental tax warrant. Please see attached Assessor's recommendation to the Board.

Thus, the selectmen should abate the tax bill for this property.

Approval by Board of Selectmen



To: Selectmen, Town of Henniker
From: Monica Hurley, Assessing Agent *MH*
Subject: Abatement Recommendation
Supplemental Warrant Approval

Taxpayer (s) Name: Casey, Robert + Janette

Map/Lot: 1-318-P10 Location: East Side Drive

Abatement Recommendation: Approve

2021 Spring Tax Bill: \$336.00 plus interest to date

Honorable Board Members,

The above referenced taxpayer was billed for a camper on site found during our inspection of Mile Away Campground in April 2021. The information as to who is on each campsite is provided by the campground owner each spring. Based on the campground owner's records, it was indicated to us that Mr. & Mrs. Casey had a camper at Site 10 and so was billed out accordingly in the spring.

After that bill went out, Mr. Casey contacted our office and indicated that was not his campsite and his camper was at Site 11. At the time of our inspection, there was no camper situated on Site 11 and thus Mr. Casey was not billed for Site 11.

Our office discovered that the campground owner provided incorrect information and the actual owners of the camper at Site 10 are Daniel and Joanne Couture of 33 Roland Drive, Allenstown, NH 03275.

Please approve an abatement of the tax bill issued to Robert and Janette Casey of \$336 plus any statutory interest.

Please approve a supplemental warrant to be sent to Daniel and Joanne Courter of \$336 (no interest as this was billed incorrectly by the Town).

Please feel free to reach out to me at mkchurley@comcast.net with any questions or concerns that you may have about this memorandum.

TOWN OF HENNIKER
Office of the Tax Collector
 18 Depot Hill Road
 Henniker NH 03242

Hours
 Mon 8-5:30/T,W,F 8-4:30/
 2nd/4th Sat 10-12

ph. (603) 428-3240

TAX YEAR	ACCOUNT	BILLING DATE	INTEREST RATE	DUE DATE
2021	318-P10	5/27/2021	0.08	7/12/2021
MAP / PARCEL	LOCATION OF PROPERTY		AREA	
1-318-P10	EAST SIDE DRIVE		0.000	
OWNER OF RECORD		TAX CALCULATION		
CASEY ROBERT		NET TAXABLE	\$21,500.00	
CASEY JANETTE		TAX RATE	\$31.24	
15 10TH STREET		TOTAL TAX	\$672.00	
TEWKSBURY MA 01876		ESTIMATED TAX AT 1/2 RATE	\$336.00	
2021 TAX RATE PER \$1000		ASSESSED VALUATION		
Municipal Rate	\$9.94	Building	\$21,500	
County	\$2.56	Taxable Value	\$21,500	
Local School	\$16.75			
State School	\$1.99			
TOTAL:	\$31.24			
		<i>Abate</i>		
		Interest at 8.00% per annum after Monday, July 12, 2021.		
		PAY THIS AMOUNT	\$336.00	

INFORMATION TO TAXPAYERS

PAYMENT OF THIS BILL DOES NOT PREVENT THE COLLECTION OF PREVIOUS UNPAID TAXES NOR DOES AN ERROR IN THE NAME OF THE PERSON TAXED PREVENT COLLECTION.

IF THIS BILL IS PAID BY CHECK OR MONEY ORDER IT IS NOT CONSIDERED PAID UNTIL CHECK OR MONEY ORDER IS CLEARED.

IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN, OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION INFORMATION CONTACT THE SELECTMEN'S OFFICE.

THE TAXPAYER MAY BY MARCH 1 FOLLOWING THE DATE OF NOTICE OF TAX AND NOT AFTERWARDS, APPLY IN WRITING TO THE SELECTMEN OR ASSESSOR(S) FOR AN ABATEMENT AS PROVIDED UNDER RSA 76:16.

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT. RETAIN UPPER PORTION FOR YOUR RECORDS.

TOWN OF HENNIKER
18 Depot Hill Road, Henniker NH 03242

MAP / PARCEL	LOCATION OF PROPERTY	TAX YEAR	ACCOUNT	DUE DATE
1-318-P10	EAST SIDE DRIVE	2021	318-P10	7/12/2021

CASEY ROBERT
 CASEY JANETTE
 15 10TH STREET
 TEWKSBURY MA 01876

PAY THIS AMOUNT
\$336.00



TOWN OF HENNIKER, NEW HAMPSHIRE

SUPPLEMENTAL WARRANT STATE OF NEW HAMPSHIRE

MERRIMACK ss:

To Kimberly I. Johnson, Collector of Taxes for the Town of Henniker in said county:

In the name of the State you are hereby directed to collect the property taxes in the list herewith committed to you amounting in all to the sum of **Three Hundred Thirty Six Dollars and Zero Cents (\$336.00)** with interest at eight (8%) percent per annum computed from the due date, on all sums not paid on or before that day.

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29,VI, at least on a weekly basis, or daily whenever tax receipts total \$1,500 or more.

Given under our hands and seal at Henniker, New Hampshire, this 17th day of August in the year 2021.

Selectmen of Henniker, New Hampshire

The Selectmen authorize the Collector to waive any interest on taxes that is three dollars (\$3.00) or less, if in the Tax Collector's judgment the administrative and collective costs involved do not warrant collection of the amount due.

Joanne and Daniel Couture, 33 Roland Drive, Allenstown, NH 03275
Map/Lot: 1-318-P10 / East Side Drive

(Please see assessor's recommendation (attached) – Joanne and Daniel Couture are the correct owners of RV on site 10).

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Fx (603) 428-7628



To: Selectmen, Town of Henniker
From: Monica Hurley, Assessing Agent *MH*
Subject: Abatement Recommendation
Supplemental Warrant Approval

Taxpayer (s) Name: Casey, Robert + Janette

Map/Lot: 1-318-P10 Location: East Side Drive

Abatement Recommendation: Approve

2021 Spring Tax Bill: \$336.00 plus interest to date

Honorable Board Members,

The above referenced taxpayer was billed for a camper on site found during our inspection of Mile Away Campground in April 2021. The information as to who is on each campsite is provided by the campground owner each spring. Based on the campground owner's records, it was indicated to us that Mr. & Mrs. Casey had a camper at Site 10 and so was billed out accordingly in the spring.

After that bill went out, Mr. Casey contacted our office and indicated that was not his campsite and his camper was at Site 11. At the time of our inspection, there was no camper situated on Site 11 and thus Mr. Casey was not billed for Site 11.

Our office discovered that the campground owner provided incorrect information and the actual owners of the camper at Site 10 are Daniel and Joanne Couture of 33 Roland Drive, Allenstown, NH 03275.

Please approve an abatement of the tax bill issued to Robert and Janette Casey of \$336 plus any statutory interest.

Please approve a supplemental warrant to be sent to Daniel and Joanne Courter of \$336 (no interest as this was billed incorrectly by the Town).

Please feel free to reach out to me at mkchurley@comcast.net with any questions or concerns that you may have about this memorandum.

I/We certify that I/We have read, understand and agree to the terms and conditions of this seasonal camping permit.

Signatures of both campers:

Joanne Couture
Dan Couture

Date: _____

Mailing address: Street/PO Box
City, State, Zip
Home Phone
Cell Phone
E-Mail Address 1
E-Mail Address 2

33 Roland DR
Allenstown NH
Ryan Jordan 03275
and me.dmail.com
(603) 315-0360
(603) 290-4726

Please include an e-mail address so you can receive updates and notifications from the office
Be sure to add camping@mileaway.com to your contacts.

Please remit this application with a copy of a current insurance binder, and payment by September 19th, 2020

This document is an application and is not effective as a permit until approved and accepted by the "Campground"

Accepted by Mile Away Campground _____ Date _____

Please list the immediate family members (2 site owner and their children) ONLY that will be occupying the site. Adult children of site owners are not charged the visitor fee. The fee will be applied to ALL others: PLEASE SEE GUEST SHEET FOR MORE INFO.

PLEASE PRINT:

#10

Received by
TOWN OF HENNIKER
AUG 09 2021
SELECTMEN'S OFFICE



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: 8/9/2021

TITLE: Update from Senator Becky Whitley

INITIATED BY: Joseph R. Devine, Jr. – Town Administrator

PREPARED BY: Joseph R. Devine, Jr. – Town Administrator

PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

Senator Whitley has asked to come before the Board. She is planning to do a brief legislative update on this past legislative session in Concord and hoping to have a general discussion of Henniker issues

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is necessary; this is for informational purposes only



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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Fax: (603) 428-4366

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 8/9/2021

TITLE: Update from New England College

INITIATED BY: Joseph R. Devine, Jr. – Town Administrator

PREPARED BY: Joseph R. Devine, Jr. – Town Administrator

PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

Dr. Wayne Lesperance, Provost at New England College, will provide an update from the College and the reopening plan for the fall of 2021.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is necessary; this is for informational purposes only



Town Hall
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Henniker, NH 03242

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Fax: (603) 428-4366

Incorporated November 10, 1768
"Only Henniker on Earth"

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 8/9/2021
TITLE: Update from Town Clerk
INITIATED BY: Joseph R. Devine, Jr. – Town Administrator
PREPARED BY: Joseph R. Devine, Jr. – Town Administrator
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

The Town Clerk/Tax Collector will be coming before the board to provide an update regarding tax collection.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is necessary; this is for informational purposes only



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Incorporated November 10, 1768
“Only Henniker on Earth”

TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 8/11/2021
TITLE: Letter from the Town of Warner
INITIATED BY: Joseph R. Devine, Jr. – Town Administrator
PREPARED BY: Joseph R. Devine, Jr. – Town Administrator
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

The Henniker Board of Selectmen received a letter from the Town of Warner’s Board of Selectmen. This letter was about OHRV use on Mink Hill Road. The letter requests additional signage at the beginning of the road reference OHRV use ending at the Town line. I spoke with Jim Morse, who is on the OHRV Committee, who stated signage at the Town line that stipulated NO OHRV’s allowed after this point. There is other signage close to Rt. 114, and he is concerned the additional signage will confuse riders.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

I did drive out to Mink Hill Road and agreed additional signage could lead to confusion. My only suggestion is to add other signage along the trail telling riders OHRV use stops at the Town line.

Suggested Action/Recommendation:

Suggested Motion:

Authorize the Town Administrator to work with the OHRV for additional signage if necessary and respond to the Warner Selectboard with the outcome.



TOWN OF WARNER

PO Box 265
Warner, New Hampshire 03278-0265
Telephone: (603) 456-2298 Fax: (603) 456-2297
warner.nh.us

Board of Selectmen
Clyde Carson, Chairman
Sam Bower
Christine Frost
selectboard@warner.nh.us
Diane Ricciardelli,
Town Administrator
administrator@warner.nh.us

July 8, 2021

Henniker Board of Selectmen
18 Depot Hill Rd.
Henniker, NH 03242

Dear Henniker Select Board,

We are writing for your assistance with regards to ATV usage on the class VI Mink Hills Road, which starts at Route 114 in Henniker and continues into Warner.

Effective in January 2020, ATV's are no longer permitted on the Warner portion of the road and although the town has posted signs at the town line, we have received several reports of significant numbers of ATV's traveling on the Henniker portion and continuing to travel into Warner.

It may be that ATV drivers are used to using this route to gain access to other trails in the Minks and are unaware of the change. We are requesting that a sign be put at the Route 114 end of Mink Hills Road, stating that the ATV trail ends at the Warner town line. Please let us know if that is possible.

Thank you,

Clyde Carson

Warner Select Board, Chair

cc: Contoocook Valley ATV Club



Town Hall
18 Depot Hill Road
Henniker, NH 03242

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

Incorporated November 10, 1768
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TOWN OF HENNIKER, NEW HAMPSHIRE

STAFF REPORT

DATE: 8/12/2021
TITLE: Update on Zoning Violation
INITIATED BY: Scott LaCroix – Building Inspector/Code Enforcement Officer
PREPARED BY: Wendy Baker – Executive Secretary
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

See attached letter to the owner of Map 1 Lot 159-C regarding a zoning violation

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is necessary; this is for informational purposes only



TOWN OF HENNIKER, NEW HAMPSHIRE

July 8, 2021

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

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

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

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

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

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

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

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

Patenaude Properties
PO Box 48
Henniker, NH 03242

Re: Dirt bikes and noise at Rt 114 gravel pit.
(Map-1/Lot 159-C)

Mr. Patenaude

Complaints from surrounding neighbors about dirt bike riding and the loud noise at the gravel pit on Rt. 114(Map1-Lot159-C) during late afternoons and weekends has been brought to my attention.

At our meeting July 1st we discussed the complaints and ways to alleviate the situation. Discussed were possible times of use during weeknights and weekends. Also discussed, going before the Planning Board for a site plan review and adding the dirt bike track. The Town Zoning Ordinance allows for recreational use in the CR zone.

Due to the continued use of the gravel pit for the dirt bikes and the ensuing complaints, the Town feels there is a need to go before the Planning Board and add a recreational dirt bike track to the site plan.

You will have ninety (90) working days to send in your application to be on the agenda. Any questions please call or email.

Sincerely,

Scott LaCroix
Building Inspector/Code Enforcement Officer
(603) 428-3221 ext.
Cell (603) 933-1783
scott.lacroix@henniker.org



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: 8/11/2021
TITLE: Full Time Position Transfer Station
INITIATED BY: Joseph R. Devine, Jr. – Town Administrator
PREPARED BY: Joseph R. Devine, Jr. – Town Administrator
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

The Transfer Station/Parks and Properties Department has a full-time position that I am requesting to post and fill. The department was approved for two full-time positions and four part-time positions. Currently, we have one full-time position filled and two part-time positions. We are presently paying staff from other departments overtime to help fill the vacancies. In today's job market, it is very hard to fill part positions, which is why we are seeking to move forward with the vacant full-time position. I think everyone can agree they are making significant progress at the station, but more help is necessary since the part-timers are maxing hours out.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

The position we are looking to fill is already budgeted for and currently vacant. A regular attendant pay range is \$17.37 - \$23.98. We also have a Landfill Chief Operator position which pays \$19.59 - \$27.10. If acceptable this is the pay scale, I would like to utilize to assist with succession planning at the Transfer Station.

Suggested Action/Recommendation:

Suggested Motion:

Authorize the Town Administrator to post a full-time Landfill Chief Operator.



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: 8/9/2021
TITLE: Financial Update
INITIATED BY: Joseph R. Devine, Jr. – Town Administrator
PREPARED BY: Joseph R. Devine, Jr. – Town Administrator
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

Attached please find a second quarter financial analysis and a copy of the second quarter expenditures.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

No formal action is necessary; this is for informational purposes only

"The only Henniker on Earth"



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

To: Henniker Board of Selectmen
From: Joseph Devine, Town Administrator
Date: August 12, 2021
Ref: **2021 Second Quarter Financial Analysis**

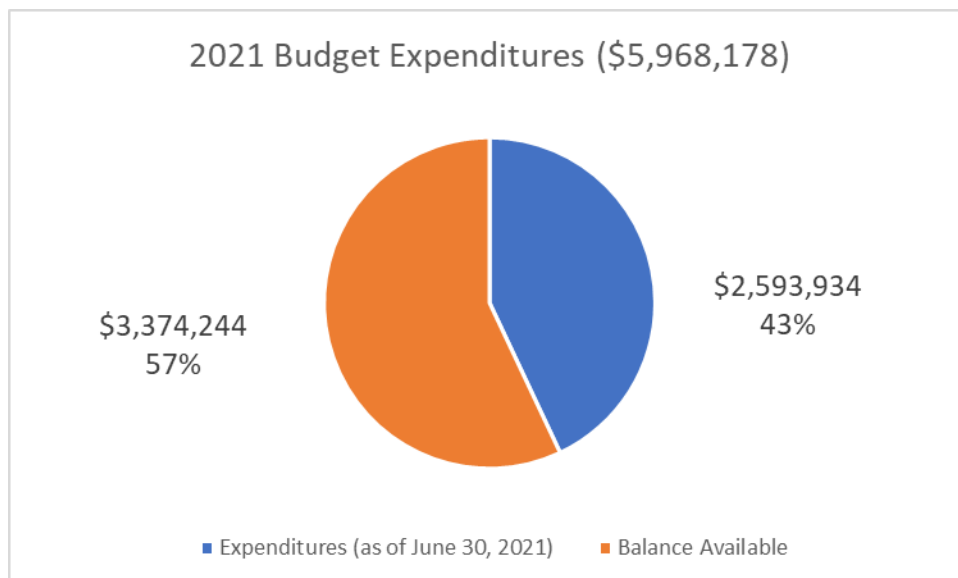
The 2021 operating budget was approved at Town Meeting on March 13, 2021. The total operating budget was \$5,968,178, with an estimated \$ in offsetting revenue. The data and analysis below are based on the June 30 numbers representing 50% of the Town's fiscal year.

Executive Summary

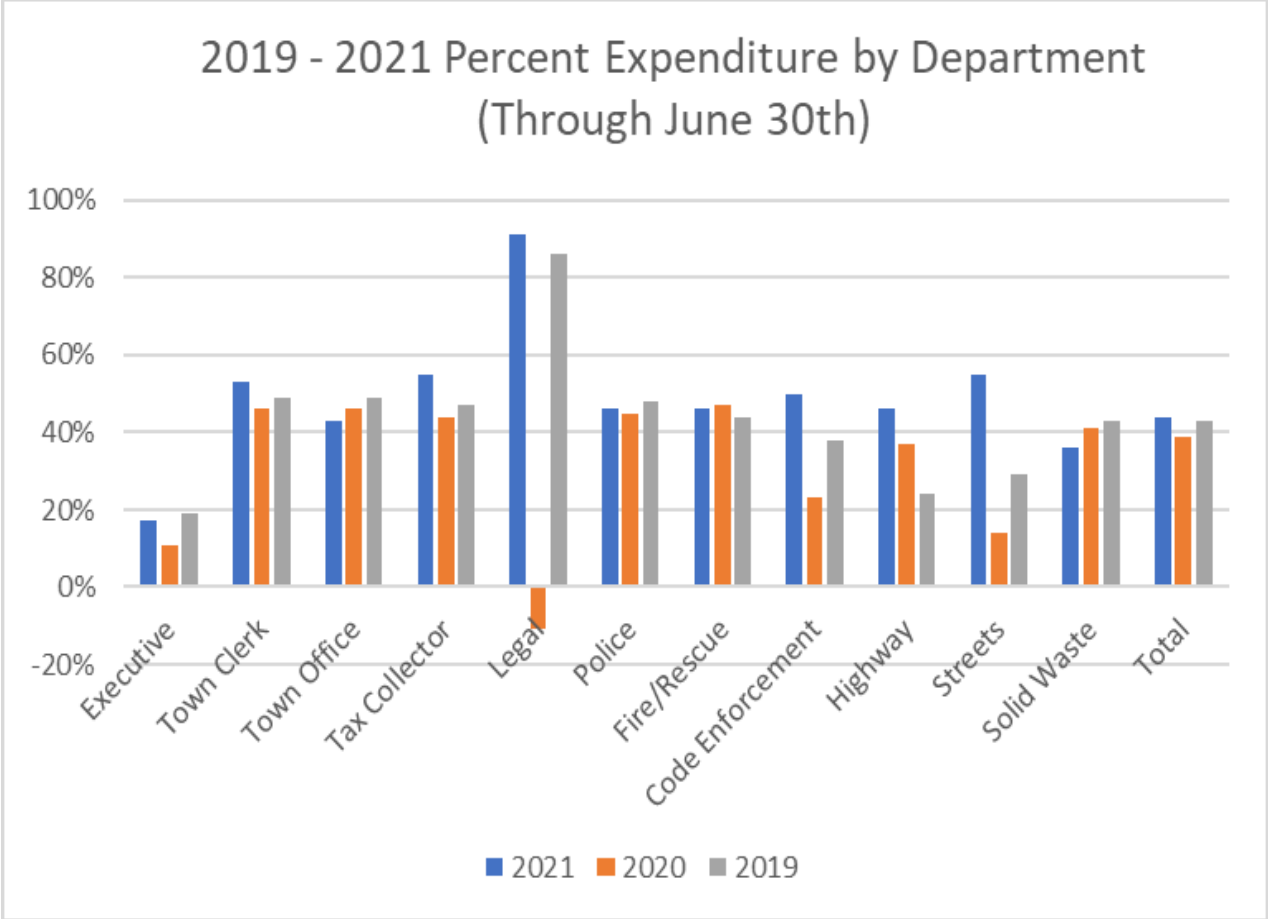
The Town is in a comfortable financial position, with expenditures below expectations and revenues above expectations. The 2021 operating budget expenditures represent 43% of the approved budget, and 2021 revenue collections represent 43% of the estimate.

2021 Expenditures (June 30, 2021)

On March 13, 2021, Town Meeting, voters approved an operating budget of **\$5,968,178**.



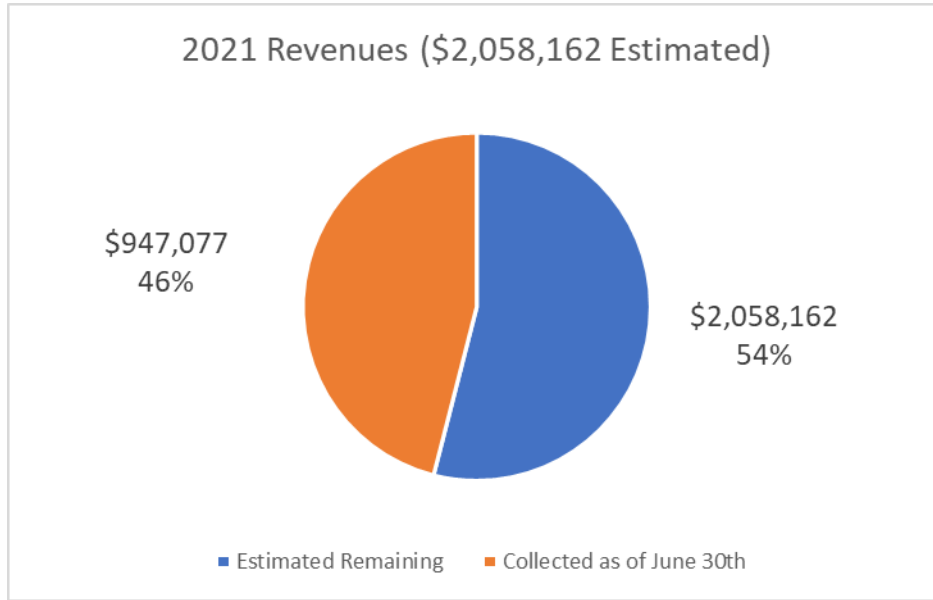
The chart above illustrates that the Town has expended \$2,593,934 of the approved operating budget and has \$3,374,244 remaining. Expenditures currently total 43% of the approved budget; some one-time annual contract payments are not made until the second half of the year. The Town is comfortably within budget and tracking similar to 2020 (%) and 2019 (%) budget utilization at the same time.



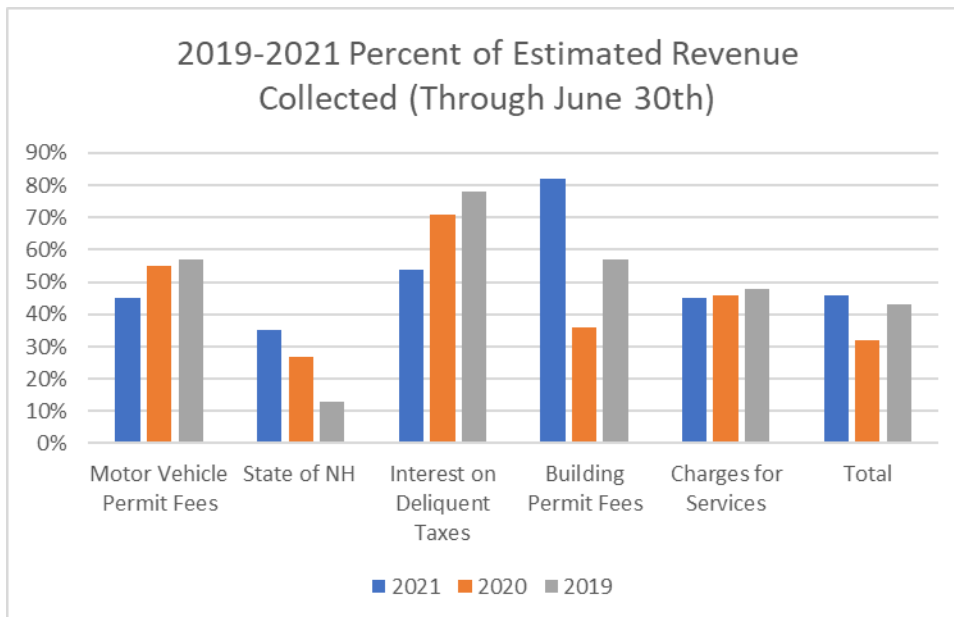
The chart above displays the percent of the 2021 budget expenditures of most departments as compared to 2019 and 2020. The data shows that most departments are in line with 2019 and 2020 expenditures, and most are at or below the 50% benchmark. Legal is high this year due to a pending legal case. All other departments are tracking in line with the approved budget and the prior years' expenditures.

2021 Revenues

Municipal revenues offset services and expenditures. Revenues are estimated throughout the budget cycle, and finalized estimates are provided during the tax-rate setting. After accounting for all revenue sources, the tax rate is set based on the amount necessary to fund appropriations.



The chart above illustrates that the Town has collected 46% (\$947,077) of the estimated revenue and has \$1,111,085 remaining. The most important outstanding revenue items are State funding (Rooms and Meals and Highway Block Grant), typically fully collected in Q4. At this same time, in 2020, we had collected 32% of the \$2,988,066 estimated for that year. At the same time, in 2019, we had collected 43% of the \$2,730,527 estimated for that year.



The chart above represents the percent of the estimated revenue collected compared to the same data from 2019 and 2020. Not all revenue categories are presented in the above picture, but the ones included account for 90% of the locally collected revenue. The 'Total' consists of all revenue categories. The Interest on Delinquent Taxes continues to decrease due to two main factors. First, in 2019 the state-mandated interest rates were reduced, contributing to a revenue reduction.

The mild spring and a push for people to start pulling building permits increased in volume of building permits represented by the graph. Additionally, in 2020 and so far in 2021, the Town's property tax delinquency rate is much lower than normal; more residents are paying their taxes on time. A consequence of these positive factors is a reduction in locally collected revenue from interest on delinquent taxes.

Conclusion

The Select Board, Town Administrator, and Department Head all take their financial responsibility seriously. Each action and expenditure is considered with Henniker's best interests in mind. The 2021 budget development process had many unknowns due to the economic variability introduced by the global pandemic. Through thoughtful planning and careful spending, the Town's financial position remains strong. Most importantly, services to residents have mainly been uninterrupted. Don't hesitate to get in touch with the Town Administrator regarding the information presented.

TOWN OF HENNIKER
 Budget Summary for the 2021 Proposed Budget + 2020 encumbrances
 1/1/2021-6/30/2021

2021

	BUDGET	EXPENDED	AVAILABLE	% Avail
EXECUTIVE	31,663.00	5,269.73	26,393.27	83%
TOWN CLERK	95,523.00	51,226.66	44,296.34	46%
ELECTION	7,620.00	4,218.32	3,401.68	45%
TAX MAPS	4,800.00	3,475.00	1,325.00	28%
TOWN OFFICE	618,666.00	268,847.64	350,018.36	57%
TAX COLLECTOR	95,066.00	52,048.69	43,037.31	45%
LEGAL	20,000.00	18,223.42	1,776.58	9%
PLANNING BOARD	48,679.00	17,813.18	30,865.82	63%
ZONING BOARD	5,521.00	1,476.41	4,044.59	73%
CEMETERIES	15,200.00	9,800.00	5,400.00	36%
GENERAL INSURANCE	141,554.00	0.00	141,554.00	100%
DUES & MEMBERSHIP	4,157.00	4,074.00	83.00	2%
POLICE	1,416,714.00	650,485.07	766,228.93	54%
FIRE/RESCUE	820,862.00	381,281.19	439,580.81	54%
CODE ENFORCEMENT	29,155.00	1,363.11	27,791.89	95%
EMERGENCY MGT	1,292.00	0.00	1,292.00	100%
HIGHWAY	771,211.00	350,994.10	420,216.90	54%
HIGHWAY/STREETS	681,040.00	372,534.01	308,505.99	45%
SOLID WASTE	494,063.00	177,531.41	316,531.59	64%
ANIMAL CONTROL	9,408.00	1,468.67	7,949.33	84%
WELFARE	80,000.00	26,796.16	53,203.84	67%
ATHLETIC	40,145.00	4,523.60	35,621.40	89%
LIBRARY	217,654.00	104,592.74	113,061.26	52%
PATRIOTIC	2,000.00	2,082.30	(82.30)	-4%
BAND	7,195.00	4,460.90	2,734.10	38%
CONSERVATION	2,515.00	1,540.50	974.50	39%
COMMUNITY SERVICES	79,000.00	32,499.98	46,500.02	59%
DEBT SERVICE	227,455.00	66,609.87	160,845.13	71%
Subtotal	5,968,178.00	2,914,629.84	3,053,251.35	56%
WARRANT ARTICLE	756,184.79	536,822.81	219,361.98	29%
CAPITAL RESERVE	1,152,500.00	0.00	1,152,500.00	100%
TOTAL TOWN (FUND 1)	7,875,862.79	3,151,748.45	4,724,113.34	60%
COGSWELL SPRING (FUND 2)	537,575.00	177,841.83	359,933.07	67%
CSWW CAPITAL IMPROVE (FUND 2)	50,266.00	97,968.20	(47,702.20)	-95%
CSWW Bond	350,000.00	277,067.10	72,932.90	21%
WASTE WATER (FUND 3)	630,958.00	241,426.86	389,531.14	62%
WWTP Plant Upgrade	0.00	0.00	0.00	0%
WWTP /Pump	0.00	22,419.00	(22,419.00)	0%
TOTALS (ALL FUNDS)	9,444,681.79	3,968,272.54	5,476,369.25	58%

Town of Henniker
 2021 Proposed Budget + 2020 Encumbrances
 For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>EXECUTIVE</u>					
4130-110	Executive-Wages Health Officer	\$ 5,000.00	\$ 2,346.92	2,653.08	0.53
4130-111	Executive-Wages BOS Clerk	1,200.00	1,249.50	(49.50)	(0.04)
4130-130	Executive-Salaries BOS	7,500.00	750.00	6,750.00	0.90
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	228.75	934.25	0.80
4130-330	Executive-Tuituin Reimburse	7,500.00	0.00	7,500.00	1.00
4130-350	Executive-Drug/Alcohol Testing	3,000.00	519.56	2,480.44	0.83
4130-610	Executive-Selectmen Expense	1,500.00	130.00	1,370.00	0.91
4130-613	Executive-Health Officer Exp	500.00	45.00	455.00	0.91
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
	TOTAL EXECUTIVE	31,663.00	5,269.73	26,393.27	0.83
<u>TOWN CLERK</u>					
4140-111	Town Clerk-Wages Deputy	26,316.00	19,836.93	6,479.07	0.25
4140-130	Town Clerk-Wages	32,914.00	16,124.94	16,789.06	0.51
4140-140	Town Clerk-Overtime	500.00	372.95	127.05	0.25
4140-211	Town Clerk-Benefit Insurance	15,279.00	8,258.10	7,020.90	0.46
4140-220	Town Clerk-Fica/Medicare	4,420.00	1,899.32	2,520.68	0.57
4140-230	Town Clerk-Retirement	7,447.00	3,417.59	4,029.41	0.54
4140-240	Town Clerk-Training/Seminars	800.00	20.00	780.00	0.98
4140-560	Town Clerk-Dues/Memberships	55.00	75.00	(20.00)	(0.36)
4140-570	Town Clerk-Advertising	200.00	0.00	200.00	1.00
4140-620	Town Clerk-Office Supplies	1,400.00	101.69	1,298.31	0.93
4140-625	Town Clerk-Postage	1,800.00	10.50	1,789.50	0.99
4140-637	Town Clerk-Mileage	200.00	0.00	200.00	1.00
4140-805	Town Clerk-Equip Maint/Repair	3,422.00	610.00	2,812.00	0.82
4140-814	Town Clerk-Photocopy Expense	490.00	245.00	245.00	0.50
4140-832	Town Clerk-Animal Licenses	280.00	254.64	25.36	0.09
	TOTAL TOWN CLERK	95,523.00	51,226.66	44,296.34	0.46

Town of Henniker
 2021 Proposed Budget + 2020 Encumbrances
 For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>ELECTION</u>					
4141-120	Election-Wages	4,000.00	1,307.06	2,692.94	0.67
4141-570	Election-Advertising	200.00	238.21	(38.21)	(0.19)
4141-620	Election-Office Supplies	100.00	379.68	(279.68)	(2.80)
4141-625	Election-Postage	20.00	0.00	20.00	1.00
4141-690	Election-Election Expense	1,000.00	569.75	430.25	0.43
4141-740	Election - Equipment Purchase	100.00	125.24	(25.24)	(0.25)
4141-802	Election-Ballots	1,600.00	1,522.40	77.60	0.05
4141-803	Election-Voting Booth Maint.	600.00	75.98	524.02	0.87
	TOTAL ELECTION	7,620.00	4,218.32	3,401.68	0.45
<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	1,075.00	1,075.00	0.50
4142-550	Tax Map-Printing	250.00	0.00	250.00	1.00
	TOTAL TAX MAP	4,800.00	3,475.00	1,325.00	0.28

Town of Henniker
2021 Proposed Budget + 2020 Encumbrances
For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
TOWN OFFICE					
4150-110	Town Office-Wages FT	278,029.00	123,599.85	154,429.15	0.56
4150-112	Town Office-Wages PT	29,780.00	15,918.88	13,861.12	0.47
4150-210	Town Office-Payroll Service	13,200.00	5,838.47	7,361.53	0.56
4150-211	Town Office-Benefit Insurances	59,033.00	17,861.30	41,171.70	0.70
4150-220	Town Office-Fica/Medicare	23,132.00	10,252.69	12,879.31	0.56
4150-230	Town Office-Retirement	34,942.00	15,129.14	19,812.86	0.57
4150-240	Town Office-Training/Seminars	1,225.00	(125.00)	1,350.00	1.10
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	10,292.79	29,707.21	0.74
4150-341	Town Office-Telephone Chgs	6,500.00	3,218.35	3,281.65	0.50
4150-409	Town Office-Custodial Service	16,860.00	8,077.22	8,782.78	0.52
4150-410	Town Office-Electricity	3,000.00	983.42	2,016.58	0.67
4150-411	Town Office-Heat	5,098.00	2,555.61	2,542.39	0.50
4150-412	Town Office-Water/Sewer	1,728.00	567.60	1,160.40	0.67
4150-414	Town Office-Alarm Monitor	1,775.00	220.00	1,555.00	0.88
4150-429	Town Office-Medical Supplies	200.00	0.00	200.00	1.00
4150-430	Town Office-Bld Repair/Maint	2,900.00	662.00	2,238.00	0.77
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	562.23	937.77	0.63
4150-451	Town Office-Community Ctr Elec	4,200.00	2,540.34	1,659.66	0.40
4150-452	Town Office-Grange Water/Sewer	808.00	403.80	404.20	0.50
4150-453	Town Office-Comm Ctr Wtr/Sewer	808.00	240.00	568.00	0.70
4150-454	Town Office-Grange Alarm	400.00	0.00	400.00	1.00
4150-455	Town Office-Comm Ctr Alarm	575.00	0.00	575.00	1.00
4150-456	Town Office-Grange Heat	2,293.00	922.71	1,370.29	0.60
4150-457	Town Office-Comm Ctr-Heat	2,653.00	1,554.08	1,098.92	0.41
4150-458	Town Office-Grange Maintenance	854.00	35.00	819.00	0.96
4150-459	Town Office-Comm Ctr Maintenance	1,500.00	552.18	947.82	0.63
4150-460	Town Office-Grange Telephone	1,320.00	518.55	801.45	0.61
4150-461	Town Office-Comm Ctr Telephone	1,080.00	456.75	623.25	0.58
4150-550	Town Office-Printing	1,500.00	0.00	1,500.00	1.00
4150-552	Town Office-Town Report	2,500.00	7,885.00	(5,385.00)	(2.15)
4150-560	Town Office-Dues/Membership	1,200.00	130.00	1,070.00	0.89
4150-570	Town Office-Advertising	1,800.00	643.22	1,156.78	0.64
4150-620	Town Office-Office Supplies	5,200.00	3,299.70	1,900.30	0.37
4150-625	Town Office-Postage	7,200.00	5,107.26	2,092.74	0.29
4150-637	Town Office-Mileage	2,000.00	522.48	1,477.52	0.74
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	29,345.00	17,897.14	11,447.86	0.39
4150-815	Town Office-Copier Lease	2,541.00	(237.38)	2,778.38	1.09
4150-825	Town Office-County Registry	700.00	20.00	680.00	0.97
4150-827	Town Office-Lein Research	4,300.00	0.00	4,300.00	1.00
4150-835	Town Office-WEB Site Expenses	4,887.00	4,466.66	420.34	0.09
TOTAL TOWN OFFICE		618,666.00	268,647.64	350,018.36	0.57

Town of Henniker
2021 Proposed Budget + 2020 Encumbrances
For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overseas)</u>	<u>% Avail</u>
<u>TAX COLLECTOR</u>					
4151-111	Tax Collector-Wages Deputy	26,653.00	19,950.10	6,702.90	0.25
4151-130	Tax Collector-Wages	32,875.00	16,124.94	16,750.06	0.51
4151-140	Tax Collector-Overtime	500.00	99.26	400.74	0.30
4151-211	Tax Collector-Benefit Ins	15,279.00	8,260.61	7,018.39	0.46
4151-220	Tax Collector-Fica/Medicare	4,496.00	3,758.77	737.23	0.16
4151-230	Tax Collector-Retirement	7,573.00	2,867.52	4,705.48	0.62
4151-240	Tax Collector-Training/Seminar	800.00	0.00	800.00	1.00
4151-560	Tax Collector-Dues/Membership	20.00	0.00	20.00	1.00
4151-570	Tax Collector-Advertising	200.00	0.00	200.00	1.00
4151-620	Tax Collector-Office Supplies	1,300.00	323.49	976.51	0.75
4151-625	Tax Collector-Postage	4,000.00	0.00	4,000.00	1.00
4151-637	Tax Collector-Mileage	200.00	0.00	200.00	1.00
4151-814	Tax Collector-Photocopy Exp	490.00	245.00	245.00	0.50
4151-825	Tax Collector-County Registry	700.00	419.00	281.00	0.40
	TOTAL TAX COLLECTOR	95,086.00	52,048.69	43,037.31	0.45
<u>LEGAL</u>					
4153-320	Legal-Legal Fees	20,000.00	18,223.42	1,776.58	0.09
	TOTAL LEGAL	20,000.00	18,223.42	1,776.58	0.09
<u>PLANNING</u>					
4191-110	Planning-Wages	1,500.00	395.25	1,104.75	0.74
4191-220	Planning-Fica/Medicare	115.00	0.00	115.00	1.00
4191-240	Planning-Training/Seminars	250.00	0.00	250.00	1.00
4191-320	Planning-Legal Fees	3,000.00	0.00	3,000.00	1.00
4191-390	Planning-Consulting Fees	33,350.00	10,796.25	22,553.75	0.68
4191-550	Planning-Printing	500.00	0.00	500.00	1.00
4191-560	Planning-Dues/Memberships	5,964.00	5,906.00	58.00	0.01
4191-570	Planning-Advertising	2,400.00	396.69	2,003.31	0.83
4191-620	Planning-Office Supplies	300.00	18.99	281.01	0.94
4191-625	Planning-Postage	700.00	0.00	700.00	1.00
4191-814	Planning-Photocopy	600.00	300.00	300.00	0.50
4191-900	Planning-Escrow Offset Revenue	0.00	(1,357.25)	1,357.25	0.00
4191-901	Planning-Escrow Acct Expenses	0.00	1,357.25	(1,357.25)	0.00
	TOTAL PLANNING	48,679.00	17,813.18	30,865.82	0.63

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<u>ZONING</u>					
4192-110	Zoning-Wages	600.00	51.00	549.00	0.92
4192-220	Zoning-Fica/Medicare	46.00	0.00	46.00	1.00
4192-390	Zoning-Consultant	3,000.00	233.75	2,766.25	0.92
4192-391	Zoning - Legal	800.00	923.46	(123.46)	(0.15)
4192-570	Zoning-Advertising	300.00	100.00	200.00	0.67
4192-620	Zoning-Office Supplies	225.00	43.20	181.80	0.81
4192-625	Zoning-Postage	300.00	0.00	300.00	1.00
4192-814	Zoning-Photocopy	250.00	125.00	125.00	0.50
	Total ZONING	5,521.00	1,476.41	4,044.59	0.73
<u>CEMETERIES</u>					
4195-650	Cemeteries-Ground Maint	9,800.00	9,800.00	0.00	0.00
4195-655	Cemeteries-Stone Repair	2,000.00	0.00	2,000.00	1.00
4195-657	Cemeteries-Tree Removal	1,400.00	0.00	1,400.00	1.00
4195-660	Cemetery - Repairs	2,000.00	0.00	2,000.00	1.00
	TOTAL CEMETERIES	15,200.00	9,800.00	5,400.00	0.36
<u>GENERAL INSURANCE</u>					
4196-520	Insurance-Workers Compensation	53,231.00	0.00	53,231.00	1.00
4196-522	Insurance-General Liability	85,000.00	0.00	85,000.00	1.00
4196-523	Insurance-Unemployment Ins	1,323.00	0.00	1,323.00	1.00
4196-524	Insurance-Deductible	2,000.00	0.00	2,000.00	1.00
	TOTAL GENERAL INSURANCE	141,554.00	0.00	141,554.00	1.00
<u>MUNICIPAL DUES</u>					
4197-560	Municipal Dues/Membership	4,157.00	4,074.00	83.00	0.02
	TOTAL MUNICIPAL DUES	4,157.00	4,074.00	83.00	0.02

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<u>POLICE</u>					
4210-109	Police-Wages Clerical	71,663.00	32,153.93	39,509.07	0.55
4210-110	Police-Wages FT	680,762.00	307,144.32	373,617.68	0.55
4210-111	Police-Wages Special Officers	40,000.00	9,132.00	30,868.00	0.77
4210-112	Police-Detail Wages (Revenue)	1.00	0.00	1.00	1.00
4210-120	Police-Parking Enforcement	10,334.00	0.00	10,334.00	1.00
4210-121	Police-Crossing Guards	7,920.00	4,400.00	3,520.00	0.44
4210-140	Police-Wages OT	25,000.00	34,045.84	(9,045.84)	(0.36)
4210-211	Police-Benefit Insurance	190,473.00	89,032.13	101,440.87	0.53
4210-220	Police-Fica/Medicare	20,700.00	8,439.89	12,260.11	0.59
4210-230	Police-Retirement	224,286.00	96,989.25	127,296.75	0.57
4210-240	Police-Training/License	5,000.00	1,088.00	3,912.00	0.78
4210-241	Police-Training/Ammunition	3,200.00	768.79	2,431.21	0.76
4210-291	Police-Uniforms	7,000.00	7,305.04	(305.04)	(0.04)
4210-320	Police-Prosecuting Attny	11,000.00	0.00	11,000.00	1.00
4210-341	Police-Telephons	10,500.00	4,123.96	6,376.04	0.61
4210-342	Police-Dispatch Telephone	700.00	550.85	149.15	0.21
4210-350	Police-Medical HEP B	300.00	175.00	125.00	0.42
4210-391	Police-Towing	500.00	0.00	500.00	1.00
4210-392	Police-Assessment Center	0.00	350.00	(350.00)	0.00
4210-393	Police-Special Investigation	300.00	0.00	300.00	1.00
4210-394	Police-Merr County Dispatch	37,285.00	18,642.50	18,642.50	0.50
4210-410	Police-Electricity	4,800.00	1,622.16	3,177.84	0.66
4210-411	Police-Heat	4,000.00	1,418.98	2,581.02	0.65
4210-412	Police-Water/Sewer	900.00	413.16	486.84	0.54
4210-430	Police-Blding Repair/Maint.	4,000.00	1,551.27	2,448.73	0.61
4210-431	Police-Custodian	8,640.00	4,320.00	4,320.00	0.50
4210-550	Police-Printing	500.00	411.00	89.00	0.18
4210-560	Police-Dues/Memberships	3,500.00	0.00	3,500.00	1.00
4210-620	Police-Office Supplies	4,000.00	1,898.38	2,101.62	0.53
4210-625	Police-Postage	500.00	55.00	445.00	0.89
4210-635	Police-Vehicle Fuel	12,850.00	4,784.84	8,065.16	0.63
4210-637	Police-Blood Test Mileage	1,250.00	200.00	1,050.00	0.84
4210-660	Police-Vehicle Repair/Maint	5,500.00	8,901.16	(3,401.16)	(0.62)
4210-661	Police-Vehicle Tires	2,500.00	0.00	2,500.00	1.00
4210-662	Police-Vehicle Parts/Access	2,500.00	94.37	2,405.63	0.96
4210-670	Police-Books/Periodicals	350.00	0.00	350.00	1.00
4210-805	Police-Equipment Maintenance	11,500.00	9,988.25	1,511.75	0.13
4210-814	Police-Photocopy Expense	1,000.00	485.00	515.00	0.52
4210-840	Police-Communication Repair	1,500.00	0.00	1,500.00	1.00
	TOTAL POLICE	1,416,714.00	650,485.07	766,228.93	0.54

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Acct #	Description	Budget	YTD Expenses	Available (Overspent)	% Avail
<u>FIRE/RESCUE</u>					
4214-110	Fire/Rescue-Full Time Wages	115,924.00	63,299.09	52,624.91	0.45
4214-111	Fire/Rescue-Part Time Wages	293,656.00	133,878.01	159,777.99	0.54
4214-140	Fire/Rescue-Over Time Wages	6,000.00	3,422.89	2,577.11	0.43
4214-211	Fire/Rescue-Benefit Insurance	14,390.00	4,855.84	9,534.16	0.66
4214-220	Fire/Rescue Fica	24,323.00	11,446.62	12,876.38	0.53
4214-230	Fire/Rescue-Retirement	38,455.00	18,855.55	19,599.45	0.51
4214-341	Fire/Rescue-Telephone	9,075.00	4,482.34	4,592.66	0.51
4214-350	Fire/Rescue-Medical/Hep B	500.00	0.00	500.00	1.00
4214-394	Fire/Rescue-Dispatch Fees	46,143.00	46,133.00	10.00	0.00
4214-410	Fire/Rescue-Electricity	8,250.00	3,622.49	4,627.51	0.56
4214-411	Fire/Rescue-Heat	6,000.00	1,246.48	4,753.52	0.79
4214-412	Fire/Rescue-Water	1,600.00	659.01	940.99	0.59
4214-430	Fire/Rescue-Blding Maintenance	10,500.00	1,642.11	8,857.89	0.84
4214-610	Fire/Rescue-Office Supplies	5,800.00	2,140.07	3,659.93	0.63
4214-690	Fire/Rescue-Supplies Other	2,800.00	676.04	2,123.96	0.76
4215-111	Rescue-Wages	16,500.00	2,829.72	13,670.28	0.83
4215-220	Rescue-Fica/Medicare	1,262.00	613.02	648.98	0.51
4215-240	Rescue-Training/License	8,150.00	692.21	7,457.79	0.92
4215-635	Rescue-Vehicle Fuel	6,000.00	2,145.22	3,854.78	0.64
4215-660	Rescue-Vehicle Repair/Maint	10,000.00	7,461.12	2,538.88	0.25
4215-680	Rescue-Medical Supplies	5,400.00	2,252.55	3,147.45	0.58
4215-740	Rescue-Equipment Purchase	17,082.00	4,163.88	12,918.12	0.76
4215-750	Rescue-Communication Equip	6,230.00	1,760.83	4,469.17	0.72
4215-887	Rescue-Interceptor Fees	3,450.00	0.00	3,450.00	1.00
4215-888	Rescue-CRHSC Billing Fees	20,000.00	8,363.83	11,636.17	0.58
4220-111	Fire-Wages	60,000.00	23,185.67	36,814.33	0.61
4220-220	Fire-Fica/Medicare	4,590.00	1,652.53	2,937.47	0.64
4220-240	Fire-Training/Seminars	10,034.00	2,434.61	7,599.39	0.76
4220-635	Fire-Vehicle Fuel	5,380.00	882.15	4,497.85	0.84
4220-660	Fire-Vehicle Repair/Maint.	12,500.00	15,029.96	(2,529.96)	(0.20)
4220-690	Fire-Supplies Other	2,125.00	908.03	1,216.97	0.57
4220-740	Fire-Equipment Purchases	23,013.00	6,430.55	16,582.45	0.72
4220-750	Fire-Communication Equipment	7,774.00	154.99	7,619.01	0.98
4220-805	Fire-Equipment Repair/Maint.	14,006.00	3,960.78	10,045.22	0.72
4220-900	Fire-CSWW Hydrant Rental	3,950.00	0.00	3,950.00	1.00
	TOTAL FIRE/RESCUE	820,862.00	381,281.19	439,580.81	0.54

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<u>CODE ENFORCEMENT</u>					
4240-110	Code-Wages	22,646.00	1,105.00	21,541.00	0.95
4240-220	Code-Fica/Medicare	1,509.00	84.54	1,424.46	0.94
4240-341	Code-Telephone	500.00	0.00	500.00	1.00
4240-411	Code-Consulting Fees/Forester	600.00	0.00	600.00	1.00
4240-560	Code-Dues/Memberships	200.00	0.00	200.00	1.00
4240-620	Code-Office Supplies	0.00	173.57	(173.57)	0.00
4240-635	Code-Vehicle Fuel/Mileage	2,500.00	0.00	2,500.00	1.00
4240-670	Code-Books/Periodical	1,200.00	0.00	1,200.00	1.00
	TOTAL CODE ENFORCEMENT	29,155.00	1,363.11	27,791.89	0.95
<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
	TOTAL EMERGENCY MGT	1,292.00	0.00	1,292.00	1.00

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<u>HIGHWAY DEPARTMENT</u>					
4311-110	Highway-Wages FT	313,535.00	148,063.29	165,471.71	0.53
4311-120	Highway-Wages PT	25,000.00	8,076.75	16,923.25	0.68
4311-140	Highway-Wages OT	54,000.00	29,674.71	24,325.29	0.45
4311-211	Highway-Benefit Insurances	107,126.00	46,870.93	60,255.07	0.56
4311-220	Highway-Fica/Medicare	29,385.00	14,072.20	15,312.80	0.52
4311-230	Highway-Retirement	46,365.00	20,165.45	26,199.55	0.57
4311-235	Highway-Advertising	500.00	268.50	231.50	0.46
4311-240	Highway-Training/License	250.00	0.00	250.00	1.00
4311-291	Highway-Uniforms	5,000.00	2,910.22	2,089.78	0.42
4311-341	Highway-Telephone	3,250.00	1,609.90	1,640.10	0.50
4311-410	Highway-Electricity	3,000.00	1,837.17	1,162.83	0.39
4311-411	Highway-Heat	6,000.00	5,838.37	161.63	0.03
4311-412	Highway-Water/Sewer	4,000.00	1,734.74	2,265.26	0.57
4311-414	Highway-Alarm	1,500.00	858.00	642.00	0.43
4311-430	Highway-Building Maintenance	4,500.00	2,326.59	2,173.41	0.48
4311-560	Highway-Dues/Membership	100.00	25.00	75.00	0.75
4311-620	Highway-Office Supplies	700.00	678.37	21.63	0.03
4311-635	Highway-Fuel Gasoline	6,500.00	2,115.84	4,384.16	0.67
4311-636	Highway-Fuel Diesel	40,000.00	15,746.60	24,253.40	0.61
4311-637	Highway-Mileage	3,500.00	1,740.00	1,760.00	0.50
4311-660	Highway-Vehicle Repair/Maint	24,000.00	0.00	24,000.00	1.00
4311-661	Highway-Vehicle Tires	10,000.00	5,117.52	4,882.48	0.49
4311-662	Highway-Vehicle Parts/Access	16,500.00	17,580.06	(1,080.06)	(0.07)
4311-689	Highway-Supplies Other	2,000.00	631.17	1,368.83	0.68
4311-740	Highway-Equipment	7,500.00	4,292.15	3,207.85	0.43
4311-805	Highway-Equip Maint/Repair	45,000.00	18,760.57	26,239.43	0.58
4311-840	Highway-Comm Equip Maint.	2,000.00	0.00	2,000.00	1.00
4311-845	Highway-Rental Equipment	10,000.00	0.00	10,000.00	1.00
	TOTAL HIGHWAY DEPT	771,211.00	350,994.10	420,216.90	0.54
<u>HIGHWAYS/STREETS</u>					
4312-711	Highway/Street-Gravel	16,800.00	0.00	16,800.00	1.00
4312-712	Highway/Street-Sand	6,000.00	0.00	6,000.00	1.00
4312-713	Highway/Street-Salt	106,000.00	47,908.64	58,091.36	0.55
4312-806	Highway/Street-Bridge Repair	3,000.00	0.00	3,000.00	1.00
4312-884	Highway/Street-Roadside Maint.	22,000.00	1,429.92	20,570.08	0.94
4312-885	Highway/Street-Road Repairs	70,000.00	31,949.35	38,050.65	0.54
4312-886	Highway/Street-Signs/Guardrail	42,500.00	2,864.67	39,635.33	0.93
4312-887	Highway/Street-Stripe/Sweep	7,000.00	5,550.00	1,450.00	0.21
4312-888	Highway/Street-Culverts/Drains	12,000.00	600.00	11,400.00	0.95
4312-889	Highway/Streets-Trees	10,000.00	3,700.00	6,300.00	0.63
4312-904	Highway-Chip Seal/Crack Seal	102,240.00	19,000.00	83,240.00	0.81
4312-905	Highway/Street-Engineer&Design	10,000.00	0.00	10,000.00	1.00
4312-906	Streets/Highways Road Constrct	250,000.00	253,996.12	(3,996.12)	(0.02)
4316-410	Street Lights-Electricity	23,500.00	5,535.31	17,964.69	0.76
	TOTAL HIGHWAY/STREETS	681,040.00	372,534.01	308,505.99	0.45

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<u>SOLID WASTE</u>					
4324-110	Solid Waste-Wages FT	88,195.00	45,867.02	42,327.98	0.48
4324-111	Solid waste-Wages PT	78,195.00	24,700.05	53,494.95	0.68
4324-140	Solid Waste-OT	7,000.00	2,420.35	4,579.65	0.65
4324-211	Solid Waste-Benefit Insurances	26,979.00	198.96	26,780.04	0.99
4324-220	Solid Waste-Fica/Medicare	13,152.00	5,511.60	7,640.40	0.58
4324-230	Solid Waste-Retirement	12,048.00	4,381.64	7,666.36	0.64
4324-240	Solid Waste-Training/License	900.00	50.00	850.00	0.94
4324-291	Solid Waste-Uniforms	1,950.00	444.45	1,505.55	0.77
4324-341	Solid Waste-Telephone	2,440.00	616.33	1,823.67	0.75
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	3,244.11	5,255.89	0.62
4324-414	Solid Waste-Alarm	1,000.00	0.00	1,000.00	1.00
4324-430	Solid Waste-Bld Repair	6,023.00	1,562.26	4,460.74	0.74
4324-434	Solid Waste-Recycling Blding	3,500.00	3,230.17	269.83	0.08
4324-560	Solid Waste-Dues/Memberships	350.00	340.97	9.03	0.03
4324-620	Solid Waste-Office Supplies	300.00	19.91	280.09	0.93
4324-635	Solid Waste-Vehicle Fuel	5,000.00	504.73	4,495.27	0.90
4324-637	Solid Waste-Mileage	650.00	0.00	650.00	1.00
4324-660	Solid Waste-Vehicle Repair	8,760.00	5,391.42	3,368.58	0.38
4324-689	Solid Waste-Supplies Other	300.00	422.37	(122.37)	(0.41)
4324-805	Solid Waste-Equip Maint/Repair	21,100.00	4,465.02	16,634.98	0.79
4324-814	Solid Waste-Photocopy	1,000.00	0.00	1,000.00	1.00
4324-901	Solid Waste-Freon, Glass, Cmpt	7,500.00	0.00	7,500.00	1.00
4324-902	Solid Waste-Transportation	42,322.00	17,700.20	24,621.80	0.58
4324-903	Solid Waste-Tipping Fee	97,665.00	37,510.46	60,154.54	0.62
4324-904	Solid Waste - Landscaping	6,946.00	1,346.29	5,599.71	0.81
4324-905	Solid Waste-Monitoring Wells	13,800.00	6,300.00	7,500.00	0.54
4324-906	Solid Waste-Demolition Dispose	23,988.00	11,303.10	12,684.90	0.53
	TOTAL SOLID WASTE	494,063.00	177,531.41	316,531.59	0.64

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<u>ANIMAL CONTROL</u>					
4414-111	Animal Control-Wages	5,860.00	1,355.00	4,505.00	0.77
4414-220	Animal Control-Fica/Medicare	448.00	103.67	344.33	0.77
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 Rescue	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
	TOTAL ANIMAL CONTROL	9,408.00	1,458.67	7,949.33	0.84
 <u>WELFARE</u>					
4442-111	Welfare-Director Wages	10,400.00	5,490.00	4,910.00	0.47
4442-220	Welfare-Director Fica/Medicare	796.00	419.99	376.01	0.47
4442-620	Welfare-Office Supplies	500.00	42.99	457.01	0.91
4442-689	Welfare-Director Expenses	150.00	1,039.29	(889.29)	(5.93)
4442-907	Welfare-General Assistance	2,500.00	73.99	2,426.01	0.97
4442-910	Welfare-Assist Electricity	3,000.00	270.00	2,730.00	0.91
4442-911	Welfare-Assist Heat	10,000.00	808.28	9,191.72	0.92
4442-912	Welfare-Assist Food	2,500.00	0.00	2,500.00	1.00
4442-913	Welfare-Assist Rent	47,154.00	18,285.42	28,868.58	0.61
4442-914	Welfare-Medical	3,000.00	366.20	2,633.80	0.88
	TOTAL WELFARE	80,000.00	26,796.16	53,203.84	0.67

Town of Henniker
 2021 Proposed Budget + 2020 Encumbrances
 For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>ATHLETIC</u>					
4520-240	Athletic-Minute Taker/Website	1,225.00	306.00	919.00	0.75
4520-521	Athletic-Swimming	2,450.00	0.00	2,450.00	1.00
4520-605	Athletic-Softball	4,050.00	619.00	3,431.00	0.85
4520-740	Athletic - Medical	620.00	0.00	620.00	1.00
4520-741	Athletic-Baseball Exp	9,750.00	2,324.38	7,425.62	0.76
4520-742	Athletic-Soccer	13,800.00	1,274.22	12,525.78	0.91
4520-743	Athletic-Basketball	8,250.00	0.00	8,250.00	1.00
	TOTAL ATHLETIC	40,145.00	4,523.60	35,621.40	0.89
<u>LIBRARY</u>					
4550-110	Library-Wages	0.00	79,700.51	(79,700.51)	0.00
4550-211	Library-Benefit Insurance	0.00	11,724.19	(11,724.19)	0.00
4550-220	Library-Fica/Medicare	0.00	6,049.40	(6,049.40)	0.00
4550-230	Library-Retirement	0.00	4,370.53	(4,370.53)	0.00
4550-413	Library-Heat Fuel	0.00	2,748.11	(2,748.11)	0.00
4550-956	Library-Appropriation	217,654.00	0.00	217,654.00	1.00
	TOTAL LIBRARY	217,654.00	104,592.74	113,061.26	0.52
<u>PATRIOTIC PURPOSES</u>					
4583-610	Patriotic Purposes	2,000.00	2,082.30	(82.30)	(0.04)
	TOTAL PATRIOTIC PURPOSES	2,000.00	2,082.30	(82.30)	(0.04)

Town of Hentiker
2021 Proposed Budget + 2020 Encumbrances
For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>BAND</u>					
4589-111	Band-Concert Series	5,500.00	2,550.00	2,950.00	0.54
4589-115	Band-Concert Advertising	875.00	1,175.90	(300.90)	(0.34)
4589-120	Band-Concert Music License's	670.00	735.00	(65.00)	(0.10)
4589-689	Concerts-Supplies Other	150.00	0.00	150.00	1.00
	TOTAL BAND	7,195.00	4,460.90	2,734.10	0.38
<u>CONSERVATION COMMISSION</u>					
4611-112	Conservation-Minute Taker	465.00	195.50	269.50	0.58
4611-240	Conservation-Training	420.00	325.00	95.00	0.23
4611-341	Conservation-Telephone	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	1,020.00	(20.00)	(0.02)
	TOTAL CONSERVATION	2,515.00	1,540.50	974.50	0.39
<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	32,499.96	32,500.04	0.50
	TOTAL COMMUNITY	79,000.00	32,499.96	46,500.04	0.59
<u>DEBT SERVICE</u>					
4711-940	Debt Service-Principal	185,979.00	59,289.95	126,689.05	0.68
4721-940	Debt Service-Interest	27,976.00	1,038.00	26,938.00	0.96
4723-940	Debt Service-TAN Interest	13,500.00	6,181.92	7,318.08	0.54
	TOTAL DEBT SERVICE	227,455.00	66,509.87	160,945.13	0.71

Town of Henniker
 2021 Proposed Budget + 2020 Encumbrances
 For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget + Prev Yrs Encumbrances</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
<u>WARRANT ARTICLES</u>					
4901-005	Warrant-Road Improvements	122,705.49	83,859.75	38,845.74	0.32
4902-005	2020 Warrant-Parks Mower	5,066.00	0.00	5,066.00	1.00
4902-025	2021 Warrant-Azalea Park	2,528.00	0.00	2,528.00	1.00
4902-034	Warrant Art - Ambulance	275,000.00	275,000.00	0.00	0.00
4902-039	2021 Warrant-Dump Truck	225,000.00	0.00	225,000.00	1.00
4902-040	Warrant-2020 Stat Reval	5,171.30	0.00	5,171.30	1.00
4902-050	2020 Warrant-Cons Comm Testing	75,000.00	0.00	75,000.00	1.00
4902-051	2021 Warrant Art-Fire Extricat	42,000.00	0.00	42,000.00	1.00
4903-020	Warrant Art-Lib Design/Plan	2,714.00	0.00	2,714.00	1.00
4903-039	ETF- Police Equipment	0.00	2,872.00	(2,872.00)	0.00
4903-040	Road Expendable Trust	0.00	175,091.06	(175,091.06)	0.00
	TOTAL WARRANT ARTICLES	755,184.79	536,822.81	218,361.98	0.29
<u>CAPITAL RESERVE</u>					
4915-003	ETF - Town Owned Building	20,000.00	0.00	20,000.00	1.00
4915-390	Capital Reserve-Ambulance	70,000.00	0.00	70,000.00	1.00
4915-892	Capital Reserve-Police Elding	50,000.00	0.00	50,000.00	1.00
4915-895	Capital Reserve-Fire Equip/Trk	100,000.00	0.00	100,000.00	1.00
4915-396	Capital Reserve- Revaluation	20,000.00	0.00	20,000.00	1.00
4915-897	Capital Reserve-Highway Equip	150,000.00	0.00	150,000.00	1.00
4915-901	ETF - Road Maintenance	600,000.00	0.00	600,000.00	1.00
4915-902	ETF - Town Technology	125,000.00	0.00	125,000.00	1.00
4915-903	ETF - Parks Equipment	2,500.00	0.00	2,500.00	1.00
4915-904	ETF - Police Equipment	5,000.00	0.00	5,000.00	1.00
4915-990	Capital Reserve-Bridge Repairs	10,000.00	0.00	10,000.00	1.00
	TOTAL CAPITAL RESERVE	1,152,500.00	0.00	1,152,500.00	1.00
<u>OTHER GOVERNMENTS</u>					
	TOTAL OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
	TOTAL FUND 1 (TOWN OF)	7,875,862.79	3,151,749.45	4,724,113.34	0.60

Town of Henniker
2021 Proposed Budget + 2020 Encumbrances
For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
FUND 2: COGSWELL SPRING WATERWORKS					
4331-110	CSWW-Wages FT	126,863.00	64,688.75	62,174.25	0.49
4331-120	CSWW-Wages PT	1,050.00	348.50	701.50	0.67
4331-140	CSWW-Wages OT	15,000.00	9,959.40	5,040.60	0.34
4331-210	CSWW-Benefit Insurances	33,567.00	13,939.18	19,627.82	0.58
4331-220	CSWW-Fica/Medicare	10,764.00	5,680.67	5,083.33	0.47
4331-230	CSWW-Retirement	17,896.00	8,338.20	9,557.80	0.53
4331-240	CSWW-Training/License	500.00	0.00	500.00	1.00
4331-291	CSWW-Uniforms	0.00	225.40	(225.40)	0.00
4331-320	CSWW-Legal Fees	2,280.00	0.00	2,280.00	1.00
4331-341	CSWW-Telephone	6,066.00	2,496.30	3,569.70	0.59
4331-390	CSWW-Consulting Fees	6,000.00	3,760.00	2,240.00	0.37
4331-397	CSWW-Contractor Services	53,100.00	10,795.00	42,305.00	0.80
4331-399	CSWW-Traffic Control	0.00	2,167.50	(2,167.50)	0.00
4331-410	CSWW-Electricity	17,500.00	10,893.74	6,606.26	0.38
4331-411	CSWW-Heat	3,200.00	2,209.90	990.10	0.31
4331-430	CSWW-Building Repair	57,572.00	23,378.00	34,194.00	0.59
4331-520	CSWW-Workers Comp Ins	2,500.00	0.00	2,500.00	1.00
4331-521	CSWW-General Liability Ins	7,700.00	0.00	7,700.00	1.00
4331-550	CSWW-Printing	900.00	0.00	900.00	1.00
4331-560	CSWW-Dues/Memberships	190.00	245.00	(55.00)	(0.29)
4331-620	CSWW-Office Supplies	0.00	1,629.49	(1,629.49)	0.00
4331-625	CSWW-Postage	680.00	150.00	530.00	0.78
4331-635	CSWW-Vehicle Fuel	1,575.00	1,139.13	435.87	0.28
4331-660	CSWW-Repair/Maintenance	425.00	3,000.01	(2,575.01)	(6.06)
4331-689	CSWW-Supplies Other	270.00	843.37	(573.37)	(2.12)
4331-690	CSWW-Dig Safe Fees	200.00	33.00	167.00	0.84
4331-740	CSWW-Equipment Purchase	0.00	2,009.11	(2,009.11)	0.00
4331-741	CSWW-Meters	500.00	0.00	500.00	1.00
4331-855	CSWW-Safety Supplies	600.00	0.00	600.00	1.00
4331-862	CSWW-In House Lab	202.00	0.00	202.00	1.00
4331-864	CSWW-Outside Lab	3,931.00	1,200.96	2,730.04	0.69
4331-873	CSWW-Chemicals	11,000.00	5,246.20	5,753.80	0.52
4331-885	CSWW-Street Repair	5,000.00	338.85	4,661.15	0.93
4331-890	CSWW-Distribution Supply	1,370.00	2,301.27	(931.27)	(0.68)
4331-940	CSWW-Debt Service	130,424.00	625.00	129,799.00	1.00
4331-990	CSWW-Capital Reserve	18,750.00	0.00	18,750.00	1.00
	TOTAL CSWW Operations	537,575.00	177,641.93	359,933.07	0.67
CSWW CAPITAL IMPROVEMENTS					
4331-881	CSWW-Circle/Depot Upgrade	36,784.00	92,617.49	(55,833.49)	(1.52)
4331-883	CSWW- Bond Repair 202	350,000.00	277,067.10	72,932.90	0.21
4331-884	CSWW-Park Street Water Tap	13,482.00	5,350.71	8,131.29	0.60
	TOTAL CSWW Capital	400,266.00	375,035.30	25,230.70	0.06
	GRAND TOTAL CSWW	937,841.00	552,677.23	385,163.77	0.41

Town of Henniker
2021 Proposed Budget + 2020 Encumbrances
For the period 1/1/2021 - 6/30/2021

<u>Acct #</u>	<u>Description</u>	<u>Budget</u>	<u>YTD Expenses</u>	<u>Available (Overspent)</u>	<u>% Avail</u>
FUND 3: WASTEWATER TREATMENT FACILITY					
4326-110	WWTP-Wages FT	161,369.00	80,201.73	81,167.27	0.50
4326-111	WWTP-Wages PT	2,435.00	0.00	2,435.00	1.00
4326-140	WWTP-Wages OT	7,249.00	4,618.04	2,630.96	0.36
4326-210	WWTP-Benefit Insurances	45,600.00	21,076.64	24,523.36	0.54
4326-220	WWTP-Fica/Medicare	12,833.00	6,425.86	6,407.14	0.50
4326-230	WWTP-Retirement	21,326.00	7,552.32	13,773.68	0.65
4326-240	WWTP-Training/License	1,050.00	135.00	915.00	0.87
4326-291	WWTP-Uniforms	1,071.00	0.00	1,071.00	1.00
4326-301	WWTP-Accounting	820.00	0.00	820.00	1.00
4326-341	WWTP-Telephone	4,470.00	1,970.46	2,499.54	0.56
4326-408	WWTP-Electricity Pump Station	4,224.00	1,664.53	2,559.47	0.61
4326-409	WWTP-Electricity	49,956.00	24,534.75	25,421.25	0.51
4326-410	WWTP-Elec Maple Street	1,178.00	234.83	943.17	0.80
4326-411	WWTP-Heat Belt Press Blding	3,418.00	1,902.60	1,515.40	0.44
4326-412	WWTP-Water	29,822.00	10,288.67	19,533.33	0.65
4326-413	WWTP-Heat Plant	6,718.00	3,164.12	3,553.88	0.53
4326-414	WWTP-Alarm Service	812.00	0.00	812.00	1.00
4326-415	WWTP - Propane	1,349.00	813.86	535.14	0.40
4326-430	WWTP-Building Repair/Maint	2,040.00	1,851.00	189.00	0.09
4326-520	WWTP-Workers Comp insurance	4,000.00	0.00	4,000.00	1.00
4326-521	WWTP-General Liab Ins.	10,750.00	0.00	10,750.00	1.00
4326-550	WWTP-Printing	200.00	76.30	123.70	0.62
4326-560	WWTP-Dues/Memberships	215.00	110.00	105.00	0.49
4326-620	WWTP-Office Supplies	875.00	92.78	782.22	0.89
4326-621	WWTP Bank Service Chgs	0.00	20.00	(20.00)	0.00
4326-625	WWTP-Postage	585.00	0.00	585.00	1.00
4326-635	WWTP-Vehicle Fuel	800.00	654.59	145.41	0.18
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	0.00	200.00	1.00
4326-689	WWTP-Supplies Other	3,375.00	535.90	2,839.10	0.84
4326-741	WWTP-Tool Purchases	400.00	0.00	400.00	1.00
4326-805	WWTP-Equipment Repair/Maint.	37,600.00	12,696.73	24,903.27	0.66
4326-810	WWTP-Computer Repair/Maint.	300.00	0.00	300.00	1.00
4326-855	WWTP-Safety Supplies	1,620.00	782.00	838.00	0.52
4326-860	WWTP-Lab Repair/Maintenance	3,434.00	953.00	2,481.00	0.72
4326-862	WWTP-In House Lab	5,302.00	3,137.10	2,164.90	0.41
4326-864	WWTP-Outside Lab	4,964.00	2,536.50	2,427.50	0.49
4326-869	WWTP-Sludge Processing	10,940.00	5,936.00	5,004.00	0.46
4326-870	WWTP-Sludge Disposal Expense	35,510.00	18,424.95	17,085.05	0.48
4326-871	WWTP-Grit Disposal	1,335.00	0.00	1,335.00	1.00
4326-875	WWTP-Collection System	30,900.00	13,915.60	16,984.40	0.55
4326-940	WWTP-Debt Service	40,865.00	1,557.00	39,308.00	0.96
4326-988	WWTP-PH Adjustment	28,248.00	13,564.00	14,684.00	0.52
4326-990	WWTP-Capital Reserve	50,000.00	0.00	50,000.00	1.00
	TOTAL WWTP	630,958.00	241,426.86	389,531.14	0.62

Town of Henniker
 2021 Proposed Budget + 2020 Encumbrances
 For the period 1/1/2021 - 6/30/2021

<u>WWTP CAPITAL</u>				
4326-995	WWTP-Pump	0.00	22,419.00	(22,419.00)
		0.00	22,419.00	(22,419.00)
	TOTAL WWTP CAPITAL	0.00	22,419.00	(22,419.00)
		630,958.00	263,845.86	367,112.14
	GRAND TOTAL WWTP	630,958.00	263,845.86	367,112.14
		9,444,661.79	3,968,272.54	5,476,389.25
	GROSS TOTAL (ALL FUNDS)	9,444,661.79	3,968,272.54	5,476,389.25

Proposed Budget	8,669,005.00
Encumber from 2020	425,656.79
CSWW Encumber from 2020	350,000.00
Total Available Budget+Encumbrances	9,444,661.79
12/31/2020 Roads ETF Balance Forward	1,352,989.44
Used (but not transfered yet) in 2020	-106,280.23
Available ETF Balance Forward	1,246,709.21
2021 Appropriation (proposed)	600,000.00
Total ETF	1,846,709.21



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: 8/12/2021
TITLE: Software/Assessing/IT Services Recommendations for Town
INITIATED BY: Joseph R. Devine, Jr. – Town Administrator
PREPARED BY: Joseph R. Devine, Jr. – Town Administrator
PRESENTED BY: Joseph R. Devine, Jr. – Town Administrator

AGENDA DESCRIPTION:

The Town Administrator will provide the Board with a plan for a new financial software package, software packages for Town Hall, Assessing Services and Managed IT Services for the Town.

Legal Authority: N/A

Financial Details: N/A

Town Administrator Comment:

N/A

Suggested Action/Recommendation:

Suggested Motion:

- 1. Authorize the Town Administrator to sign an agreement with BS&A Financial for a new software package.*
- 2. Authorize the Town Administrator to sign an agreement with Avitar Assessing for new software for Town Hall, including Tax Collect, assessing software, Building Permits Software, Tax Kiosk, and utility billing software.*
- 3. Authorize the Town Administrator to sign an agreement with Avitar Assessing to perform assessing services for the Town of Henniker.*
- 4. Authorize the Town Administrator to sign an agreement with Mirador IT for managed IT services for the Town.*

**TOWN OF HENNIKER
SOFTWARE PACKAGE
ASSESSING SERVICES
AND
IT SERVICES**



WHAT ARE WE LOOKING TO IMPROVE



Financial Software package for
Town of Henniker



Software package
for Town Hall

Utility Billing
Assessing
Building Department
Tax Collect



Assessing Services



IT Services

WHERE IS THE MONEY COMING FROM?

- During the 2020 and 2021 Town Meeting the Board and voters decided to put money aside for much needed technology upgrades.
 - 2020 - \$25,000
 - 2021 - \$125,000
- Money already budgeted
- Fund Balance/Revaluation Capital Reserve Account

FINANCIAL SOFTWARE

Currently the Town
of Henniker uses
Sage Accounting.



Sage Accounting, formerly Peachtree, is the classic software that simplifies your everyday accounting tasks and provides the insights to run your business more efficiently

Sage does not offer streamlined approach to reporting.

Reporting function requires separate applications which then require more time

Payroll function does not integrate

Not geared to municipalities.

Current cost of
Sage - \$2400
annually

NEW SOFTWARE COMPANIES

- BS&A
 - This software is used in several communities in NH. Communities of Hooksett and Peterborough are both using this software company and speak very highly.
 - This offers the following:
- Total Cost
 - One Time Fees: \$92,470
 - Annual Recurring Fees: \$5,330

General Ledger	Accounts Payable	Cash Receipts	Bank Reconciliation	System Security
Fixed Assets	Payroll	HR	Employee Time Sheets	Requests Management
Purchase Orders	Employee self Service	Budgeting		

COST COMPARISON

- Tyler Technologies
- BS&A
- MTS

Company	Up Front Cost	Annual Fees
Tyler	\$292,306	\$7,479
BS&A	\$92,470	\$5,330
MTS	\$68,250	\$10,800

FINANCIAL SOFTWARE - DECISION

After reviewing the three companies and performing demos with the Finance Director we feel that BS&A is the best option.

While the up-front costs is in the middle at \$92,470 it also has the lowest maintenance fees at \$5,330

This is an increase of \$2,930 over Sage.

With this financial software all information would be hosted offsite.

It will also bring payroll back into the Finance Department saving the Town \$13,200

\$92,470 would be coming from the Town's ETF for technology (\$57,530 Balance in ETF)

\$10,270 is a savings with the cost of Sage and Checkmate Payroll

SOFTWARE FOR TOWN HALL

We again looked for companies that would be integrated with the Financial Software Company we liked BS&A.

Also wanted a company that offered multiple options that would prevent double entry.

The company we are looking to use is Avitar Associates. They will provide the following software packages:

AVITAR – TAX COLLECT SYSTEM

This is fully integrated with the Avitar's Assessing application.

Creates and exports tax bills

Generates MS-61 Reports.

Up Front Cost - \$10,900

Yearly Software Support – 3,140

This would be replacing Vision

This is the software that would be used for assessing cards.

Upfront Cost - \$15,275

Yearly Software Costs - \$5,255

AVITAR ASSESSING SYSTEM

AVITAR UTILITY BILLING

This would be replacing Vadar

This is the software that would be used for water and sewer billing.

Upfront Cost - \$15,275

Yearly Software Costs - \$1365

This system helps maintain and organize building permits.

We currently do not have software to handle this.

Upfront Cost - \$5900

Yearly Software Costs – \$1,435

AVITAR BUILDING PERMIT SYSTEM

AVITAR TAX COLLECT KIOSK



This system helps allows property owners to view, print and pay tax bills online.



We currently to not have software to handle this.



Upfront Cost - \$750



Yearly Software Costs – \$850

BREAKDOWN OF COST FOR SOFTWARE

SOFTWARE	UPFRONT COST	YEARLY COST	2020 BUDGET AMOUNT	DIFFERENCE IN YEARLY COST
BS&A	\$92,470	\$5,330	\$15,600	-\$10,270
Tax Collect	\$10,900	\$3,140	\$6,355	-\$3,215
Assessing	\$15,275	\$5,255	\$10,890	-\$5,635
Utility Billing	\$4,900	\$1,365	-----	\$1,365
Building Permits	\$5,900	\$1,435	-----	\$1,435
Tax Kiosk	\$750	\$850	-----	\$850
Totals	\$130,195	\$17,375	\$32,845	-\$15,470

ASSESSING SERVICES

The Town of Henniker Currently contracts with Cocoran Consulting for general assessing services. We also in the past have utilized Vision for the revaluations for the Town.

The current cost of Cocoran \$29,000.

The cost for Vision for a statistical evaluation is \$55,000 and for a full measure revaluation is \$92,000 based off of 2020.

I am looking to make a switch to Avitar Assessing to perform both of these functions for the town.

AVITAR ASSESSING

The ability to have one company handle both general assessing services and the revaluations will be beneficial for the Town. Having two companies can at times cause conflicts with who is responsible.

In order to make the switch for 2022 Avitar is suggesting a 1 year assessing agreement and update for 2022. This update while coined statistical update, it is a full update and includes measure and list of the sales, new value development, parcel by parcel field review, informal hearings, abatements.

While we did have a statistical assessment in 2020 the reason for another is to ensure there are no issues with the conversion and the model is sound and working in the new CAMA system. This update will also allow us to move the assessment review year with DRA to 2027.

After the completion of 2022 Avitar will have a better idea of the community and would offer a multi-year option that would lock our assessing costs in.

They also plan on completing cycled inspections during the years of 2023-2026. This will ensure all properties have been visited and measured and listed before the next town wide update in 2021.

COST OF AVITAR ASSESSING

- This is a cost estimate to assist the Town in planning.
- 2022 - \$87,456 annual contract assessing and Town wide update
- 2023 - \$41,876 annual contract assessing and cycled inspections (roughly ¼ of the town)
- 2024 - \$41,876 annual contract assessing and cycled inspections (roughly ¼ of the town)
- 2025 - \$41,876 annual contract assessing and cycled inspections (roughly ¼ of the town)
- 2026 - \$41,876 annual contract assessing and cycled inspections (roughly ¼ of the town)
- 2027 - \$96,756 annual contract assessing and Town wide update of values.
- Total over the 6 years - \$351,716
- Total with Cocoran for assessing services: - \$180,000 (\$30,000 a year pending no increases)
- Total for Vision for revaluation - \$110,000
- A majority of the increase is due to the added statistical revaluation occurring in 2022. We currently do have \$30,000 in the revaluation ETF.



COST OF AVITAR ASSESSING

Yes, there is an increase of \$60,000 over 6 years.



But remember we are saving \$15,000 on the software side of things yearly (\$90,000 Annually)



The benefits of this far out way the cost in the long run.

TOWN IT SERVICES

What do we currently have

- Server and firewall lease/maintenance
- On call tech repair
- Workstation virus/firewall service
- Microsoft Office
- Total Cost - \$12,360

COMPLETE MANAGED IT SERVICES

- What's included in this:
 - Unlimited onsite, remote, email, & phone supports
 - 24/7/365 monitoring of IT and cloud infrastructure
 - IT Planning
 - Microsoft 365 Business Premium Licenses
 - Managed network equipment to power IT infrastructure.
 - Replacement of 6 workstations annually. Meaning new computers town wide every 5 years.

COST OF MANAGED IT

- **VIP Service Agreement**
 - **VIP Service Agreement (32 work stations)**
\$40,320 – Annually
 - **Onboarding**
\$1,920 – One-time
 - **Workstation Lifecycle Management Program**
\$9,000 – Annually
 - **Managed Security Router**
\$1,536 - Annually
 - **Small Office Server**
\$5,976 – Annually

- **Total Cost Annually - \$56,832**

WHY MANAGED IT SERVICES



Yes, this is an increase to what we have been paying.



We basically had no IT protection before. This will assist the town in locking down its files and online presence to prevent the risk of a cyber attack.



We have taken some steps but this will allow us to assure we are protected.

WHAT NEXT?

Board needs to vote on each of the 4 categories. Most of these items are going to take 6 months – 12 months to implement. We will hope to have most of these in place by 2022.

Financial Software – BS&A

Town Hall Software
Package – Avitar Assessing

Assessing Services – Avitar
Assessing

Managed IT Services –
Mirador IT



Avitar Associates of New England, Inc.

Municipal Services Company

Considerations When Planning to Convert Your Assessing Application

The Avitar Assessing program is a powerful computer assisted mass appraisal (CAMA) system designed to assist qualified assessors in maintaining all aspects of a municipality's assessment data. The program manages detailed information for each parcel and, using parameters entered and maintained by the assessor, calculates taxable values for each parcel. As with any CAMA system, the goal is to determine fair and equitable values for the purposes of property taxation. However, beyond these basic functions there are several concepts worth knowing and remembering when evaluating and planning a conversion from one CAMA system to another.

In an abstract sense, virtually all CAMA systems utilize a similar methodology for valuing parcels. To illustrate our discussion we will use a simple example in which we will determine the assessed value of a simple one story barn.

First, before values can be calculated in any CAMA system, a series of parameters and tables must be configured within the system in which values (both absolute and relative) are assigned to a litany of items. For the purpose of this discussion, we will refer to these system-wide value parameters as *factors*. For our illustration, let's say that the value of a one story barn is set at \$15.00 per square foot. But obviously, to assess an entire town we'll need all kinds of *factors* – a buildable lot in a specific zone might be valued at \$75,000; the standard base rate for a specific type of building might be \$82.00 per square foot; a utility shed might be valued at \$7.00 per square foot; an above average building quality might add an additional ten percent to a building's value; etc. – the list goes on and on.

Once the necessary *factors* have been defined and configured, the assessor can begin adding parcels to the database, one by one, by describing each item found on every parcel. For the purpose of this discussion, we will refer to these specific items that comprise each parcel as *attributes*. For our illustration, let's say that one particular parcel has a one story barn that is twenty feet by thirty feet. But these *attributes* correspond to all of the items that appear on the assessment card – a two acre house lot; a two thousand square foot colonial house built in 1938; a ten foot by twelve foot utility shed; etc.

In order to establish assessments, as parcels are added and modified, a CAMA system then utilizes algorithms and equations coded into the system to actually determine values. For the purpose of this discussion, we will refer to these as *formulas*. These *formulas* are the actual mathematics that determine how all of the *factors* will be applied to all of the *attributes* to determine assessments. For our illustration let's just say that the value of a feature like a barn is determined by taking the number of units (i.e. length multiplied by width) and multiplying it by the value per unit. In reality, these *formulas* are much more complicated – the building's replacement cost new might be the product of its adjusted base rate and its effective area, in which the adjusted base rate is determined by dozens of other *factors*; the building's adjusted base rate might be the product of the base rate, the size factor, the quality index, and the story height factor; etc.

So, to summarize, on an elemental level there are three basic components that the CAMA system utilizes which, together, enable the system to determine assessments:

- the *factors* (e.g. a typical one story barn is valued at \$15.00 per square foot),
- the *attributes* (e.g. this parcel has a barn that's twenty feet by thirty feet),
- and the *formulas* (e.g. a feature value is equal to the number of units multiplied by the price per unit).

By applying our *formula* to our single *factor* and our single *attribute* we can see in our illustration we have established that the assessed value of our particular single story barn is \$9,000.

Over time, the assessor can refine and update assessments in the CAMA system by comparing parcel values with sales information. The assessor attempts to isolate individual *factors* that may be responsible for differences in sale prices among properties with comparable *attributes* and adjust the value parameters for those *factors* accordingly (e.g. a single story barn might need to now be valued at \$16.00 per square foot). This process of refining and updating the *factors* is done during a town-wide revaluation or update. Once complete, the resulting *factors* are then used to determine assessments until the next revaluation or update. Parcels may be subdivided and improvements may be made – which is to say the *attributes* on individual parcels may change – but these modifications and additions are assessed using the *factors* established during the last revaluation (e.g. going forward, new single story barns will be valued at the \$16.00 per square foot value).

Obviously, this is an abstract description, illustrated with an overly simplified example. In the real world, each CAMA application operates differently. Just as an assessor will refine the *factors* in a CAMA database over time to reflect observable changes in the real estate market, so too will the CAMA software developers modify and expand the *attributes* and *formulas* used by the CAMA system to value parcels. Over time, to provide the assessor with the ability and granularity necessary to assess property, new *attributes* are maintained within a CAMA system and the *formulas* are adjusted by the developers to integrate these new *attributes* into the existing value *formulas*.

So, for example, let's say that, given the law of diminishing marginal returns, the developers of one CAMA system determine that the dimensions and the per unit value alone are no longer sufficient to accurately assess the contributory value of single story barns of different sizes. So they might add a new size multiplier to the value *formula* such that the value of particular features is no longer a simple linear equation. Or perhaps the developers of one CAMA system will introduce a new depreciation calculation for manufactured housing based on observable trends in the sales data. In other words, calculating assessments is not like calculating the area of a circle – i.e. there is no universal or standardized set of *formulas* that are utilized by all CAMA systems. Rather, each CAMA system uses its own proprietary formulas that are refined over time by the software developers to mirror observable trends in the real estate market.

The net effect of all of these differences between CAMA systems – both the number and types of *attributes* the systems track as well as the *factors* and *formulas* the systems use to determine assessments – is that it can be extraordinarily difficult, if not impossible to convert the *attribute* and the *factor* data from one CAMA system to another and be able to calculate precisely the same assessments at the end of the process. For example, one CAMA system may base its *formulas* on the number of bathroom fixtures whereas another system may use a straight count of bathrooms. One system may require that the assessor select an attribute for exterior wall type (e.g. vinyl siding, clapboards, or cedar shingles) whereas a different CAMA system may not utilize the same attribute in its complicated *formula* for establishing building value. And invariably, each CAMA system will use its own methodology for generating building sketches that are seldom, if ever, translatable to another format.

As a result, the optimum time to convert from one CAMA system to another is immediately prior to a town-wide revaluation or update, a time at which *attributes* and *factors* are being reviewed and updated

anyway, such that any differences between the methodologies of the two CAMA systems are not relevant given that new assessments are being calculated. When a CAMA software conversion is done in conjunction with a revaluation or update, in a sense you are converting as many *attributes* as possible from the old CAMA system, but relying on the *factors* and *formulas* of the new CAMA system to establish your new values, rather than converting *attribute* and *factor* data and hoping that different *formulas* will lead to the exact same results.

To facilitate the conversion from other CAMA systems to Avitar's Assessing system, Avitar has developed a number of automated conversion processes in which we focus on converting as much *attribute* and *factor* data as possible from other CAMA systems. In addition, we convert the existing parcel assessments, as calculated by the previous CAMA system, and store those as "Previous Values." By doing so, we are able to generate tax bills based on assessments calculated in another CAMA system. However, this is a short term solution as, until the *attribute* and *factor* data are updated completely in the Avitar system and the Avitar system's own *formulas* are used to actually generate assessments (as opposed to simply using assessments calculated in another system and imported), many of the reports and features of the Avitar Assessing system cannot be utilized.

To summarize:

- Converting from one CAMA system to another requires converting as many of the *attributes* for each parcel as possible.
- Converting from one CAMA system to another also requires configuring the *factors* of the new CAMA system as similarly as possible to the corresponding *factors* of the old CAMA system.
- Avitar has several automated methods of converting significant percentages of the *attribute* and *factor* data from other CAMA systems.
- Even with an automated conversion, some *attributes* such as building sketches will nonetheless need to be manually converted.
- Furthermore, even if all of the *attributes* are converted and all of the *factors* are configured identically, the two CAMA systems will nonetheless invariably calculate slightly different assessments for parcels due to the differences inherent in each CAMA system's value *formulas*.
- As such, the optimum time to convert to Avitar Assessing is prior to or in conjunction with a town-wide revaluation or update.
- In order to facilitate the transition, Avitar Assessing can generate tax warrants using assessments calculated in another CAMA system and imported to the Avitar database.
- However, until such time as Avitar Assessing is used to calculate the actual assessments used by the town, many functions within Avitar Assessing – from adding and valuing annual pick-ups to printing an assessment card to generating the MS-1 report – will be complicated, if not unusable.

None of this discussion is meant to discourage or prevent you from moving forward with your desire to convert to Avitar Assessing – the system's unparalleled functionality, simplicity, and worry-free integration with other applications in Avitar's suite of municipal software have made it the choice of more than 125 municipalities throughout the State of New Hampshire. However, properly timing and scheduling your conversion can help you eliminate complications and enjoy the benefits of the Avitar Assessing system as quickly as possible.



Avitar Associates of New England, Inc.

Municipal Services Company

Software Purchase & Installation Agreement

for the

Avitar Tax Collect System

with

The Town of Henniker

January 28, 2021

Avitar Associates of New England, Inc.
150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
www.avitarassociates.com

Objective:

This Software Agreement between Avitar Associates of New England, Inc. (Avitar) and the Town of Henniker, New Hampshire (the Town) outlines the terms covering the installation of Avitar's Tax Collect application (the software) in addition to the training of Town staff on the proper procedures and use of the software to maximize its value to the Town.

Software To Be Installed:

Avitar Tax Collect System

The Avitar Tax Collect System is a full function collection system that meets all state standards specific to New Hampshire municipalities. The software has the following features:

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Server Express database platform.
- Fully integrated with Avitar's Assessing application to greatly simplify the process of owner updates and tax warrant importation.
- Complete Tax Bill printing functionality with optional bill formats and configuration settings.
- Multiple, flexible options for including past due amounts on tax bills.
- Simple, point and click and searchable tree views for easily locating invoices by Map/Lot, Parcel Address, Current Owner, and/or Billed Owner.
- Ability to export bill information and then accept automated payments from real estate services companies.
- Ability to pay all or selected outstanding invoices for a selected parcel or owner at once on a single receipt.
- Ability to create receipts and deposits by user so multiple clerks can keep their collections separate throughout the day.
- Ability to create separate receipts and deposits for property versus non-property (i.e. utility) payments.
- Ability to accept pre-payments and track credits from warrant to warrant.
- Functions for delinquent tax, impending lien, and impending deed notice execution that automatically post all liening and deeding notice penalties.
- Lien execution and redemption formats that are accepted by every county's registry of deeds.
- Maintains Bankruptcy flag on designated parcels to assist in the lien and deed process.
- Preformatted Tax Collector's Deed.
- Digital image signature capability to print signed notices.
- Can be configured either independently or in conjunction with Avitar Assessing to maintain Additional Owners for parcels with multiple distinct owners.
- Maintains mortgagee information for lien and deed notice executions, as well as additional Mail-To tracking to provide duplicates of bills and notices to secondary recipients.
- Automated process for assigning outstanding credits to warrants.
- Preformatted MS-61 Report generated with a single click and XML export for DRA PDF form.
- Simple functions for generating mailing labels and/or certified mailer forms.
- Keeps multiple years of past billing information to display a parcel's billing history.
- Digital Post-It features for maintaining comments and reminders on individual parcels, invoices, or receipts.
- Ability to automatically archive year end reports.
- Can be configured with the Avitar Tax Collect Internet Kiosk (purchased separately) to display billing information on a public web site and to (optionally) accept online payments and present PDF copies of tax bills.
- Can be configured with the Avitar Utility Billing system (purchased separately) to generate Water and/or Sewer bills and accept payments.
- Complete auditing of all transactions.
- Integrated Crystal Reports components for reporting functions, allowing the user to produce dozens of standard reports for a single day or date range that can be exported to any of a number of standard file formats, including Microsoft Word, Microsoft Excel, and Adobe PDF.

It is worth emphasizing that the Avitar Tax Collect system has a “hard” fiscal year-end close, meaning that work to be processed in the current fiscal year cannot be processed until all prior fiscal year transactions have been posted and the Close Period process is completed within the system. Once the close is complete, Avitar Tax Collect captures the ending balances for each warrant and creates the beginning balances for the current fiscal year, which is a requirement for reporting on the Department of Revenue’s MS-61 report. The system provides functions and methods for necessary adjustments – e.g. bounced checks or abatements – but they all take place in the current fiscal year, as opposed to altering the original transactions in the prior fiscal year. The hard fiscal year-end close feature is important not only for reporting purposes, but also is an integral part of Avitar’s approach to preventing fraud wherein transactions from the prior fiscal year cannot be changed after reporting for year-end is completed.

Data Conversion:

This software agreement includes the basic data conversion necessary to convert outstanding balances from the Town's existing tax collect system to the Avitar Tax Collect system. This is typically done by supplementing all outstanding balances and credits into the Avitar system. This is typically performed by Avitar based on reports and extracts provided by the Town indicating outstanding balances.

Avitar has developed several automated methods of data conversion necessary to convert information from selected tax collect systems used throughout New Hampshire to the Avitar Tax Collect system. The Town should check with Avitar prior to data conversion whether an automated process exists for the Town’s current system. If Avitar has an automated conversion method for the Town’s existing system, Avitar will provide the conversion at no additional cost.

However, whether or not an automated conversion is possible, any data conversion will likely not include the conversion of all of the historical data for revenues previously collected in the Town’s existing tax collect system. Furthermore, some reports based on the converted information may not be available. If the Town wishes to have access to this information, it should consider either maintaining the previous data in its current application or generating the requisite printed materials from the existing system before it is retired.

Installation:

Each Avitar system is a client/server application -- the database resides on a single server computer configured with the Microsoft SQL Server/SQL Server Express database platform, and the client application is installed on each workstation computer on which the system is to be operated. During the initial deployment, Avitar will install and configure the Microsoft SQL Server/SQL Server Express database platform on the Town's server computer, and will install and configure the client application on up to four workstation computers. If installation of additional workstations is required during installation, there will be an additional \$250 charge per workstation.

Avitar does not provide any computers, computer hardware, or peripherals as part of this agreement. It is assumed the Town computers on which the software is to be installed are initially (and will continue to be in the future) up to date with current standards for system hardware and operating system requirements. Avitar's application operates on standard workstation computers running Windows 7/8/10 and server computers running Windows Server 2003/2008/2012/2016. It is also assumed that the existing Town computers will be configured and networked by the Town or its network administrator prior to the installation of the software.

If Avitar has to return to the Town at a later date to install the client application on one or more workstation computers, there will be a \$500 charge, plus travel expenses. Alternatively, Avitar can generally provide the Town with an installation program that Town personnel can use to install the client application on additional workstation computers. Avitar will provide phone support to assist the Town with the client application installation as part of the standard support agreement at no additional charge.

Because of the complexity required in installing and properly configuring the Microsoft SQL Server/SQL Server Express database platform, replacement or reinstallation of the Town's server computer after the initial deployment must be performed by Avitar. There is a \$500 charge, plus travel expenses, for reinstalling the Microsoft SQL Server/SQL Server Express database platform. Alternatively, Avitar can coordinate with the Town's computer specialists and/or assist remotely with the installation and configuration as part of the standard support agreement at no additional charge.

The software is provided to the Town on a per-site basis, which grants to the Town as an organization a non-transferable right to use the software. Under this agreement, the Town cannot provide or redistribute the software, the database server application, or any software updates in any way to any additional third party companies, enterprises, or organizations, regardless of any existing agreements the Town may have.

Training:

Avitar will train Town personnel in the use of all software functions on site as part of the initial Software Agreement. This training will either be provided at the time of installation or at a mutually convenient time shortly after the installation of the software. Ideally, training should be done during a time when the Town is closed to the public for maximum efficiency and a superior learning atmosphere.

Software Support, provided under this initial Software Agreement as well as under any subsequent annual Software Support Agreements, does not include training of new personnel after the initial installation period. Training can be provided at additional cost.

Continuing Software Support:

Avitar develops and supports all software in-house and has a software staff of eight; four members of the software team are developers and four members are software/technical support representatives, two of whom are former or current New Hampshire tax collectors/town clerks with more than 20 years of combined experience. Avitar takes great pride in its reputation for unparalleled software support.

The initial purchase agreement includes Software Support until the end of the first calendar year (i.e. typically December 31st but this can be adjusted to July 1st for municipalities with a July/June fiscal year). Thereafter, support is provided under a yearly support agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time.

Avitar's Software Support includes unlimited telephone and remote support, free access to all our user seminars and newsletters, and all software updates. Software updates are delivered to the Town electronically. The update process consists of running the update on each computer and following the basic on-screen instructions. Software updates are typically provided several times each year, depending on new features that may be added or updates that are necessitated by changing requirements. On site support is provided at our discretion, as warranted by the type of problem encountered. Continuing support does not include the training of new Town personnel by Avitar after initial installation.

The software is provided to the Town as is. During the time period covered by any subsequent Software Support & Maintenance agreements, Avitar will make every reasonable effort to insure that the software continues to operate in its intended manner. While continuing support is not mandatory, it is highly recommended in order to keep the software up to date with New Hampshire law and new features. After the software is purchased, it will continue to operate as originally designed, whether continuing support is purchased or not. In the event the Town elects to operate the software without ongoing software support (as provided by Avitar ongoing software support and maintenance agreements), Avitar does not and cannot warrant the performance or results the Town may obtain by using the software or documentation.

Avitar is not obligated under the Town's software license or support agreement to provide third party vendors with database diagrams, field definitions, or other business logic and assistance for the purposes of integrating their products with Avitar's system data. Avitar makes no endorsement or warranty and accepts no liability for the performance or results of the products or services which third party vendors may promote and market as providing integration with Avitar's software systems, except in such instances when Avitar expressly promotes and markets these products or services in conjunction with the third party.

An updated version of Avitar's Software Support and Maintenance Agreement, indicating systems and services included under software support, can be found on Avitar's website.

Estimate of Software Support in Subsequent Years

This Purchase and Installation Agreement includes Software Support through 12/31/2021. Prospective clients are typically interested in expected software support costs for subsequent years not covered by this agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time. An estimate of future Software Support costs is included below for comparison. The Software Support cost estimated here is based on prices for calendar year 2021:

Tax Collect System Software Support	\$3,140
-------------------------------------	---------

Note, however, this is only for comparison. As Software Support is included under this agreement until the end of the first calendar year, the first year for which the Town would need to separately purchase software support would be 2022. It is reasonable to expect a nominal increase of two to five percent per year in the intervening years.

Guarantee:

Avitar guarantees the Town’s complete satisfaction of the software and its functionality for one year from the date of installation. In the event the Town is not satisfied, Avitar will refund the full purchase price, less ten percent to cover the costs of conversion, installation, training, and removal.

Cost Summary:

The purchase price for the Avitar Tax Collect System described above, including installation, training, basic data conversion, and software support through 12/31/2021, is computed as follows:

Tax Collect System	\$10,900
Digital Conversion of Legacy Tax Data *(if available)	Included
<hr/>	
Total:	\$10,900

- Price is valid for 120 days.
- After 12/31/2021 Software Support to be billed annually.

Execution:

The undersigned hereby agree to the terms outlined in this Software Agreement.

Avitar Associates of New England, Inc.

Josh Arend, Director – Software Operations

Date

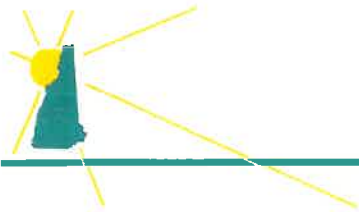
Town of Henniker

Authorized Representative Signature

Date

Authorized Representative Name (Please Print)

Title



Avitar Associates of New England, Inc.

A Municipal Services Company

February 25, 2021

**Town of Henniker
Joseph Devine, Town Administrator
Board of Selectmen
18 Depot Hill Road
Henniker, NH 03242**

Re: Contract Assessing & Full Update for 2022

Dear Joe & Board Members;

As you have requested, I have put together a one year contract for general assessing as well as, an update contract for 2022. As I mentioned previously, I think annual updates in such a small community would be difficult given the limited number of annual sales transaction. However, if the market was trending drastically in one direction or the other, we would always come before the Board as your Assessor to point that out and recommend an interim year update if needed.

I only did the one year contract as I figured it would give us a year to figure out what exactly would be needed for assessing as every towns needs are different. Following that first year, we would have a better idea and could provide you with a multi-year option that would lock your assessing costs in. Both of these contracts are contingent upon conversion to the Avitar CAMA software. I believe our software team has already provided you costs for that. I am not sure if you need Avitar to convert the sketches manually and if so, please let me know immediately so I can provide you the cost breakdown for that. Ideally, if moving forward, we would like to get the conversion underway in the fall so we would be up and ready for new construction in the spring and to start working on the update. The update will ensure there are no issues with the conversion and the model is sound and working in the new CAMA system. The update in 2022 would also give you the option of moving your assessment review year with DRA forward from 2025 to 2022 and then you would not need to do another update until 2027, unless market conditions warranted it sooner.

I hope this meets all of your requirements and exceeds your expectations. I would welcome the opportunity to come over and discuss with you.

Sincerely,

**Loren J. Martin, Sr. Assessor, CNHA
Director, Assessing Operations**

LJM/sjc
Enclosures



Avitar Associates of New England, Inc.

Municipal Services Company

**HENNIKER, NH
1 YEAR
ASSESSOR'S AGREEMENT
1/1/2022 THROUGH 12/31/2022
DRA CERTIFICATION 2025**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the Town of Henniker, NH, herein called "The Town".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Henniker, 18 Depot Hill Road, Henniker, NH 03242, email josephdevine.henniker@tds.net, phone number 428-3221 & fax number 428-4366.

ASSESSING AGREEMENT

I. *CONTRACT ASSESSING – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$2,088 for the term of the contract.*

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average 1 day per month.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc
- a) Annual Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions, LLA's, merger which have occurred prior to April 1st of the tax year. These changes must still be provided to your map vendor under separate notification and should not be assumed to be the responsibility of the assessor.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 7:00 pm will be billed additionally at \$85/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Appeals from prior years can be handled at an additional rate of \$100/hour. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or data verification process.
- I) Utility Work:** Defense of values previously established, before the BTLA or Superior Court shall be billed **additionally** at the developed annual rate (currently \$150/hour). This fee is also applied to any utility defense (abatement & appeal) work. Should this rate change, Avitar will mail a letter advising the community of the annual utility rate.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.

II. TOWN RESPONSIBILITIES

The Town shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the town/city shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A)** To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B)** To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
- C)** To aid the assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D)** The cost of mailings and/or any notices or publications shall be the responsibility of the Town.
- E)** If the town does not have a clerk/employee to fulfill these obligations, Avitar can take this role on for an additional cost of \$75/hour.

III. COMPANY RESPONSIBILITIES

- A)** The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B)** The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C)** The Company will not assign any part of this agreement without expressed written permission by the municipality.

IV. COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

V. TERMINATION

If for any reason either party desires to terminate the agreement, they may do so with 30 days written notice to the other party. Compensation for services rendered will be determined amicably amongst the parties or through 3rd party mediation if unable to concur.

VI. VALUATION UPDATE

2022 Valuation Update (value anew) of all properties in town to ensure compliance with the **2022** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP Compliant Report**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2022
- Utility values included based on the new HB700 method.
- Based on 2,310 records (parcels plus multi cards).

There is no obligation by either party to do an update under this agreement. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

Total - \$62,400

To be billed in update year 2022 in equal monthly installments of \$5,200 and will be noted on invoice as Update Contract (UC).

COST SUMMARY

	2022
Contract Assessing I. A-J (CA)	\$25,056
Update Contract (UC)	\$62,400
<hr/>	
Yearly Cost	\$87,456
Monthly Bill	\$7,288

CONTRACT EXECUTION

1 Year 2022 Contract Assessing
& Full Statistical Update as
Noted Above

\$87,456

AVITAR ASSOCIATES OF N.E., INC.

Company: _____

Loren J. Martin, Director Assessing Operations _____
Date

Michelle Twombly, CFO or Gary Roberge, CEO _____
Date

TOWN OF HENNIKER, N.H.

	Date
	Date
	Date
	Date
Board of Selectmen/Assessors	Date

Offer valid thru 12/31/21 and must contain 2 company signatures and majority of the Board of Selectmen/Assessors and is contingent upon conversion from Vision CAMA to Avitar CAMA.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor/Supervisor	Certified Property Assessor Supervisor
LM	Loren J Martin	Director, Sr Assessor/Supervisor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
JB	Jonathan Babon	Assessor/Supervisor	Certified Property Assessor Supervisor
KC	Kerry Connor	Assessor	Certified Property Assessor
JD	Jaron Downes	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
KC	Keith Colburn	Building Data Collector	Certified Building Measurer & Lister
RW	Robert Weeks	Building Data Collector	Certified Building Measurer & Lister



Avitar Associates of New England, Inc.
Municipal Services Company

Software Purchase & Installation Agreement

for the

Avitar Assessing System

with

The Town of Henniker

January 28, 2021

Avitar Associates of New England, Inc.
150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
www.avitarassociates.com

Objective

This Software Agreement between Avitar Associates of New England, Inc. (Avitar) and the Town of Henniker, New Hampshire (the Town) outlines the terms covering the installation of Avitar's Assessing application (the software) in addition to the training of Town staff on the proper procedures and use of the software to maximize its value to the Town.

Software To Be Installed

Avitar Assessing System

The Avitar Assessing system is the most widely used application among New Hampshire's municipal assessors. It meets or exceeds all state assessing standards because it was designed and maintained specifically for New Hampshire municipalities. The application has the following features:

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Server Express database platform.
- Intuitive data access to locate parcels by map and lot, owner name, or parcel address, as well as simple to use point and click editing from attribute drop down boxes.
- Complete mouse-driven building sketch generator with virtually unlimited drawing capabilities, including angles, arcs, and rotations.
- Integrated Sales Analysis to produce statistics required during state certification.
- Maintains exemptions and veterans' credits information.
- Calculates tax bills and tax warrant which can then be exported to Avitar Collect.
- Includes dozens of standard reports to quickly answer the most common requests, along with User Defined Reporting capabilities.
- Generates a preformatted preview MS-1 Report as well as DRA compatible XML file for digital submission.
- Provides sophisticated User Query capabilities to identify parcels with common attributes.
- Displays map location and generates lists of abutters if the Town has corresponding parcel shape files.
- Comps Analysis for identifying comparable parcels for a subject parcel.
- Update Database allows parcel attribute and value parameters to be updated separately, without affecting current parcel values or assessment cards, and then implemented simultaneously once new values are finalized.
- Archive Database feature enables annual archival of entire system database for future reference.
- Panoramic Database option for associating PDF documents and JPG images with parcels and sharing across other Avitar applications.
- Support for digital building photos.
- Full auditing of all transactions.
- Integrated Crystal Reports components for reporting functions, allowing the user to produce dozens of standard reports for a single day or date range that can be exported to any of a number of standard file formats, including Microsoft Word, Microsoft Excel, and Adobe PDF.

Data Conversion

There are three phases to the process of converting the Town's existing legacy assessing data to the Avitar system:

- Phase I – Automated Digital Conversion
- Phase II – Manual Data Review and Scrub
- Phase III – Implementation of Avitar System Values

Phase I – Automated Digital Conversion

The initial phase of data conversion involves an automated digital conversion of as much data as is feasible. To facilitate the conversion from other assessing systems, Avitar has developed a number of automated conversion processes in which the focus is on electronically converting as much attribute and factor data as possible from the legacy system. This initial phase will be performed by Avitar and is included in the cost of the software purchase.

The comprehensiveness of the resulting digitally converted data depends on the legacy system being converted. In many instances, specific attributes or factors will not necessarily correlate between the two systems; certain attributes within the legacy data may not be maintained in Avitar Assessing and thus cannot be converted, Avitar Assessing may require attributes not previously maintained in the legacy data which therefore must be populated with default values in Avitar Assessing, and multiple factors in the legacy data may have to be aggregated into a single factor in Avitar Assessing. However, typically the following parcel attributes can be converted digitally in some form:

- Parcel owner, location, total acreage, notes, and current assessment.
- Building attributes and descriptions.
- Features and outbuildings.
- Sales and listing history.
- Exemptions and credits.
- Digital pictures.

Typically the following parcel attributes and system configurations will not be converted digitally and must be updated, converted, or configured manually:

- Zone and neighborhood pricing factors, detailed land line factors, current use details, and valuation models.
- Building sketches, sub area details, and cost models.
- Some types of building depreciation.
- Commercial parcel attributes and factors for income-based calculations of value.
- Multi-card parcel details.

As noted above, current parcel assessments, as calculated by the legacy system, can typically be converted and stored within Avitar Assessing as "Previous Values." The system is then able to generate tax bills based on assessments originally calculated in another system, allowing time for the remainder of the data conversion process to be completed over the subsequent months. However, any automated digital conversion should be viewed as a short term solution and the beginning of a process. Until the attribute and factor data are updated completely in the Avitar system and the Avitar system's own methodologies are used to actually generate assessments (as opposed to simply using assessments calculated in another system and imported), many of the reports and features of the Avitar Assessing system cannot be utilized.

Following the automated digital conversion, it will be the responsibility of the Town and/or its assessor to review the converted data for accuracy and update manually as needed.

Phase II – Manual Data Review and Scrub

The second phase of data conversion involves manually reviewing and updating each parcel in the digitally converted database generated as part of Phase I, verifying that the digitally converted factors and values are correct, in addition to manually inputting any missing attributes (identified above) that could not be digitally converted. This process typically involves comparing each parcel in the new Avitar Assessing database with the corresponding assessment card generated by the legacy system. This process is labor intensive and generally takes several minutes per parcel. Additionally, the Town's assessor should expect to spend considerable time configuring and adjusting cost parameters in Avitar Assessing to generate accurate parcel assessments.

Phase II of the data conversion is outside of the scope of this Software Agreement and is not included in the cost of the software purchase. If the Town and/or its assessor does not have the available resources to undertake this phase of the data conversion itself, Avitar can provide the Town with separate pricing options for Avitar to perform this phase of the data conversion.

Note that, due to differences between the attributes, factors, and valuation methodologies between the Town's legacy assessing system and Avitar Assessing, even following a thorough manual review and scrub of parcel data during Phase II it can be extraordinarily difficult, if not impossible, to generate assessments in Avitar Assessing for each parcel that are identical to those calculated in the legacy system.

Phase III – Implementation of Avitar System Values

The final phase of the data conversion involves implementation and acceptance of the parcel values calculated for each parcel by Avitar Assessing. Once this phase is complete, all features and functions of the Avitar Assessing system will be available.

Summary

Due to the time, effort, and impacts of the data conversion phases summarized above, the optimum time to convert from a legacy assessing system to Avitar Assessing is immediately prior to or in conjunction with a town-wide revaluation or update, a time at which parcel attributes and factors are being reviewed and updated, such that any differences between the methodologies of the Town's legacy assessing system and Avitar Assessing are not relevant given that new assessments are being calculated for each parcel.

Installation

Each Avitar system is a client/server application -- the database resides on a single server computer configured with the Microsoft SQL Server/SQL Server Express database platform, and the client application is installed on each workstation computer on which the system is to be operated. During the initial deployment, Avitar will install and configure the Microsoft SQL Server/SQL Server Express database platform on the Town's server computer, and will install and configure the client application on up to four workstation computers. If installation of additional workstations is required during installation, there will be an additional \$250 charge per workstation.

Avitar does not provide any computers, computer hardware, or peripherals as part of this agreement. It is assumed the Town computers on which the software is to be installed are initially (and will continue to be in the future) up to date with current standards for system hardware and operating system requirements. Avitar's application operates on standard workstation computers running Windows 7/8/10 and server computers running Windows Server 2003/2008/2012/2016. It is also assumed that the existing Town computers will be configured and networked by the Town or its network administrator prior to the installation of the software.

If Avitar has to return to the Town at a later date to install the client application on one or more workstation computers, there will be a \$500 charge, plus travel expenses. Alternatively, Avitar can generally provide the Town with an installation program that Town personnel can use to install the client application on additional workstation computers. Avitar will provide phone support to assist the Town with the client application installation as part of the standard support agreement at no additional charge.

Because of the complexity required in installing and properly configuring the Microsoft SQL Server/SQL Server Express database platform, replacement or reinstallation of the Town's server computer after the initial deployment must be performed by Avitar. There is a \$500 charge, plus travel expenses, for reinstalling the Microsoft SQL Server/SQL Server Express database platform. Alternatively, Avitar can coordinate with the Town's computer specialists and/or assist remotely with the installation and configuration as part of the standard support agreement at no additional charge.

The software is provided to the Town on a per-site basis, which grants to the Town as an organization a non-transferable right to use the software. Under this agreement, the Town cannot provide or redistribute the software, the database server application, or any software updates in any way to any additional third party companies, enterprises, or organizations, regardless of any existing agreements the Town may have.

Training

Avitar will train Town personnel in the use of all software functions on site as part of the initial Software Agreement. This training will either be provided at the time of installation or at a mutually convenient time shortly after the installation of the software. Ideally, training should be done during a time when the department is closed to the public for maximum efficiency and a superior learning atmosphere. Support does not include training of new personnel after the initial installation period.

Assessing Internet Kiosk Data Availability

Avitar makes copies of assessment data available, in various configurations, on Avitar's Assessing Internet Kiosk. The Assessing Internet Kiosk web site provides a service to online users who, whether or not they wish to purchase a subscription, have the ability to quickly access either limited or complete information from communities throughout the State of New Hampshire. Additionally, the Assessing Internet Kiosk web site provides a service to Avitar's client communities that are able to reduce the number of phone calls and visits to the Town Hall by those seeking to review assessment information.

Under the Limited Configuration included as part of this Software Agreement, limited assessment information (i.e. parcel owner name; parcel location; parcel acreage; building, land, feature, and total assessment) is available to all online users who access the web site using a guest login. Complete assessment information (i.e. detailed assessment card information) is available to online users who wish to purchase a subscription from Avitar.

If the Town wishes to have their complete assessment data available to all online users, regardless of whether or not individual online users have purchased a subscription, can elect to provide this level of access at an additional cost under the Expanded Configuration.

If the Town does not wish to have its assessment data available online in any capacity it should contact Avitar.

Continuing Software Support

Avitar develops and supports all software in-house and has a software staff of eight; four members of the software team are developers and four members are software/technical support representatives, two of whom are former or current New Hampshire tax collectors/town clerks with more than 20 years of combined experience. Avitar takes great pride in its reputation for unparalleled software support.

The initial purchase agreement includes Software Support until the end of the first calendar year (i.e. typically December 31st but this can be adjusted to July 1st for municipalities with a July/June fiscal year). Thereafter, support is provided under a yearly support agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time.

Avitar's Software Support includes unlimited telephone and remote support, free access to all our user seminars and newsletters, and all software updates. Software updates are delivered to the Town electronically. The update process consists of running a file and following the basic on-screen instructions. Town personnel or IT staff designated by the Town will be expected to update the Town's systems. Software updates are typically provided several times each year, depending on new features that may be added or updates that are necessitated by changing requirements. On site support is provided at our discretion, as warranted by the type of problem encountered. Continuing support does not include the training of new Town personnel by Avitar after initial installation.

The software is provided to the Town as is. During the time period covered by any subsequent Software Support & Maintenance agreements, Avitar will make every reasonable effort to insure that the software continues to operate in its intended manner. While continuing support is not mandatory, it is highly recommended in order to keep the software up to date with New Hampshire law and new features. After the software is purchased, it will continue to operate as originally designed, whether continuing support is purchased or not. In the event the Town elects to operate the software without ongoing software support (as provided by Avitar ongoing software support and maintenance agreements), Avitar does not and cannot warrant the performance or results the Town may obtain by using the software or documentation.

Avitar is not obligated under the Town's software license or support agreement to provide third party vendors with database diagrams, field definitions, or other business logic and assistance for the purposes of integrating their products with Avitar's system data. Avitar makes no endorsement or warranty and accepts no liability for the performance or results of the products or services which third party vendors may promote and market as providing integration with Avitar's software systems, except in such instances when Avitar expressly promotes and markets these products or services in conjunction with the third party.

An updated version of [Avitar's Software Support and Maintenance Agreement](#), indicating systems and services included under software support, can be found on Avitar's website.

Estimate of Software Support in Subsequent Years

This Purchase and Installation Agreement includes Software Support through 12/31/2021. Prospective clients are typically interested in expected software support costs for subsequent years not covered by this agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time. An estimate of future Software Support costs is included below for comparison. The Software Support cost estimated here is based on prices for calendar year 2021:

Assessing System Software Support	\$3,010
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Note, however, this is only for comparison. As Software Support is included under this agreement until the end of the first calendar year, the first year for which the Town would need to separately purchase software support would be 2022. It is reasonable to expect a nominal increase of two to five percent per year in the intervening years.

Additional Details and Options

The Avitar Assessing application provides several standard methods and/or data exports which can be generated by the application itself to provide data in various formats for use with other applications.

Third Party Tax Collect Integration

The vast majority of municipalities utilize Avitar Assessing in conjunction with Avitar Tax Collect. In this configuration, Avitar Assessing generates the property tax warrant and, once finalized in Assessing, tax bills for each parcel on the warrant are then imported into Avitar Tax Collect for billing, collections, liening, deeding, etc.

If the Town wishes to instead use Avitar Assessing in conjunction with another vendor's municipal tax collect software, Avitar Assessing has several mechanisms that Avitar may be able to configure to export parcel assessment, taxable status, owner, exemption, and credit information which can subsequently be used by third-party applications in order to calculate property tax warrants. In this case the Town should contact Avitar to review feasibility, specifications, requirements, and additional costs (if any) of the desired export process. Avitar makes no endorsement or warranty and accepts no liability for the performance or results of the products or services which third party vendors may promote and market as providing integration with Avitar's Assessing system, except in such instances when Avitar expressly promotes and markets these products or services in conjunction with the third party.

Assessment Card Individual PDF Export

Avitar Assessing's GIS Export provides dBase files that can be linked to Geographic Information Systems (GIS) for analysis of assessment data in relation to spatial databases. There are a number of configurations that can be selected that provide more or less detail, but essentially the export rolls up system data, providing translations where needed to provide English/readable descriptions of system attributes (as opposed to internal relational values) and provides a single record for each parcel with a summary of assessment values and descriptions. Several third party vendors utilize this format to integrate Avitar Assessing data with their products and services.

Additionally, Avitar Assessing allows the user to export to individual JPG files in which the name of the resulting file corresponds to the twenty character Parcel ID (PID) of the parcel. Several third party vendors utilize this format to integrate Avitar Assessing image data with their products and services.

If the above options for exporting system data for use with third party vendor products and services do not sufficiently address the Town's goals for data integration, Avitar developed an optional function within Avitar Assessing which Avitar can enable if the Town wishes to be able to export their Assessment Cards to individual PDF files. Using this functionality, individual PDF files can be generated for each Assessment Card for which the file name corresponds to the twenty character unique system PID in a user designated folder. From there, the individual PDFs can be provided to a third party vendor for integration with whatever product or service they have provided.

Avitar developed this capability in response to requests from several client municipalities and/or third party vendors in order to present more complete assessment data online using a third party vendor product or service. This method is preferable other possible methods of exporting raw system data in that the presentation of the system data within the PDF conforms to Avitar's native format and labels, avoiding any issues and potential pitfalls associated with interpretation or mislabeling. As Avitar adds new data attributes to the system in the future they will be accurately included on the Assessment Card and thereby included in the PDF file, again avoiding the need to document any and all future changes to system data that might be exported to other file formats for third party vendors or other data consumers.

Pricing for the optional Assessment Card Individual PDF Export feature is outlined below in the Cost Summary. Note again, that this feature is optional.

Associated External Documents and File Manifest

Recently, several municipalities converting to Avitar have sought to preserve existing functionality within their legacy assessing system that enables them to both associate external documents with individual parcels and to periodically export a file manifest identifying the file names, locations, and associated parcel identifier. This exported file manifest is then used by Cartographic Associates to upload the necessary external files to the town's online mapping portal. Avitar has reviewed the existing third-party functionality that provides the following:

- A method by which PDF documents and JPG images, located externally on the municipality's network, can be associated with individual parcels.
- A method by which PDF documents and JPG images associated with parcels can, when attached, be categorized as Deed, Associated Document, etc.
- A method by which, upon associating a PDF document or JPG image with a parcel, the file is copied to a designated shared location on the municipality's network such that the system is able to maintain a record of the file's location so the associated PDF document or JPG image can be opened by users on other workstations from within the assessing system.
- A method by which a file manifest can be periodically generated and exported by a system user indicating the parcel ID, category (e.g. Deed, Document, etc.), and physical location of every external file associated with a parcel. This manifest file can then be utilized by other vendors in order to determine any files to be uploaded to third party online services.

Avitar has begun new development and modification of existing Panoramic Database features within the Avitar Assessing system that will provide similar capabilities. This additional system functionality can also be provided as an additional option during the implementation of Avitar Assessing.

If the Town elects to purchase this option, Avitar will provide similar functionality in order for the Town to continue utilizing a process similar, if not identical, to its current process. This functionality has the following characteristics:

- The existing Avitar Panoramic Database feature will allow default storage of identified files externally in a shared network location (versus internally in the database as is the default configuration) which will allow the Town to essentially inherit all existing associated files without requiring anyone to insert several gigabytes of files into the Panoramic Database on the appropriate parcels.
- The Panoramic Database object model will include an additional attribute with which the user can indicate the category of the associated file (e.g. deed, variance, etc.). This is in addition to the other Panoramic Database file tile, description, and visibility attributes. Any files designated as non-public are not included in the export file described below.
- An export function will produce essentially the same manifest file format the Town is currently producing that indicates parcel ID, file name and location, and category that the Town's vendor can use to upload necessary files. Note that this process could possibly require changes on behalf of the vendor (e.g. parcel identifier, etc.).
- A user at the Town will be able to periodically generate the manifest file and provide it to the Town's vendor for upload to the web site.
- Any PDF documents and JPG images associated under this method will also be available for viewing locally.

The functionality assumes the following requirements:

- The Town or its vendor can provide Avitar with a file with which Avitar can initially populate Avitar's database indicating the file, category, and file location for all PDF documents and JPG images already associated with parcels.

Pricing for the optional Associated External Documents and File Manifest feature is outlined below in the Cost Summary. Note again, that this feature is optional.

Guarantee

Avitar guarantees the Town's complete satisfaction of the software and its functionality for one year from the date of installation. In the event the Town is not satisfied, Avitar will refund the full purchase price, less ten percent to cover the costs of installation, training, and removal.

Cost Summary

The purchase price for the Avitar Assessing System described above, including installation, training, and software support through 12/31/2021, is computed as follows:

Assessing System	\$10,900
Phase I Automated Digital Conversion (<i>detailed in Data Conversion</i>)	Included
Assessing Internet Kiosk – Limited Configuration	Included
<hr/>	
Total:	\$10,900

Please use the corresponding check box to indicate any optional features the Town wishes to include:

- | | |
|---|---------|
| <input type="checkbox"/> Assessment Card Individual PDF Export (One time charge) | \$1,130 |
| <input type="checkbox"/> Associated External Documents & File Manifest Option (One time charge) | \$1,000 |
| <input type="checkbox"/> Assessing Internet Kiosk – Expanded Configuration (Annual charge) | \$2,245 |

Price is valid for 120 days.

Execution

The undersigned hereby agree to the terms outlined in this Software Agreement.

Avitar Associates of New England, Inc.

Josh Arend, Director -- Software Operations

Date

Town of Henniker

Authorized Representative Signature

Date

Authorized Representative Name (Please Print)

Title



Avitar Associates of New England, Inc.
Municipal Services Company

Software Purchase & Installation Agreement

for the

Avitar Building Permits System

with

The Town of Henniker

January 28, 2021

Avitar Associates of New England, Inc.
150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
www.avitarassociates.com

Objective:

This Software Agreement between Avitar Associates of New England, Inc. (Avitar) and the Town of Henniker, New Hampshire (the Town) outlines the terms covering the installation of Avitar's Building Permits application (the software) in addition to the training of Town staff on the proper procedures and use of the software to maximize its value to the Town.

Software To Be Installed:

Avitar Building Permits System

The Avitar Building Permits system is designed to help municipalities maintain and organize building permits. Tightly integrated with the Avitar Assessing system, Building Permits allows users in the Building or Code Enforcement Department to easily issue, track, and maintain permits and inspections. The system has the following features:

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Server Express database platform.
- Simple data access to locate parcels by map and lot, owner name, or parcel address.
- Intuitive tabbed interface, so all information can be quickly displayed.
- Simple to use, point and click editing from attribute drop down boxes.
- Tightly integrated with Avitar Assessing so there is no need to re-enter map and lot, owner, or parcel information.
- Updates to assessing parcels appear automatically in Building Permits.
- Project, Permit, and Inspections are visible within Avitar Assessing.
- Ability to issue and track permits, inspections, photos, and associated documents.
- Associated document can be stored in the database or externally on the network.
- Totally customizable list of permits and inspections.
- Ability to customize printed output for each type of permit.
- Simple to use Project Wizard allows the user to choose the types of permits and inspections that are required for each default project type.
- Contractor Wizard maintains information for frequently used contractors.
- Can maintain detailed water and septic information for each parcel.
- Actions tab allows maintenance of customizable history of events like notices of decision, variances, and citations issued for a parcel, including storage of PDF documents.
- Customizable parcel attributes to indicate factors like wetlands, shoreline protection, conservation easements, or historical districts.
- GIS map display to locate parcels on a map, as well as create abutters lists and thematic maps. (Municipality provides the digital shape files.)
- Panoramic Database option for associating PDF documents and JPG images with parcels and sharing across other Avitar applications.
- Integrated Crystal Reports components for reporting functions, allowing the user to produce dozens of standard reports for a single day or date range that can be exported to any of a number of standard file formats, including Microsoft Word, Microsoft Excel, and Adobe PDF.

Data Conversion:

Depending on how the Town is currently maintaining permit and inspection information, Avitar can typically, as part of this Software Agreement, provide the data conversion services necessary to import corresponding data from the Town's current legacy permit and inspection system into a format suitable for inclusion within the Avitar Building Permits system database. Any conversion is predicated on the Town being able to provide Avitar with existing data in a digital format that in some level can be tied back to the parcel identifier used in Assessing.

As part of any data conversion, legacy permit and inspection data can also be related back to any limited permit information that the Town may have been maintaining within the Avitar Assessing database, if available. Subsequently, Avitar will generate the requisite project records framework within the Avitar Building Permits database necessary to implement the converted records within the Avitar Building Permits native object structure.

This legacy data conversion will address and convert the following data objects and attributes, where possible. Note that the following summaries are intended to be illustrative and not necessarily comprehensive or absolute.

Legacy Permit Attributes:

- Parcel Identifier
- Permit Type
- Permit Number
- Permit Status
- Permit Date
- Permit Expiration Date
- Applicant Name
- Contractor Name/License Number/Company/Phone
- Estimated Cost
- Permit Fee
- Permit Notes

Legacy Inspection Attributes:

- Parcel Identifier
- Inspection Type
- Inspection Number
- Inspection Status
- Inspection Date
- Inspection Fee
- Inspection Notes

It is worth noting that a successful data conversion should not be interpreted to mean a 100% conversion of *all* legacy data. For example, if the legacy system maintained attributes such as a unique correspondence history or narrative for each parcel there may simply not be suitable table or field locations within the Avitar Building Permits system database in which to maintain the ancillary data. The legacy data conversion may not include the conversion of all of the historical data for transactions previously collected in the Municipality's legacy permit and inspection system. Depending on the data provided it may not be practical to convert data that is older than three to five years. Nonetheless, it is Avitar's experience throughout its numerous data conversions that sufficient data can be converted for a satisfactory data migration of historical transactions to the Avitar Building Permits system.

Installation:

Each Avitar system is a client/server application -- the data resides on a single server computer configured with the Microsoft SQL Server/SQL Server Express database platform, and the client application is installed on each workstation computer on which the system is to be operated. During the initial deployment, Avitar will install and configure the Microsoft SQL Server/SQL Server Express database platform on the Town's server computer, and will install and configure the client application on up to four workstation computers. If installation of additional workstations is required during installation, there will be an additional \$250 charge per workstation.

Avitar does not provide any computers, computer hardware, or peripherals as part of this agreement. It is assumed the Town computers on which the software is to be installed are initially (and will continue to be in the future) up to date with current standards for system hardware and operating system requirements. Avitar's application operates on standard workstation computers running Windows 7/8/10 and server computers running Windows Server 2003/2008/2012/2016. It is also assumed that the existing Town computers will be configured and networked by the Town or its network administrator prior to the installation of the software.

If Avitar has to return to the Town at a later date to install the client application on one or more workstation computers, there will be a \$500 charge, plus travel expenses. Alternatively, Avitar can generally provide the Town with an installation program that Town personnel can use to install the client application on additional workstation computers. Avitar will provide phone support to assist the Town with the client application installation as part of the standard support agreement at no additional charge.

Because of the complexity required in installing and properly configuring the Microsoft SQL Server/SQL Server Express database platform, replacement or reinstallation of the Town's server computer after the initial deployment must be performed by Avitar. There is a \$500 charge, plus travel expenses, for reinstalling the Microsoft SQL Server/SQL Server Express database platform. Alternatively, Avitar can coordinate with the Town's computer specialists and/or assist remotely with the installation and configuration as part of the standard support agreement at no additional charge.

The software is provided to the Town on a per-site basis, which grants to the Town as an organization a non-transferable right to use the software. Under this agreement, the Town cannot provide or redistribute the software, the database, the database server application, or any software updates in any way to any additional third party companies, enterprises, or organizations, regardless of any existing agreements the Town may have.

Training:

Avitar will train Town personnel in the use of all system functions on site as part of the initial Software Agreement. This training will either be provided at the time of installation or at a mutually convenient time shortly after the installation of the application. Ideally, training should be done during a time when the Town is closed to the public for maximum efficiency and a superior learning atmosphere. Support does not include training of new personnel after the initial installation period.

Continuing Software Support:

Avitar develops and supports all software in-house and has a software staff of eight; four members of the software team are developers and four members are software/technical support representatives. Avitar takes great pride in its reputation for unparalleled software support.

The initial purchase agreement includes Software Support until the end of the first calendar year (i.e. typically December 31st but this can be adjusted to July 1st for municipalities with a July/June fiscal year). Thereafter, support is provided under a yearly support agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time.

Avitar's Software Support includes unlimited telephone and remote support, free access to all our user seminars and newsletters, and all software updates. Software updates are delivered to the Town electronically. The update process consists of running the update on each computer and following the basic on-screen instructions. Software updates are typically provided several times each year, depending on new features that may be added or updates that are necessitated by changing requirements. On site support is provided at our discretion, as warranted by the type of problem encountered. Continuing support does not include the training of new Town personnel by Avitar after initial installation.

The software is provided to the Town as is. During the time period covered by any subsequent Software Support & Maintenance agreements, Avitar will make every reasonable effort to insure that the software continues to operate in its intended manner. While continuing support is not mandatory, it is highly recommended in order to keep the software up to date with New Hampshire law and new features. After the software is purchased, it will continue to operate as originally designed, whether continuing support is purchased or not. In the event the Town elects to operate the software without ongoing software support (as provided by Avitar ongoing software support and maintenance agreements), Avitar does not and cannot warrant the performance or results the Town may obtain by using the software or documentation.

Avitar is not obligated under the Town's software license or support agreement to provide third party vendors with database diagrams, field definitions, or other business logic and assistance for the purposes of integrating their products with Avitar's system data. Avitar makes no endorsement or warranty and accepts no liability for the performance or results of the products or services which third party vendors may promote and market as providing integration with Avitar's software systems, except in such instances when Avitar expressly promotes and markets these products or services in conjunction with the third party.

An updated version of Avitar's Software Support and Maintenance Agreement, indicating systems and services included under software support, can be found on Avitar's website.

Estimate of Software Support in Subsequent Years

This Purchase and Installation Agreement includes Software Support through 12/31/2021. Prospective clients are typically interested in expected software support costs for subsequent years not covered by this agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time. An estimate of future Software Support costs is included below for comparison. The Software Support cost estimated here is based on prices for calendar year 2021:

Building Permits Software Support	\$1,435
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Note, however, this is only for comparison. As Software Support is included under this agreement until the end of the first calendar year, the first year for which the Town would need to separately purchase software support would be 2022. It is reasonable to expect a nominal increase of two to five percent per year in the intervening years.

Guarantee:

Avitar guarantees the Town’s complete satisfaction of the software and its functionality for one year from the date of installation. In the event the Town is not satisfied, Avitar will refund the full purchase price, less ten percent to cover the costs of installation, training, and removal.

Cost Summary:

The purchase price for the Avitar Building Permits is computed, including software support through 12/31/2021, as follows. The price includes conversion, installation, and training:

Avitar Building Permits	\$5,900
<hr/>	
Total:	\$5,900

- Price is valid for 120 days.
- After 12/31/2021 Software Support to be billed annually.

Execution:

The undersigned hereby agree to the terms outlined in this Software Agreement.

Avitar Associates of New England, Inc.

Josh Arend, Director – Software Operations

Date

Town of Henniker

Authorized Representative Signature

Date

Authorized Representative Name (Please Print)

Title



Avitar Associates of New England, Inc.

Municipal Services Company

Software Purchase & Installation Agreement

for the

**Tax Collect Internet Kiosk
with Cloud Pay by Invoice Cloud
and PDF Invoice/Paperless Notification Option**

for

The Town of Henniker

January 28, 2021

Avitar Associates of New England, Inc.
150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
www.avitarassociates.com

Objective:

This Software Agreement between Avitar Associates of New England, Inc. (Avitar) and the Town of Henniker, New Hampshire (the Town) outlines the terms covering the deployment of Avitar's Tax Collect Internet Kiosk (the software, the Kiosk, and/or the web site) in addition to the training of Municipal staff on the proper procedures and use of the software to maximize its value to the Town.

Software To Be Deployed:

The Avitar Tax Collect Internet Kiosk allows Tax Collectors to easily make the invoice and transactional information maintained in the Avitar Tax Collect system available on the Internet. The Kiosk enables taxpayers, mortgagees, banks, and title companies to view tax information at any time of day without having to contact the Tax Collector. The Town has three configuration options if it wishes to utilize Avitar's Tax Collect Internet Kiosk in conjunction with the Avitar Tax Collect system:

- **Limited:** Invoice summary and balance only.
- **Expanded:** Invoice summary and balance, online payment capability.
- **Comprehensive:** Invoice summary and balance, online payment capability, downloadable PDF invoices, and paperless notification.

The features and benefits for each configuration option are described below.

Limited Tax Collect Internet Kiosk Configuration

The Limited Tax Collect Internet Kiosk allows Tax Collectors to easily make their invoice and transactional records available on the Internet. However, it does not allow taxpayers to make online payments or access downloadable invoices or receive paperless notifications. The Limited Tax Collect Internet Kiosk has the following features:

- Information is posted directly to the Internet by the Tax Collector from within the Avitar Tax Collect program. Information can be posted daily during tax season or more infrequently at other times of year, using a simple export similar to the process of exporting information for Real Estate Tax Services.
- Internet users can access tax information by Map and Lot (PID), Owner Name, Parcel Address, or Invoice Number.
- Once an owner or parcel is selected, a list of all recent invoices is displayed, showing type of invoice, due date, bill amount, and outstanding due amount. (No taxpayer mailing address information is provided.)
- The Tax Collector can choose to suppress information for individual parcels from appearing on the Kiosk in the case of, for example, police officers or taxpayers with protective orders.
- Internet users can change the Interest Date to determine the proper payment amount for future payments.
- For any individual invoice, the Internet user can click the "Transactions" or "Assessments" links to access additional information about the specific tax bill, including any transactions that have been made on that invoice (such as payments, abatements, or penalties) or the assessment at the time of billing (property taxes only). Note that the Town can elect to suppress assessment information.
- The Tax Collect Internet Kiosk is hosted on Avitar's web server so there is no configuration or maintenance that must be provided by the Town. Avitar provides the Town with a unique URL link (for example, "http://yourtown.nhtaxkiosk.com") that the Town can place as a link on its own web site, include on tax bills, or publish in newsletters or newspapers.
- Certain elements of the web site can be customized for the Town, showing specific contact information, office hours, or municipal seal images.
- Internet users access the Tax Kiosk directly and anonymously, without the need to purchase a subscription, provide a PIN, or obtain a username or login.

Expanded Tax Collect Internet Kiosk Configuration with Cloud Pay by Invoice Cloud

The Expanded Tax Collect Internet Kiosk with Payment Option includes all of the functionality described above in the limited deployment but adds the ability for the Town to accept online payments. Avitar and Invoice Cloud have partnered to provide seamless integration between Avitar's Tax Collect Internet Kiosk and Invoice Cloud's Cloud Pay, allowing Internet users to make tax payments to the Town with credit cards (including Visa, Discover, American Express, and MasterCard) or electronic checks. This is accomplished by first gathering invoice and payment amount information on Avitar's Tax Collect Internet Kiosk site and then submitting that information to a secure web site maintained by Invoice Cloud where the transaction is completed.

When implementing Cloud Pay, all financial information will be collected and processed by Invoice Cloud. Avitar emails a notification of payment to the Tax Collector and the Collector can log in to the Kiosk site for daily transaction reports. Invoice Cloud electronically deposits the payments in the designated Municipal bank account once the transactions have been processed. This typically takes two days. Using the reports and payment files available to the Collector on the www.nhtaxkiosk.com web site, the Tax Collector can then process Internet payments within the actual Tax Collect system.

Invoice Cloud acts in the capacity of merchant and is a necessary intermediary in transaction processing. Invoice Cloud validates card numbers and expiration dates, obtains authorization from the card issuers, and issues confirmation numbers to taxpayers at the end of the payment transaction. If the Town wishes to learn more about Invoice Cloud it should review the company's web site at www.invoicecloud.com.

In order to utilize this payment functionality, the Town will sign an agreement with Invoice Cloud. Avitar will facilitate this agreement but is not a party to the agreement. Municipalities wishing to process payments via the Avitar Tax Collect Internet Kiosk also agree to the following:

- Avitar collects and maintains only the information that is necessary to record the accounts that were paid and by whom (name, invoice number, amount paid, email address, phone number). At no point during the process will either Avitar or the Town be in possession of taxpayers' electronic check or debit/credit card information. As such, Avitar is not responsible for the protection of taxpayers' sensitive electronic check or debit/credit card information.
- To protect taxpayers' privacy, Avitar will not disclose any of the information about transactions (name, invoice number, amount paid, email address, phone number) to any person or entity, other than as may be necessary for the Town and/or Invoice Cloud to process and/or resolve payments.
- Taxpayers will be charged a service fee by Invoice Cloud to cover the cost of processing the payment transaction. The amount of the fee will depend on the method of payment (a flat fee for electronic check payments and a percentage based fee for credit and debit card payments). Neither Avitar nor the Town can pay or reimburse any service fee to taxpayers in the event a payment is made in error.
- Taxpayers will be informed of the service fee amount before the payment is authorized. This fee is in addition to any charges, such as interest, that may be assessed by the taxpayers' banks or credit card issuers. Taxpayers must agree to the terms and conditions of the payment including acceptance of the convenience fee before the transaction is completed.
- The Tax Collector (or other municipal representative) is responsible for processing any payments within the Avitar Tax Collect program once payment is received and the Tax Collector has been notified by Avitar and Invoice Cloud.
- It is the Town's responsibility to accurately maintain the information on the Kiosk web site. Avitar makes no warranties concerning the accuracy of information, data, or any other electronic mediums associated with the web site, and Avitar assumes no responsibility or liability for any inaccuracies, errors or failures resulting from use of the web site.

Costs to Online Taxpayers When Using Cloud Pay:

Invoice Cloud will collect and retain online payment service fees paid by the customer and is responsible for the cost of the online payment transactions. **The fees listed below are typical service fees but are subject to change by Invoice Cloud should the Town's expected transaction volume be considerably lower than average.** The Town will be notified of any service fee changes prior to implementation.

Visa, MasterCard, AMEX, and Discover credit and debit cards	2.95%
ACH/Electronic Check	\$0.95

Invoice Cloud Point of Sale (POS) Over the Counter (OTC) Credit/Debit Card Devices:

Invoice Cloud provides multiple point of sale (POS) solutions, with different options and costs, for accepting over the counter (OTC) credit/debit card payments at the Town Office, for customers who wish to complete transactions in person using a credit/debit card. If the Town is interested in utilizing POS devices to offer OTC credit/debit card payments, the Town should contact Invoice Cloud directly for device options and costs. The Avitar Tax Collect system can be configured to process OTC credit/debit payments, passing transaction amount and invoice type to Invoice Cloud, via an internet browser session, for card swipe and authorization.

Comprehensive Tax Collect Internet Kiosk Configuration

In addition to the Expanded Tax Kiosk features, the Comprehensive Tax Kiosk configuration provides the following features:

PDF Invoice Features:

- The Tax Collector is able to provide printable and downloadable PDF Invoices for all types of bills on the Tax Kiosk, regardless of whether or not the Internet user has elected to opt-in for Paperless Notification (described below) and whether or not the Internet user is paying a bill online.
- Internet users can access copies of original tax bills, as they were originally printed, for up to 24 months after the original due date of the bill.
- The Tax Collector will generate PDF Invoices within the Tax Collect application using an export option available within the traditional Print Tax Bills process. The PDF Invoices will first be exported by the system to the Tax Collector's computer. Once the process is complete the Tax Collector will use a new Upload PDFs tab within the Upload Data to Kiosk function to transfer the PDF Invoices to the Tax Kiosk.
- PDF Invoices will be available for tax bills created after the Town enables the PDF Invoice/Paperless Notification option.
- When a PDF Invoice exists, the Internet user will see a "View Bill PDF" button on the traditional Tax Kiosk invoice display indicating that an electronic copy of the bill's original invoice is available. Users can elect to view or print the PDF as necessary.

Paperless Notification Features:

- When a taxpayer chooses to make a payment on the Tax Kiosk, prior to submitting the shopping cart to Invoice Cloud for payment, Avitar will ask the payer if they wish to opt-in to receive notice of future tax bill invoices electronically rather than by mail.
- Payers that opt-in to receive Paperless Notification of future tax bill invoices electronically will be prompted to enter a valid email address. The Tax Kiosk will email the payer at the email address provided to verify that the email address is valid and to confirm the payer indeed wishes to opt-in for future Paperless Notification. The payer will be enrolled in Paperless Notification for the parcel(s) selected only after the payer clicks the Confirm link in the confirmation email.
- There is no method at this time for Internet users to opt-in for Paperless Notification without first choosing to make an online payment. However, if the Tax Collector wishes to provide the service to taxpayers that do not wish to make an online payment using the Tax Kiosk, the Tax Collector, from within the Tax Collect system, can initiate the opt-in confirmation email process by selecting the parcel and entering an email address.
- When printing tax bills within the Tax Collect system, traditional paper invoices will not be generated for parcels on which the taxpayer has opted-in for Paperless Notification.
- After the Tax Collector uploads PDF Invoices for a selected tax warrant, taxpayers who have opted-in for Paperless Notification will receive at least one, but up to three, emails alerting them that their bill is available online.
- The first email is sent automatically by the Tax Kiosk to all Paperless Notification enrollees shortly after the Tax Collector has uploaded PDF Invoices to the Tax Kiosk.
- A second email is sent automatically by the Tax Kiosk to all Paperless Notification enrollees with an outstanding balance greater than zero approximately fifteen (15) days prior to the due date.
- A third and final email is sent automatically by the Tax Kiosk to all Paperless Notification enrollees with an outstanding balance greater than zero approximately three (3) days prior to the due date.

- The Tax Collector can use the default email text, which includes the notices required by RSA 76:11-a, or can provide the Town's own text. All emails can include an optional town header image.
- The Tax Kiosk will notify the Tax Collector by email each time Paperless Notification emails are sent, indicating how many Paperless Notification emails were sent.
- The Tax Kiosk will email the Tax Collector reminders several days prior to upcoming Paperless Notification email dates so that the Tax Collector can be certain to update transaction information online with the latest payments, ensuring that Paperless Notification emails are not sent erroneously to enrollees who only just recently paid the invoice.
- Each time the Tax Collector imports owner and address changes from Assessing, the Tax Collect program will provide reports of Paperless Notification enrollees who may be affected by ownership changes, similar to the reports for Additional Mailtos and Mortgagees. The Tax Collector can then decide which Paperless Notifications need to once again revert to traditional printed delivery for parcels on which a previous owner may have elected to receive Paperless Notification.

Important Details about the Comprehensive PDF/Paperless Option

It is worth highlighting the following characteristics and requirements that are different when utilizing the Comprehensive Tax Collect Internet Kiosk, versus the Limited or Expanded Kiosk:

- In that the PDF Invoice is a digital copy of the original tax bill, **the PDF Invoice available online will include the taxpayer's full address.** Note, that while the taxpayer's complete address is public information, this is more information than is provided in either the Limited or Expanded Tax Kiosk, in which only the current owner name, billed owner name, and parcel location have been displayed.
- **All visitors to the Tax Kiosk will have the ability to display a PDF of the original tax bill, not just the owners of the individual parcels.** Avitar believes this is a feature, as banks, real estate services, and other interested parties will be able to access the complete information. Furthermore, in so far as the PDF Invoices of tax bills provide information that is contained on the publicly available tax warrant, this ability only represents a change in the ease with which the public can access this information, not a fundamental change to data the Town is making publicly available.
- The Tax Collector has, as part of the Limited and Expanded Tax Kiosk functionality, the ability to suppress information for selected parcels from appearing on the Tax Kiosk. The PDF Invoice/Paperless Notification Option in no way alters this functionality. However, taxpayers who have requested that the Tax Collector suppress their information from the Tax Kiosk will not be able to opt-in for Paperless Notification.
- **PDF Invoices will be available on the Tax Kiosk for all invoices** of the warrant for which PDF Invoices were created, not just for those invoices belonging to taxpayers who have opted-in to receive Paperless Notification (with the exception of invoices on parcels suppressed on the Tax Kiosk). Again, Avitar believes this to be a feature in that even taxpayers who do not opt-in for Paperless Notification may nonetheless wish to be able to reprint an original copy of their tax bill.
- Enrollees who opt-in for Paperless Notification will receive email notifications when a tax bill is available for review on the Tax Kiosk. The email will include the parcel location, invoice number, due amount, due date, and an easily recognizable link which they can follow to view the invoice summary on the Tax Kiosk. It will also explain that they can press the "View Bill PDF" button on the invoice summary page to display a digital copy of their original tax bill. The PDF itself will not be included as an attachment to the notification email.
- The default email notification for Paperless Notification includes "Information To Taxpayer" which closely replicates the information that would be included on the back of a traditional printed tax bill. The Town should review the standard email to determine if they wish to provide additional information in the email.
- Paperless Notification enrollees have the ability, using a link provided in the standard notification email, to opt out of Paperless Notification at any time.
- It is the responsibility of the Tax Collector to generate PDFs at the time when tax bills are printed for mailing.
- It is not possible for the Tax Collector to retroactively produce accurate PDF Invoices for previously existing invoices. The PDF export functional should be used only for new invoices going forward – PDF Invoices for existing invoices cannot be generated retroactively.

- It is the responsibility of the Tax Collector to review the reports provided by the system when owner and address changes are imported from Assessing to determine when a transfer in ownership necessitates that the Tax Collector reverts Paperless Notification for an affected parcel back to traditional mail delivery.
- It is the responsibility of the Tax Collector to upload and maintain current transaction data on the Tax Kiosk to ensure that emails sent for outstanding balances reflect current payment information.
- Subsequent notices to taxpayers, such as notices of delinquent taxes and impending liens and deeds, will still be delivered, regardless of the taxpayer's paperless status, in the traditional printer manner.

Installation:

The installation of the Tax Collect Internet Kiosk consists of the following phases.

1. The first phase of the installation takes place on Avitar's web server, whereby Avitar will create the initial database and web pages necessary for the operation of the web site. Following this, Avitar will provide the Town with several configuration settings that the Town will need to update when the Kiosk Update function program is first run.
2. During the second phase, Avitar will provide the Town with an installation disc to be run on each computer on which the Tax Collect program is installed. This update will install the custom application necessary to export and transfer the Tax Collect data. As a result, a new menu choice will appear on the Utilities menu within the existing Tax Collect program.
3. If the Town wishes to utilize the Kiosk to accept online payments (i.e. as part of the Expanded or Comprehensive configuration option), Avitar will work with the Town and Invoice Cloud to make the necessary configuration changes once the Kiosk site is operational.

Important Notes Regarding Installation:

It is necessary that any computer from which the Tax Collector wishes to update the Tax Collect Kiosk information must have both 1) the Avitar Tax Collect program, and 2) Internet access. The export and upload processes are done seamlessly from within the Tax Collect program, so it is not possible to export the information and then transfer a file to another computer having Internet access.

The Kiosk export function requires that the program's executable file be able to itself access the Internet using File Transfer Protocol (FTP). Depending on the Town's current network and Internet access, this may require that the Town's network administrator modify any existing firewall configuration to allow the export program to access Avitar's web server using FTP. In most cases this will require few, if any, changes. Avitar is available to work with the Town's network administrator, but these modifications are not the responsibility of Avitar.

It is worth emphasizing that the Kiosk export process merely provides a method by which the Tax Collector can essentially publish a copy of the current tax information to Avitar's own web server -- Internet users of the Tax Collect Kiosk will be accessing Avitar's web server and not the Tax Collector's or the Town's computers. In this way, utilizing the Kiosk export process will not make the Tax Collector's computer or Tax Collect data any more or less secure with respect to unauthorized usage than it already may be as a result of having Internet access. Avitar contracts with a nationally recognized provider of managed hosting services, and has never had an issue with unauthorized access to or use of the online data. However, in the unlikely event that some sort of unauthorized access did compromise the online data, it is important to underscore that the Tax Collector's own data on the Town's machine would be unaffected.

Training:

Avitar will train Municipal personnel in the use of all system functions as part of the initial Software Agreement. This training will be provided over the phone, utilizing an interactive, web-based training application that allows Avitar to configure and demonstrate the Kiosk client application on the user's computer over the Internet. As the Kiosk export process is simply an additional feature added to the existing Tax Collect application (as opposed to a completely new program) most users are comfortable using the Kiosk feature in a reasonably short period of time. Installation and training typically take approximately one hour.

Continuing Software Support:

Avitar develops and supports all software in-house and has a software staff of eight; four members of the software team are developers and four members are software/technical support representatives, two of whom are former or current New Hampshire tax collectors/town clerks with more than 20 years of combined experience and two are Certified New Hampshire Assessors with 45 years of combined experience. Avitar takes great pride in its reputation for unparalleled software support.

Cost Summary:

The cost for the Avitar Tax Collect Internet Kiosk system consists of a one-time setup fee and a recurring monthly access fee if the Town wishes to accept online payments. Any recurring monthly and/or annual charges will be based on whether the Town wishes to only present tax information online, whether the Town also wishes to accept online payments via Invoice Cloud's Cloud Pay, and whether the Town wishes to provide PDF Invoice and Paperless Notification options.

Limited Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar)	\$750
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Expanded Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar): \$750	\$750
• Cloud Pay by Invoice Cloud online payment capability	• Monthly Access Fee (Invoice Cloud):	\$50/month

Comprehensive Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar)	\$750
• Cloud Pay by Invoice Cloud online payment capability	• Monthly Access Fee (Invoice Cloud):	\$50/month
• Downloadable PDF Invoices • Paperless notification	• Annual Software Support Cost (Avitar):	\$250

Amount is due upon installation.
Prices are valid for 120 days.

Execution:

The undersigned hereby agree to the terms outlined in this Software Agreement. **Please use the corresponding check box** to indicate how the Town wishes to configure the Tax Collect Internet Tax Kiosk.

Limited Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar)	\$750
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Expanded Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar): \$750	\$750
• Cloud Pay by Invoice Cloud online payment capability	• Monthly Access Fee (Invoice Cloud):	\$50/month

Comprehensive Configuration:

• Invoice summary and balance	• One Time Setup Fee (Avitar)	\$750
• Cloud Pay by Invoice Cloud online payment capability	• Monthly Access Fee (Invoice Cloud):	\$50/month
• Downloadable PDF Invoices • Paperless notification	• Annual Software Support Cost (Avitar):	\$250

Avitar Associates of New England, Inc.

Josh Arend, Director – Software Operations

Date

Town of Henniker

Authorized Representative Signature

Date

Authorized Representative Name (Please Print)

Title



Avitar Associates of New England, Inc.

Municipal Services Company

Software Purchase & Installation Agreement

for the

Avitar Utility Billing System

with

The Town of Henniker

January 28, 2021

Avitar Associates of New England, Inc.
150 Suncook Valley Highway • Chichester, NH 03258 • (603) 798-4419
www.avitarassociates.com

Objective

This Software Agreement between Avitar Associates of New England, Inc. (Avitar) and the Town of Henniker, New Hampshire (the Town) outlines the terms covering the installation of Avitar's Utility Billing application (the software) in addition to the training of Town staff on the proper procedures and use of the software to maximize its value to the Town.

Software To Be Installed

Avitar Utility Billing System

The Avitar Utility Billing system is designed to help municipalities maintain account, usage, and billing information for municipal water and sewer networks. Tightly integrated with the Avitar Assessing and Tax Collect applications, the system has the following features:

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Server Express database platform.
- Simple data access to locate accounts by map and lot, owner name, or parcel address.
- Intuitive tabbed interface, so all information can be quickly displayed.
- Simple to use, point and click editing from attribute drop down boxes.
- Ability to obtain address and owner information from Avitar Assessing so address and ownership changes do not need to be double entered. Accounts can also be disassociated from address changes made to the corresponding record in Assessing in situations where bills are sent to tenants or caretakers.
- Customizable billing rules to work with virtually any type of billing scenario. Rules can be flat rates (with optional unit multipliers) or metered rates based on usage and can reflect minimums or seasonal amounts.
- Additional fees can be associated with individual accounts for additional charges, such as service calls or shuts offs. Fees can be either temporary or recurring.
- Ability to create multiple different meter reading routes to produce reports for manual readings or to integrate with available electronic readers.
- Calculates complete billing warrant and commitment report that can then be exported seamlessly to the Avitar Tax Collect program.
- Bills can be printed either from the Utility Billing program or from Avitar Tax Collect.
- Integrated Crystal Reports components for reporting functions, allowing the user to produce standard reports for a single day or date range that can be exported to any of a number of standard file formats, including Microsoft Word, Microsoft Excel, and Adobe PDF.

Automated Meter Reader Interface Options

The Avitar Utility Billing application has export/import methods for interfacing with several automated meter reading systems. Under these scenarios, the user periodically exports account information out of Avitar Utility Billing and then imports the data into software provided by the meter vendor. Account information is then typically uploaded to portable meter reader devices used in the field. Once meters have been read, readings are offloaded from the device using the software provided by the meter vendor and then imported back into Avitar Utility Billing.

Avitar currently supports interfaces with Badger, Beacon, EJP, Itron, and Neptune. If the Town uses one of these systems, Avitar will confirm that the model/version is consistent with the existing interface. If the Town uses a different system, Avitar will need to evaluate the desired interface to determine feasibility, specifications, and any additional cost. Alternatively meter readings can be entered manually into Utility Billing.

Billing and Collections for Avitar Utility Billing

The Avitar Utility Billing application generates utility warrants and can print utility bills, but it does not have a collections module with which payments are processed. Instead, water and/or sewer bills are imported into Avitar Tax Collect for collections and, if necessary, liening. Avitar Tax Collect generates water and/or sewer bills, processes payments and calculates interest and/or penalties, and maintains outstanding invoices. If the Town does not currently utilize Avitar Tax Collect and/or will not be simultaneously converting to Avitar Tax Collect then Avitar will need to discuss development of additional functionality with which utility bills can be exported to a third-party system.

Data Conversion

This Software Agreement includes digital data conversion from the Town's legacy utility billing application database, provided Avitar has an existing automated digital method for converting data from the Town's legacy utility billing application.

As part of dozens of data conversions over the past decade, Avitar has developed several automated digital methods for converting significant percentages of the account data from selected utility systems used throughout New Hampshire to the Avitar Utility Billing system. The Town should check with Avitar prior to data conversion whether an automated process exists for its legacy system. If Avitar has an automated conversion method for the existing system, Avitar will provide the conversion as part of the purchase and installation. If Avitar does not have an automated process for conversion from the Town's legacy system Avitar will need to evaluate current system data to determine feasibility, specifications, and any additional cost.

However, whether or not an automated conversion is possible, any data conversion may not include the conversion of 100% of account and billing model configurations. However, Avitar will assist with all necessary and remaining configurations. It may be necessary initially for the Town to manually and individually assign some corresponding billing and account characteristics to individual accounts.

Installation

Each Avitar system is a client/server application -- the data resides on a single server computer configured with the Microsoft SQL Server/SQL Server Express database platform, and the client application is installed on each workstation computer on which the system is to be operated. During the initial deployment, Avitar will install and configure the Microsoft SQL Server/SQL Server Express database platform on the Town's server computer, and will install and configure the client application on up to four workstation computers. If installation of additional workstations is required during installation, there will be an additional \$250 charge per workstation.

Avitar does not provide any computers, computer hardware, or peripherals as part of this agreement. It is assumed the Town computers on which the software is to be installed are initially (and will continue to be in the future) up to date with current standards for system hardware and operating system requirements. Avitar's application operates on standard workstation computers running Windows 7/8/10 and server computers running Windows Server 2003/2008/2012/2016. It is also assumed that the existing Town computers will be configured and networked by the Town or its network administrator prior to the installation of the software.

If Avitar has to return to the Town at a later date to install the client application on one or more workstation computers, there will be a \$500 charge, plus travel expenses. Alternatively, Avitar can generally provide the Town with an installation program that Town personnel can use to install the client application on additional workstation computers. Avitar will provide phone support to assist the Town with the client application installation as part of the standard support agreement at no additional charge.

Because of the complexity required in installing and properly configuring the Microsoft SQL Server/SQL Server Express database platform, replacement or reinstallation of the Town's server computer after the initial deployment must be performed by Avitar. There is a \$500 charge, plus travel expenses, for reinstalling the Microsoft SQL Server/SQL Server Express database platform. Alternatively, Avitar can coordinate with the Town's computer specialists and/or assist remotely with the installation and configuration as part of the standard support agreement at no additional charge.

The software is provided to the Town on a per-site basis, which grants to the Town as an organization a non-transferable right to use the software. Under this agreement, the Town cannot provide or redistribute the software, the database server application, or any software updates in any way to any additional third party companies, enterprises, or organizations, regardless of any existing agreements the Town may have.

Training

Avitar will train Town personnel in the use of all system functions on site as part of the initial Software Agreement. This training will either be provided at the time of installation or at a mutually convenient time shortly after the installation of the application. Ideally, training should be done during a time when the Town is closed to the public for maximum efficiency and a superior learning atmosphere. Support does not include training of new personnel after the initial installation period.

Continuing Software Support

Avitar develops and supports all software in-house and has a software staff of eight; four members of the software team are developers and four members are software/technical support representatives. Avitar takes great pride in its reputation for unparalleled software support.

The initial purchase agreement includes Software Support until the end of the first calendar year (i.e. typically December 31st but this can be adjusted to July 1st for municipalities with a July/June fiscal year). Thereafter, support is provided under a yearly support agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time.

Avitar's Software Support includes unlimited telephone and remote support, free access to all our user seminars and newsletters, and all software updates. Software updates are delivered to the Town electronically. The update process consists of running a file and following the basic on-screen instructions. Town personnel or IT staff designated by the Town will be expected to update the Town's systems. Software updates are typically provided several times each year, depending on new features that may be added or updates that are necessitated by changing requirements. On site support is provided at our discretion, as warranted by the type of problem encountered. Continuing support does not include the training of new Town personnel by Avitar after initial installation.

The software is provided to the Town as is. During the time period covered by any subsequent Software Support & Maintenance agreements, Avitar will make every reasonable effort to insure that the software continues to operate in its intended manner. While continuing support is not mandatory, it is highly recommended in order to keep the software up to date with New Hampshire law and new features. After the software is purchased, it will continue to operate as originally designed, whether continuing support is purchased or not. In the event the Town elects to operate the software without ongoing software support (as provided by Avitar ongoing software support and maintenance agreements), Avitar does not and cannot warrant the performance or results the Town may obtain by using the software or documentation.

Avitar is not obligated under the Town's software license or support agreement to provide third party vendors with database diagrams, field definitions, or other business logic and assistance for the purposes of integrating their products with Avitar's system data. Avitar makes no endorsement or warranty and accepts no liability for the performance or results of the products or services which third party vendors may promote and market as providing integration with Avitar's software systems, except in such instances when Avitar expressly promotes and markets these products or services in conjunction with the third party.

An updated version of Avitar's Software Support and Maintenance Agreement, indicating systems and services included under software support, can be found on Avitar's website.

Estimate of Software Support in Subsequent Years

This Purchase and Installation Agreement includes Software Support through 12/31/2021. Prospective clients are typically interested in expected software support costs for subsequent years not covered by this agreement. Avitar computes annual support costs each October and mails support pricing to all clients at that time. An estimate of future Software Support costs is included below for comparison. The Software Support cost estimated here is based on prices for calendar year 2021:

Utility Billing System Software Support	\$1,365
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Note, however, this is only for comparison. As Software Support is included under this agreement until the end of the first calendar year, the first year for which the Town would need to separately purchase software support would be 2022. It is reasonable to expect a nominal increase of two to five percent per year in the intervening years.

Guarantee

Avitar guarantees the Town's complete satisfaction of the software and its functionality for one year from the date of installation. In the event the Town is not satisfied, Avitar will refund the full purchase price, less ten percent to cover the costs of installation, training, and removal.

Cost Summary:

The purchase price for the Avitar Utility Billing system described above including installation, training, and software support through 12/31/2021, is computed as follows:

Avitar Utility Billing	\$4,900
Digital Data Conversion (<i>detailed in Data Conversion</i>)	Included
<hr/>	
Total:	\$4,900

- Price is valid for 120 days.
- After 12/31/2021 Software Support to be billed annually.
- Price does not include Avitar Tax Collect system.

Execution:

The undersigned hereby agree to the terms outlined in this Software Agreement.

Avitar Associates of New England, Inc.

Josh Arend, Director – Software Operations

Date

Town of Henniker

Authorized Representative Signature

Date

Authorized Representative Name (Please Print)

Title



Quoted By: Christine Menard
 Quote Expiration: 6/8/2021
 Quote Name: Town of Henniker-ERP-Munis
 Quote Number: 2020-120408
 Quote Description: Town of Henniker - Munis ERP Full Suite

Sales Quotation For
 Town of Henniker
 18 Depot Hill Rd Ste 1
 Henniker, NH 03242-7368

		One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost Data Conversion
Productivity:				
Munis Analytics & Reporting (SaaS)	1	\$3,322.00	40	\$6,904.00 \$0.00
		Sub-Total:		\$6,904.00 \$0.00
		<u>Less Discount:</u>		<u>\$0.00</u>
		TOTAL:	40	\$6,904.00 \$0.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Accounting/GL	\$12,415.00	88	\$15,112.00	\$5,200.00	\$32,727.00	\$2,235.00
Accounts Payable	\$4,284.00	24	\$4,168.00	\$0.00	\$8,452.00	\$771.00
Budgeting	\$4,284.00	32	\$5,472.00	\$0.00	\$9,756.00	\$771.00
Cash Management	\$2,317.00	16	\$2,736.00	\$0.00	\$5,053.00	\$417.00
Human Capital Management:						
Human Resources & Talent Management	\$8,341.00	88	\$15,112.00	\$0.00	\$23,453.00	\$1,501.00
Payroll w/ESS	\$10,161.00	168	\$28,792.00	\$10,400.00	\$49,353.00	\$1,829.00
Revenue:						
Accounts Receivable	\$3,158.00	32	\$5,472.00	\$0.00	\$8,630.00	\$568.00
CAIMA Bridge	\$2,239.00	8	\$1,432.00	\$0.00	\$3,671.00	\$560.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
General Billing	\$2,254.00	16	\$2,736.00	\$0.00	\$4,990.00	\$406.00
NH Tax Lien	\$3,111.00	24	\$4,168.00	\$0.00	\$7,279.00	\$778.00
Tax Billing	\$11,740.00	64	\$10,944.00	\$16,500.00	\$39,184.00	\$2,935.00
Tyler Cashiering	\$5,076.00	24	\$4,166.00	\$0.00	\$9,244.00	\$914.00
UB Interface	\$1,534.00	16	\$2,736.00	\$0.00	\$4,270.00	\$276.00
Utility Billing CIS	\$7,617.00	88	\$15,112.00	\$16,500.00	\$39,229.00	\$1,371.00
Productivity:						
Tyler ReadyForms Processing (including Common Form Set)	\$6,750.00	0	\$0.00	\$0.00	\$6,750.00	\$1,350.00
Tyler Content Manager SE	\$7,074.00	32	\$5,472.00	\$0.00	\$12,546.00	\$1,273.00

Additional:

Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$4,489.00
Sub-Total:	\$92,355.00		\$123,632.00	\$48,600.00	\$264,587.00	\$22,444.00
Less Discount:	\$9,235.00		\$0.00	\$0.00	\$9,235.00	\$17,955.00
TOTAL:	\$83,120.00	720	\$123,632.00	\$48,600.00	\$255,352.00	\$4,489.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Install Fee - New Server Install-WIN	1	\$5,500.00	\$0.00	\$5,500.00
Project Management	92	\$163.00	\$0.00	\$14,996.00
TOTAL:				\$20,496.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Cash Drawer	1	\$260.00	\$0.00	\$260.00	\$0.00	\$0.00	\$0.00
Hand Held Scanner - Model 1950GSR	1	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00
Hand Held Scanner Stand	1	\$30.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
ID Tech MiniMag USB Reader	1	\$62.00	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00
Printer (TM-S9000)	1	\$1,623.00	\$0.00	\$1,623.00	\$0.00	\$0.00	\$0.00
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$0.00
3rd Party Hardware Sub-Total:			\$0.00	\$4,075.00			\$0.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
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TOTAL: **\$4,075.00** **\$0.00**

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$83,120.00	\$4,489.00
Total SaaS	\$0.00	\$2,990.00
Total Tyler Services	\$199,632.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$4,075.00	\$0.00
Summary Total	\$286,827.00	\$7,479.00
Contract Total	\$294,306.00	

Subject to Approval

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Accounting - Actuals up to 3 years	\$1,000.00	\$0.00	\$1,000.00
Accounting - Budgets up to 3 years	\$1,000.00	\$0.00	\$1,000.00
Accounting Standard COA	\$2,000.00	\$0.00	\$2,000.00
Accounts Payable Standard Master	\$1,200.00	\$0.00	\$1,200.00
Payroll - Accrual Balances	\$1,500.00	\$0.00	\$1,500.00
Payroll - Accumulators up to 5 years	\$1,400.00	\$0.00	\$1,400.00
Payroll - Check History up to 5 years	\$1,200.00	\$0.00	\$1,200.00
Payroll - Deductions	\$1,800.00	\$0.00	\$1,800.00
Payroll - Earning/Deduction Hist up to 5 years	\$2,500.00	\$0.00	\$2,500.00
Payroll - Standard	\$2,000.00	\$0.00	\$2,000.00
Real Estate - Standard up to 10 years	\$12,000.00	\$0.00	\$12,000.00
Real Estate - Tax Sale	\$4,500.00	\$0.00	\$4,500.00
Utility Billing - Assessments	\$1,200.00	\$0.00	\$1,200.00
Utility Billing - Balance Forward AR	\$5,600.00	\$0.00	\$5,600.00
Utility Billing - Consumption History up to 5 years	\$2,000.00	\$0.00	\$2,000.00
Utility Billing - Services	\$3,600.00	\$0.00	\$3,600.00
Utility Billing - Standard	\$4,100.00	\$0.00	\$4,100.00
TOTAL:			\$48,600.00

Optional SaaS

Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Additional:							
Socrata Open Finance	0	\$9,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00
Tyler Detect	0	\$10,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	0	\$19,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Capital Assets	\$4,048.00	16	\$2,736.00	\$2,000.00	\$8,784.00	\$729.00
Project & Grant Accounting	\$3,090.00	16	\$2,736.00	\$0.00	\$5,826.00	\$556.00
Purchasing	\$5,961.00	32	\$5,472.00	\$0.00	\$11,433.00	\$1,073.00
Revenue:						
Central Property File	\$1,244.00	8	\$1,432.00	\$0.00	\$2,676.00	\$311.00
Productivity:						
eProcurement	\$2,575.00	16	\$2,736.00	\$0.00	\$5,311.00	\$464.00
Additional:						
General Billing Std CID - B	\$0.00	0	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Sub-Total:	\$16,918.00		\$15,112.00	\$3,000.00	\$35,030.00	\$3,133.00
<i>Less Discount:</i>	<u>\$596.00</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$596.00</u>	<u>\$1,073.00</u>
TOTAL:	\$16,322.00	88	\$15,112.00	\$3,000.00	\$34,434.00	\$2,060.00

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Install Fee - Socrata Open Finance	1	\$3,200.00	\$0.00	\$3,200.00
Install Fee - Tyler Detect	1	\$1,000.00	\$0.00	\$1,000.00
Source Code Escrow	1	\$1,500.00	\$0.00	\$1,500.00
TOTAL:				\$5,700.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Capital Assets Std Master	\$2,000.00	\$0.00	\$2,000.00
General Billing Std CID	\$1,000.00	\$0.00	\$1,000.00
TOTAL:			\$3,000.00

Optional 3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Pattern Stream Automated Document System	1	\$15,000.00	\$0.00	\$15,000.00	\$3,000.00	\$0.00	\$3,000.00
Pattern Stream Automated Document System - Implementation	40	\$160.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$0.00
<i>3rd Party Software Sub-Total:</i>			\$0.00	\$15,000.00		\$0.00	\$3,000.00
<i>3rd Party Services Sub-Total:</i>			\$0.00	\$6,400.00		\$0.00	\$0.00
TOTAL:				\$21,400.00			\$3,000.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Accounting/GL	\$12,415.00	\$1,242.00	\$11,173.00	\$2,235.00	\$2,235.00	\$0.00
Accounts Payable	\$4,284.00	\$428.00	\$3,856.00	\$771.00	\$771.00	\$0.00
Budgeting	\$4,284.00	\$428.00	\$3,856.00	\$771.00	\$771.00	\$0.00
Cash Management	\$2,317.00	\$232.00	\$2,085.00	\$417.00	\$417.00	\$0.00
Payroll/HR:						
Human Resources & Talent Management	\$8,341.00	\$834.00	\$7,507.00	\$1,501.00	\$1,501.00	\$0.00
Payroll w/ESS	\$10,161.00	\$1,016.00	\$9,145.00	\$1,829.00	\$1,829.00	\$0.00
Revenue:						

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Accounts Receivable	\$3,158.00	\$316.00	\$2,842.00	\$568.00	\$568.00	\$0.00
CAMA Bridge	\$2,239.00	\$224.00	\$2,015.00	\$560.00	\$560.00	\$0.00
General Billing	\$2,254.00	\$225.00	\$2,029.00	\$406.00	\$406.00	\$0.00
NH Tax Lien	\$3,111.00	\$311.00	\$2,800.00	\$778.00	\$778.00	\$0.00
Tax Billing	\$11,740.00	\$1,174.00	\$10,566.00	\$2,935.00	\$2,935.00	\$0.00
Tyler Cashiering	\$5,076.00	\$508.00	\$4,568.00	\$914.00	\$914.00	\$0.00
UB Interface	\$1,534.00	\$153.00	\$1,381.00	\$276.00	\$276.00	\$0.00
Utility Billing CIS	\$7,617.00	\$762.00	\$6,855.00	\$1,371.00	\$1,371.00	\$0.00
Productivity:						
Tyler Content Manager SE	\$7,074.00	\$707.00	\$6,367.00	\$1,273.00	\$1,273.00	\$0.00
Tyler ReadyForms Processing (including Common Form Set)	\$6,750.00	\$675.00	\$6,075.00	\$1,350.00	\$1,350.00	\$0.00
Additional:						
Tyler System Management Services Contract	\$0.00	\$0.00	\$0.00	\$4,489.00	\$0.00	\$4,489.00
TOTAL:	\$92,355.00	\$9,235.00	\$83,120.00	\$22,444.00	\$17,955.00	\$4,489.00

Optional Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Revenue:						
Central Property File	\$1,244.00	\$0.00	\$1,244.00	\$311.00	\$0.00	\$311.00
Productivity:						
eProcurement	\$2,575.00	\$0.00	\$2,575.00	\$464.00	\$0.00	\$464.00
Additional:						
Total:	\$16,918.00	\$596.00	\$16,322.00	\$3,133.00	\$1,073.00	\$2,060.00

Comments

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf, and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

The Tyler Software Product Tyler ReadyForms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks.

Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming are subject to additional fees not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please note that the form solution provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Payroll library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Comments

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1099M, 1099INT, 1099S, and 1099G.

Utility billing library includes: 1 Utility bill, 1 UB receipt, 1 UB delinquent notice, 1 door hanger and 1 final utility bill.

In the event a self-hosted customer opts to enroll as a beneficiary under Tyler's source code escrow agreement, Tyler will provide the paperwork required for enrollment. That self-hosted customer will be billed, on an annual basis, directly by Tyler's escrow agent, and all such fees must be paid directly to that escrow agent. Rates for subsequent years are subject to change at the discretion of Tyler's escrow agent.

Utility Billing CIS includes the Graphing Agent.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

As a new Tyler client, you are entitled to a 30-day trial of the Tyler Detect cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Proposal for Software and Services, Presented to...
Town of Henniker, Merrimack County NH

December 28, 2020

Quoted by: Keegan Nixon



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 5,018 and 565 utility customers. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management

General Ledger .NET	\$4,295
Accounts Payable .NET	\$3,645
Cash Receipting .NET	\$3,645
Miscellaneous Receivables .NET	\$3,645
Purchase Order .NET	\$3,645
Utility Billing .NET	\$2,995

Personnel Management

Payroll .NET	\$4,745
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Subtotal \$26,615

Data Conversions/Database Setup

Convert existing Peachtree data to BS&A format:

General Ledger (COA, Balances and Budget as of specified date via Generic Import, no transactional history)	\$2,100
Accounts Payable (Vendors only via Generic Import, no check or invoice history)	\$1,600

Convert existing CheckMate data to BS&A format:

Payroll (Manual database setup and YTD, no check history)	\$3,560
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Convert existing Vadar data to BS&A format:

Utility Billing	\$4,000
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Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Miscellaneous Receivables (Setup of Billing Items, Penalties)	\$1,500

Subtotal \$14,260

No conversion or database setup to be performed for:

Purchase Order



Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$10,500

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1	\$1,000
Financial Management Applications	Days:	18	\$18,000
Personnel Management Applications	Days:	7	\$7,000
	Total:	26	Subtotal \$26,000



Cost Totals

Not including Annual Service Fees

Applications	\$26,615
Data Conversions/Database Setup	\$14,260
Project Management and Implementation Planning	\$10,500
Implementation and Training	\$26,000
Total Proposed	\$77,375
<i>Travel Expenses</i>	<i>\$15,095</i>

Payment Schedule

- 1st Payment: **\$24,760** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$26,615** to be invoiced at start of training.
- 3rd Payment: **\$41,095** to be invoiced upon completion of training.



Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger .NET	\$860
Accounts Payable .NET	\$730
Cash Receipting .NET	\$730
Miscellaneous Receivables .NET	\$730
Purchase Order .NET	\$730
Utility Billing .NET	\$600
<hr/>	
Personnel Management	
Payroll .NET	\$950
<hr/>	
Total Annual Service Fees	\$5,330



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson THM-6000V Series Receipt Printer*	\$925 x _____	= \$ _____
APG Series 100Cash Drawer**	\$250 x _____	= \$ _____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 x _____	= \$ _____
Credit Card Reader	\$75 x _____	= \$ _____

This will add \$ _____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?
 ___Epson ___Ithaca ___Other (please specify)_____*

Please provide the number of cash drawers that will be hooked up to the printer _____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____





MUNICIPAL RESOURCES - FINANCE / MUNICIPAL TECHNOLOGY SYSTEMS
 REVISED COST PROPOSAL
 Town of Henniker - December 2020

Up Front Costs Associated with Purchase/Setup/Conversion/Training

Modules	
Software License	
General Ledger/Reports*	\$ 8,750
Accounts Payable	\$ 3,750
Bank Reconciliation	\$ 2,750
Misc Billing*	\$ 3,500
Utility Billing	\$ 4,500
Cash Receipt (including misc receipting)*	\$ 4,500
Purchase Order*	\$ 4,500
Tax	\$ 6,000
Software License	\$ 38,250
Conversion and setup (2-3 years of data converted)	\$ 12,000
Onsite Training/Follow Up (8 hours/module)	\$ 5,000
Training, Conversion, Setup	\$ 17,000
*Multiple users for reporting/data entry purposes	
Total Up Front Cost	\$ 55,250

OPTIONAL MODULES - UP FRONT COST

Optional Modules	
Software License	
Budget Development*	\$ 4,500
Payroll	\$ 5,000
Enhanced Payroll	Monthly Cost
Software License	\$ 9,500
Conversion and setup	\$ 2,500
Onsite Training/Follow Up	\$ 1,000
Training, Conversion, Setup	\$ 3,500
Total Up Front Cost	\$ 13,000

*Multiple users for reporting/data entry purposes

ANNUAL FEES

HOSTING	
Local Installation	No Charge
Local installation will provide access ONLY to staff with a direct connection to the Town's server via Local Area Network or VPN (with sufficient speed)	
Hosted Installation	\$ 1,250
Software is fully hosted on Amazon Server. MTS monitors backups, etc.	ANNUAL FEE

Annual Recurring Cost	
Annual Support/Maintenance/Upgrades 20% of installed modules**	\$ 7,650
** Subject to annual CPI Adjustment	

ANNUAL FEES - OPTIONAL

Annual Recurring Cost (in addition to above)	
Annual Support/Maintenance/Upgrades 20% of installed modules	\$ 1,900
Enhanced Payroll - Online Timeclock/EE Portal \$5.50 per employee per month***	

Proposal for Software and Services, Presented to...

Town of Henniker, Merrimack County NH

May 26, 2021

Quoted by: Keegan Nixon



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 5,018. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management

General Ledger .NET	\$4,295
Accounts Payable .NET	\$3,645
Cash Receipting .NET	\$3,645
Miscellaneous Receivables .NET	\$3,645
Purchase Order .NET	\$3,645

Personnel Management

Payroll .NET	\$4,745
Timesheets .NET	\$2,645

BS&A Online

Employee Self-Service	\$2,850
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Subtotal **\$29,115**

Data Conversions/Database Setup

Convert existing Peachtree data to BS&A format:

General Ledger (COA, Balances and Budget as of specified date via Generic Import, no transactional history)	\$2,100
Accounts Payable (Vendors only via Generic Import, no check or invoice history)	\$1,600

Convert existing CheckMate data to BS&A format:

Payroll (Manual database setup and YTD, no check history)	\$3,560
---	---------

Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Miscellaneous Receivables (Setup of Billing Items, Penalties)	\$1,500

Subtotal **\$10,260**

No conversion or database setup to be performed for:

Purchase Order

Timesheets



Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$10,250

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	2		\$2,000
Financial Management Applications	Days:	11		\$11,000
Personnel Management Applications	Days:	12		\$12,000
	Total:	25	Subtotal	\$25,000

Cost Totals

Not including Annual Service Fees

Applications	\$29,115
Data Conversions/Database Setup	\$10,260
Project Management and Implementation Planning	\$10,250
Implementation and Training	\$25,000

Total Proposed **\$74,625**

Travel Expenses \$14,035

Payment Schedule

1st Payment: **\$20,510** to be invoiced upon execution of this agreement.

2nd Payment: **\$29,115** to be invoiced at start of training.

3rd Payment: **\$39,035** to be invoiced upon completion of training.

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger .NET	\$860
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Miscellaneous Receivables .NET	\$730
Purchase Order .NET	\$730
Personnel Management	
Payroll .NET	\$950
Timesheets .NET	\$530
BS&A Online	
Employee Self-Service	\$570
Total Annual Service Fees	\$5,830



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
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Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	=	\$_____
Credit Card Reader	\$75	x	_____	=	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?
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Please provide the number of cash drawers that will be hooked up to the printer_____

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Signature constitutes...

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Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

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14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: knixon@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



MUNICIPAL RESOURCES - FINANCE / MUNICIPAL TECHNOLOGY SYSTEMS
 REVISED COST PROPOSAL
 Town of Henniker - December 2020

Up Front Costs Associated with Purchase/Setup/Conversion/Training

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Cash Receipt (including misc receipting)*	\$ 4,500
Purchase Order*	\$ 4,500
Tax	\$ 6,000
Software License	\$ 38,250
Conversion and setup (2-3 years of data converted)	\$ 12,000
Onsite Training/Follow Up (8 hours/module)	\$ 5,000
Training, Conversion, Setup	\$ 17,000
*Multiple users for reporting/data entry purposes	
Total Up Front Cost	\$ 55,250

OPTIONAL MODULES - UP FRONT COST

Optional Modules	
Software License	
Budget Development*	\$ 4,500
Payroll	\$ 5,000
Enhanced Payroll	Monthly Cost
Software License	\$ 9,500
Conversion and setup	\$ 2,500
Onsite Training/Follow Up	\$ 1,000
Training, Conversion, Setup	\$ 3,500
Total Up Front Cost	\$ 13,000

*Multiple users for reporting/data entry purposes

ANNUAL FEES

HOSTING	
Local Installation	No Charge
Local installation will provide access ONLY to staff with a direct connection to the Town's server via Local Area Network or VPN (with sufficient speed)	
Hosted Installation	\$ 1,250
Software is fully hosted on Amazon Server. MTS monitors backups, etc.	

Annual Recurring Cost	
Annual Support/Maintenance/Upgrades 20% of installed modules**	\$ 7,650

** Subject to annual CPI Adjustment

ANNUAL FEES - OPTIONAL

Annual Recurring Cost (in addition to above)	
Annual Support/Maintenance/Upgrades 20% of installed modules	\$ 1,900
Enhanced Payroll - Online Timeclock/EE Portal \$5.50 per employee per month***	



Mirador IT

The Guiding Light for IT

**IT Services Proposal for
the Town of Henniker**

June 9, 2021

Prepared by Schyler Jones

Phone Number: (603) 792-9797

Email: schyler.jones@miradorit.com

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Solution Overview

Dear Joe,

Thank you for the opportunity to submit our proposal for expanded IT Support services to help the Town of Henniker with comprehensive management and security of its IT infrastructure. Our goal is to do everything we can to ensure your technology is functioning as effectively and securely as possible, and to give you reliable and fast IT Support moving forward.

Based on our conversation I feel we have a solid understanding of your needs and I am confident we are well-equipped to deliver.

Our managed services are delivered under our unique *mCare*[™] brand of Managed IT Services, and I am pleased to offer our VIP plan:

- ***mCare*[™] VIP covers:**
 - Unlimited onsite, remote, email, & phone support
 - Monitoring - 24/7/365 Monitoring of your IT and Cloud Infrastructure
 - IT Planning - Regular IT Catch-up on budgets/planning
 - Microsoft 365 Business Premium licenses
 - Managed network equipment to power your IT infrastructure.

- ***mCare*[™] VIP delivers:**
 - ✓ Expertise in developing and managing complex IT projects.
 - ✓ A complete range of managed IT services from an experienced Team of professionals.
 - ✓ Skillsets covering all forms of technology including PC and server operating systems (Windows & MacOS), hypervisors (Hyper-V, VMware, etc.), enterprise networking, cloud computing (Microsoft 365, Azure, etc.), and cybersecurity (tools and the methodologies).
 - ✓ Regular reporting and open communication so you know what's happening.

Also as discussed, we have included in our proposal an annual workstation life-cycle management program to replace 6 full workstation computer systems annually, ensuring your fleet of workstations are modernized and turned over every 5 years in keeping with industry best practices.

My Team would love the opportunity to become your IT partner of choice. Please feel free to contact me to discuss our proposal in more detail.

Best Regards,



Schyler Jones, Owner/Technologist
schyler.jones@miradorit.com / (603) 792-9797

Your Investment

We are confident our proposal addresses your primary IT needs.

Our Proposed Solution Includes:

QTY	SERVICES	Amount	Total
32	mCare™ VIP Service Agreement – Monthly Recurring Per-User <ul style="list-style-type: none"> - Unlimited Onsite, Remote, Email, & Phone Support - Guaranteed Response Time / Service Level Agreement - Microsoft 365 Business Premium License - Microsoft 365 Platform Administration & Support - Microsoft 365 Backup & Archive w/Infinite Retention - Network PC Monitoring (SOC monitored 24/7/365) - Microsoft 365 Administration - Advanced Endpoint Protection for PCs (SOC monitored 24/7/365) - Network and PC Maintenance - Monthly Executive Report - CIO/IT Management Meetings & Consulting 	\$125 \$105	\$4,000 \$3,360
1	mCare™ VIP Service Agreement – One-Time Onboarding* <ul style="list-style-type: none"> - Covers installation of monitoring agents, endpoint security, baseline documentation, etc. 	\$1,920	\$1,920
6	Workstation Lifecycle Management Program (annual replacement of workstations) <ul style="list-style-type: none"> - Latest-generation, name-brand computer workstation configured to accommodate standard computing tasks (e.g. Word-processing, light number crunching, e-mail, video conferencing, web browsing, and typical line-of-business applications. - Example spec: Dell OptiPlex 3080, 24-in. monitor, Windows 10 Pro, Core i5 CPU, 8GB RAM, 256GB Solid State Drive, onboard graphics processor, webcam/mic, speaker, keyboard, mouse, & battery backup. - Price includes delivery, setup, installation of applications, transfer of settings and data, disposal, & ad-hoc repairs as may be required. 	\$1,500	\$9,000

QTY	SERVICES	Amount	Total
2	<p>mCare™ Managed Security Router, Monthly Recurring</p> <ul style="list-style-type: none"> - Currently installed at the PD and Town Office - Latest-generation, name-brand Unified Threat Management (UTM) Appliance providing enterprise-grade protection from intrusions, malware and ransomware. - Example spec: SonicWALL TZ 270 Essential Protection Suite (or better). - Includes installation, remote monitoring, centralized management, updates, service renewals, and rapid replacement. 	<p>\$79 \$69</p>	<p>\$4,000 \$138</p>
2	<p>mCare™ Small Office Server (up to 12-users), Monthly Recurring</p> <ul style="list-style-type: none"> - Currently installed at the Town Office and suggested for the PD as their server is due to be replaced. - Name-brand server computer configured to accommodate typical small office computing tasks (e.g. Active Directory, file and print services, hosting 1 – 2 business applications, etc.) - Example spec: Dell PowerEdge T40 or better, 21-in. monitor, Windows Server Standard OS, Xeon CPU, 16GB RAM, 4TB RAID Storage, keyboard, mouse, cloud backup, & battery backup. - Includes a rapid recovery backup system. - Price includes delivery, setup, installation of applications, transfer of settings and data, disposal, & ad-hoc repairs as may be required. 	<p>\$329 \$249</p>	<p>\$658 \$498</p>

Microsoft 365 Licenses & Hardware Included

Microsoft 365

MiradorIT will supply your organization with Microsoft 365 Business Premium licenses for covered users. This will replace and absorb any existing licenses you may now have, and wipe-out that expense accordingly. Business Premium includes the full remote work and collaboration tools including Microsoft Teams, secure cloud storage, business email, and the same premium Office applications you are already using. You will also get advanced cyberthreat protection and device management – two tools that will be essential in our efforts to protect and manage your organization.

You will continue to own and have full administrative rights to your Microsoft tenant account – we will never require you to relinquish that. Should we ever go away for some reason, you will never lose access or your data; you or your new provider will be able to acquire licenses to continue using the Microsoft 365 services.

Hardware

MiradorIT will supply best-in-class hardware to operate your IT infrastructure and protect it from malicious threats. We do this because our commitment to you is to provide a highly reliable, scalable, secure, and supportable infrastructure. While we are capable of working on just about any hardware, it is nearly impossible to be experts with every make and model device that is available. Our knowledge and monitoring systems are built around this standard set of hardware. Under this proposal, we will provide the equipment, install it, monitor it, maintain it, upgrade, and replace it as may be necessary. We have spares of all of this gear in our local office so in the event of an equipment failure we can easily and quickly have you back online.

In addition to hardware included in this proposal, MiradorIT will supply the following on an as-needed basis under the VIP Service Plan:

- Business-grade, managed WiFi Access Point (1 per location)
- Managed Gigabit PoE Switch (or non-PoE, up to 24 ports per location)
- Battery backup for network equipment

Small Office Server (SOS)

MiradorIT has been providing the town office with a Small Office Server, or SOS, for several years now. This is a “server-as-a-service” offering where we provide the server hardware, operating system, and client licensing, plus all support, maintenance, and cloud backup, for a flat monthly fee. The PD has owned its server, and our service arrangement with the department includes support, maintenance, and cloud backup. Their server is 6-years old however and needs to be replaced. The upfront cost to do so is approximately \$6,000 so I am including an additional SOS in our proposal to cover both the town office and the PD. If the town signs on for a VIP Services agreement, we will install a new server at the PD, absorbing all costs to set it up, install applications, and transfer settings and data.

Managed Security Router

MiradorIT has also provided the town office and PD with Managed Security Routers for several years now as part of our service arrangement for essential cybersecurity protections at those locations. Under our proposal, we will continue to provide these appliances at a discounted rate. After consideration, I don't believe there is any other location in town that requires this level of protection since we expect that all critical data will be stored in the Microsoft cloud, and that there are no servers or additional critical applications running locally that need to be protected.

mCare™ VIP Managed IT Services Summary

MiradorIT provides an extensive range of services under our **mCare™ VIP Managed IT Services** plan. Below you will find a quick summary of what's included. You'll find a complete list in **Appendix A**.

UNLIMITED REMOTE HELPDESK



A friendly team of professionals staff our Helpdesk where you can call or email for all your IT issues.

ON-SITE SUPPORT



Our skilled technicians are available for any IT assistance you might need at the office, from desk moves to new PC or server installs.

VENDOR MANAGEMENT



We can act on your behalf with your IT vendors (e.g., software vendors, multi-function printers and more).

REGULAR CIO MEETINGS



A regular quarterly catch-up with your vCIO to budget and plan for the future.

MANAGED NETWORK HARDWARE



We provide the managed network infrastructure hardware needed to run your organization – we maintain, upgrade, and replace it if ever necessary.

EXECUTIVE REPORTING



You will receive a monthly easy to read IT Executive Report with metrics that matter.

AFTER HOURS SUPPORT



We have 24/7/365 support available for those critical after hours emergencies.

24/7/365 MONITORING



Our managed SOC continually monitors for issues that could affect your network, and proactively responds when issues are detected.

PROACTIVE MAINTENANCE



We'll perform regular maintenance to keep network device, servers, and PCs up-to-date with Critical and Non-Critical updates.

CENTRAL ACCESS PORTAL



A web-based portal where you and your staff can access things such as Open Tickets, Invoices, Agreements and more.

Service Delivery

Our mindset and methodology for delivering our services to you are part of a designed culture and set of processes and tools engineered to:

- Ensure optimal system performance, reliability, and security.
- Meet the needs of end-users a timely manner.

Service Delivery starts with our **Mission Statement**, which you'll find in the **About Us** section in this proposal. Mission Statements are high level, so we also apply a sort of three-part "glue" to make our day-to-day Service Delivery practices "sticky." These three parts ensure we meet your expectations and needs.

Part 1 – Methodology

We align with the NIST Cybersecurity Framework (CSF). We manage our own internal systems and will manage your IT in accordance with the NIST CSF. The NIST CSF is recognized by as the defacto standard resource for improving the security operations and governance for organizations of all sizes. The NIST CSF is organized into five core functions to represent a security lifecycle. Each function is essential to a well-operating security posture and successful management of cybersecurity risk.

We work towards standards. Over the years, we've built up what we like to call our Recommended Technology Platform (RTP), which is a collection of tools, vendors and technologies that we have chosen intentionally and set as our standards. We eat our own dog food by using them all internally and we work towards getting all of our clients standardized across this stack. This means instead of trying to keep our team up to date with ALL technology, which is an impossible task, instead we keep our team trained up deeply on all the tools in our RTP. This means we can help you faster and build better systems for you as our team is mostly focused on a single "technology stack."

Everything is in your control. We make sure that you have full ownership over ALL of your assets, which includes secure access to administrative credentials, software license keys, registration codes, and the like.

Shared Documentation. Our Team operates with a Culture of Documentation, and we use a world-class, cloud-based platform to document everything that we happily share with you.

Technology Business Reviews. We'll schedule regular Technology Business Reviews (TBRs) for you to work through things like Future Plans, Reducing Risk, Compliance, IT Strategy, Technology Adoption, IT Budgeting and more.

Part 2 – Agile Service Delivery

We follow the leading-edge principles of Agile Service Delivery, which encompasses the fast and efficient capture, tracking, and resolution of system events, issues, problems, and user requests in an advanced professional service automation platform. This means we adhere to a standardized workflow process & structure to ensure problems, incidents, and request are addressed in a set and defined-logical order with priority based on Service Level Agreement (SLA). Every one of our hand-picked Team members is trained, competency-level tested, and certified in Agile Service Delivery.

Part 3 – The Tools

We deliver a lot! But we couldn't do that without the help of a wide range of industry-leading tools to enable us to monitor and maintain your on-premise IT and cloud infrastructure. These tools range from small applications installed on your servers and computers, dedicated network devices, and cloud-based platforms – even a 24/7/365 US-based Security Operations Center (SOC).

These tools are used to:

- Create problem, incident, and service request tickets, and track them through to resolution.
- Monitor and alert our support team for things that could potentially cause issues on your network (e.g. hard drive errors, disk space usage, Anti-Virus problems et al).
- Assist us to easily remotely assist you through any issues. This means that when we are helping you with an issue, we can quickly and easily remotely take over your PC to assist rather than attend on site. We are able to share this system with your staff to provide secure remote access to internal company systems.
- Keep Microsoft software and 3rd-party applications up-to-date.
- Deliver endpoint detection and response (EDR) that is AI-driven to efficiently protect endpoints from critical threats against known cyber threats, highly advanced, and previously unknown threats, including fileless, memory-based, and zero-day cyber-attacks.
- Reliably and securely backup Microsoft 365 to ensure critical programs used for business, email and docs are protected from every day downtime events and cyber threats.
- Protect against email-borne threats like malware and spam, as well as advanced threats like targeted spear phishing and ransomware. Our spam and malware filtering quickly filters and sanitizes every email before it is delivered using virus scanning, spam scoring, real-time intent analysis, URL link protection, reputation checks, and other techniques.
- Act as a safety net by finding and stopping hidden threats that sneak past other layers of our security stack – with monitoring and alerting by a 24/7/365 US-based Security Operations Center (SOC).

About Us

Who are we?

MiradorIT is a vibrant, veteran-owned, and switched-on provider of expert Managed IT Services. Our main office is in **Concord, NH - just off I-93 Exit 16**. It would be an understatement to say we love helping our clients and giving world class friendly IT Support.

Collectively, we have been around forever – since the dawn of the PC age (and maybe a little before). Fair to say, we have extensive experience in installing, configuring, and maintaining IT Infrastructures for Small and Medium Business. We can understand our clients' needs and plan and implement solutions that work for your organization, both in the short term and long term.

As we are also a small, local business, we can offer you a much more personalized service when you are dealing with us.

Our Mission

We aspire to help our clients use technology in new, innovative ways, enable them to operate more efficiently and effectively, and empower them to improve their value proposition.

We will work hard to make technology less frustrating and easier to work with, by obscuring the challenges that exist between humans and the technology they use.

We strive to provide white-glove, world-class, and responsive support to solve technical issues in a professional, timely manner.

Our Work

Approximately 80% of our work is performed offsite via the use of various remote management tools and access methods. This allows us to be able to respond very quickly to fix a problem you or your staff may have.

What Else Can We Help With?

In addition to our own in-house expertise, MiradorIT has a range of partnerships with other service providers in our area that are capable of meeting your needs across a broad spectrum of technical services. They include:

- VoIP & Phone Services
- Internet & Data Connectivity
- Cabling & Wiring
- Website & Domains
- Office Copiers & Printers
- IP Surveillance Cameras
- Access Control Systems
- Audio/Visual Systems

We look forward to working with you!



Frequently Asked Questions

What is covered under this Agreement?

Please check your individual agreement, however as a rule of thumb, everything related to keeping your existing IT environment in tip-top shape is covered.

What are the standard Helpdesk Hours?

Our helpdesk is available 9am – 5pm Monday to Friday excluding U.S. Public Holidays.

Can I have regular onsite visits?

Absolutely, in fact we encourage every client of ours to have regular visits. Most productivity affecting IT issues go ignored until the IT person “walks past”.

How is pricing managed?

As our pricing is based on a per user & per-server basis, we review changes each quarter and modify the agreement accordingly.

How long is the Agreement for?

Our agreements are written for 12-month terms.

Do you support Tablets and Phones?

Absolutely, we live in an age where everyone is connected all the time and we can assist your team with this.

Are Projects covered in my Agreement?

Unfortunately, we cannot cover Project work under your Agreement. These are quoted separately from your ongoing monthly Agreement.

Is After-Hours Support Available?

Yes! While we may not be able to respond as fast as we can during business hours, we will always aim to do our best.

What technologies do you support?

We have in-house experience with loads of different technologies (Microsoft, Apple, Google, and much more.

Is the Cloud useful for my business?

We strongly believe a “Hybrid Approach” is currently the best approach to utilizing Cloud technologies. A mixture of onsite and offsite infrastructure works for most businesses.

Can I cancel my Agreement?





Absolutely, if we break any of the conditions, we promise to you, you have grounds to cancel your agreement with us and walk away.

Do you have standard forms we can use?

Absolutely, we have a vast array of Computer and Email Policies, Privacy Policies and Other forms. Ask us for more details.

Committed Response Times

We always aim to hit our “Response Target” when it comes to responding to your issues, however we absolutely guarantee we will respond by the “Response Guarantee” times listed below:

PRIORITY	EXAMPLE	RESPONSE GUARANTEE	RESPONSE TARGET
P1  Critical	Entire Company Offline (Call Us!)	1 Hours	30 Mins
P2  High	Department Offline (Call Us!)	2 Hours	1 Hour
P3  Medium	User PC Offline	8 Hours	4 Hours
P4  Low	New User Setup/Maintenance	16 Hours	8 Hours

Next Steps

- Accept the proposal by signing in the space provided and return the signed page to us. Alternatively, call or email to discuss any required changes.
- We will schedule a meeting to review the process and timeframes for the Microsoft 365 Migration Project and start of your Service Agreement with us.
- We will generate and email our Service Agreement for you sign and send your first Invoice for next month's service, subject to the as-of-yet undetermined Service Delivery start date. Note that we give you the first partial month of service leading up to the agreement start date for free as a "Welcome & Thank You."
- We book a "Meet the Team" appointment close to the Service Delivery date to begin the onboarding process and introduce you to the Team.
- We start working together supporting your organization.

Acceptance

Your signature below indicates acceptance of our proposed solutions and the terms and conditions herein. Alternatively, your initial payment per the terms above will also represent acceptance of this proposal.

This proposal is valid until 04/30/2021.

For MiradorIT LLC:

Name: _____

Title: _____

Date: _____

Signature: _____

For Dennehy & Bouley:

Name: _____

Title: _____

Date: _____

Signature: _____

Appendix A – *mCare*[™] VIP Managed IT Services

The following is a complete list of all the services we provide as part of your *mCare*[™] VIP Service Agreement. It is exhaustive, but if you see something missing, please reach out. We are happy to discuss individual items if you have questions.

Cloud

- Microsoft 365 Backup w/Infinite Retention
- Microsoft 365 Business Premium Licensing
- Microsoft 365 Activity Monitoring & Incident Management
- Domain Name, SSL Certificate, & DNS Management and Monitoring
- LastPass Enterprise Licenses (all users)
- Cloud Application Support (e.g. QuickBooks Online)

vCIO

- Cybersecurity Planning & Management
- Lifecycle/Asset Management
- Network Documentation
- Monthly Ticketing & System Health Reports
- Technology Consulting Meetings (Quarterly and ad-hoc as necessary)
- Vendor Management
- Cybersecurity Policies
- IT Strategic Planning
- Microsoft 365 Application Consulting

Network

- Fully Managed Network Hardware (Firewall/Router, PoE Switch, WiFi, Battery Backup, etc.)
- Firewall Log Monitoring & Archiving
- Managed Network Device Monitoring & Firmware Patching
- Internet Bandwidth & Connectivity Monitoring
- Firewall Log Monitoring, Archiving, & Incident Management (backed by a 24x7 US-based SOC)
- Network Printer Monitoring
- Replacement of Managed Network Equipment (labor + hardware)
- Remediation of alerts from non-human entities

Servers

- Remote Monitoring
- Windows Event Log Monitoring
- Backup & Disaster Recovery Appliance (hardware & software w/local & cloud storage)

- Server-based Application Support (e.g. QuickBooks Pro)
- User Account Admin (remove account, reset password, etc.)
- Active Directory & Group Policy Management
- Microsoft Patch Management
- Hardware Patch Management
- Business Application Support & Maintenance (e.g. SQL Server, QuickBooks, etc)
- Endpoint Protection - Antivirus, Threat Hunting, and DNS Filtering (monitored by a 24x7 US-based SOC)

Users & Endpoints

- Remote Monitoring (Windows & Mac PCs)
- Unlimited Onsite, Remote, Email, & Phone Support
- Microsoft 365 Application Support
- Business Application Support (e.g. QuickBooks)
- Microsoft & 3rd-Party Patch Management
- Mobile Device Management (MDM) through Microsoft 365
- Email Security - SPAM & Malware Filtering, Unsafe Link Protection, and Email Encryption
- Endpoint Protection - Antivirus, Threat Hunting, and DNS Filtering (monitored by a 24x7 US-based SOC)



mCare™ - Because MiradorIT cares and does the IT work for you!

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**Town of Henniker
Board of Selectmen Meeting
Tuesday, June 1, 2021
Henniker Community Center**

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

Town Administrator: Joe R. Devine Jr.

Recording Secretary: Kelly McCutcheon

Guests: Rocky B., Jerry G., W. French, Bill Marko, Lori Marko, Heidi Aucoin, Joan O'Connor, Tom Dunn, Jenn McCourt, Marc McMurphy, Lynn Morse, James Morse, Johanna Hauptman, Susan Adams, Chazz Freeman, Police Chief French, Officer Cole Bannister & Fiancée Brittany, Officer Alicia Burton, Officer Mitchell & family, Lieutenant Danielle & husband, Officer Rachel & family, Debrah, Doreen Connor, Zachary Dodge, Steve Carson

Item 1: Consent Agenda for May 13, 2021
Item 2: Consent Agenda for May 19, 2021
Item 3: Consent Agenda for May 26, 2021
Item 4: Consent Agenda for June 1, 2021

Vice Chair Hooper moved to approve the consent agendas as presented. Selectman Flynn seconded. Motion carried 5-0.

Public Comment#1

Jennifer McCourt spoke regarding the nonstandard reflector post within the right of way on Davison Road at the intersection of Liberty Hill & Bacon Road. Selectman Parker stated they were removed in the fall after the Highway Supervisor spoke with the landowner. Chair Blomback stated he would get back in touch with Jennifer on the subject.

Jennifer McCourt also spoke regarding there being in public input on the noise ordinance and requested a point of order since as written the ordinance severely impacts land use and should be put on the ballot to be voted on at Town Meeting as outlined in the RSA.

Bill Marko stated the Town Hall Streams was not live. Joe Devine stated he was presently online with tech support.

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Lori Marko thanked everyone who was involved and got the Memorial Day Parade up and running again. She stated it would have been nice if there had been more notice as many residents did not know about it.

Public Hearing

Item 5: Chapter 25- Building fees

There was no Board comment or discussion, Joe Devine reviewed the charges of the old system compared to the new proposed charges. Bill Marko stated that when working the committee to determine the fees, the committee tried to make it comparable with surrounding towns and almost equal to the towns around Henniker.

Vice Chair Hooper moved to accept Chapter 25 Building fees as written. Selectman Flynn seconded. Motion carried 5-0.

New Business

Item 6: Police Department Recognition

Police Chief French stated in May 2020 Officer Dennis left to Join the Fire Office and his position was filled by Cole Bannister who competed the Academy in April and was pinned by fiancée Brittany.

Alicia Burton had previously completed the part-time academy before being sworn in but has since completed the full-time academy and was presented with a letter of commendation.

December 2020 Mike Martin retired after 20 years and Officer Michelle Danielle's was promoted to Lieutenant and Officer Mitchell was promoted to Sargent and pinned by his wife & 3 children.

Lieutenant Danielle's was pinned by her husband.

Officer Rachel Len was hired after the retirement of Mike, previously serving 6 years in Litchfield, and was pinned by her children.

Chief French thanked the entire staff for their efforts in the past year with the rules constantly changing, being short staffed, the department never stopped responding the calls and managed very well. He stated he is proud to be their Chief.

Selectman Flynn stated that police department would not have the improved benefits and pay had the Board not supported the Chief and credited the Chief for taking initiative and asking for it on their behalf. Selectman Flynn stated the police department has the best Chief in the State of New Hampshire.

Item 7: Top Dog Contest

The winner is tag 204.

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Item 8: Henniker Youth Theatre Camp- Tom Dunn

Tom Dunn & Debrah spoke at length about the transition period and celebrating the 21st year of Henniker Youth Theatre Camp. There was discussion with the Board regarding the rental fee of the band stand and Tom Dunn's request to waive the fee. Selectman Flynn did not the camp to have access to the Community Center or bathrooms within and stated the camp will need to rent a porta pottie.

The Board struggled with the request to waive the fee as the band stand and community center are in high demand for numerous groups, activities, & events. Henniker residents can rent the band stand or community center for \$25 for 4-hour increment. For non-residents the rate is \$100 for 4-hour increment.

Chair Blomback moved to authorize use of the band stand for 3 weeks to the Henniker Youth Theatre Camp at a charge of \$250 per week, not including use of the Community Center, and shutting down by 3pm on Thursday for the farmer's market. Selectman Flynn seconded. Motion carried 4-1 (Osgood).

Item 9: RSA 79E Application

The first application for RSA79E comes from Marc McMurphy for 19 Rush Road. Marc McMurphy stated he had purchased as a 2family and thru variances and exceptions granted through the Planning Board and Zoning Board Authority is in the process of making it a 3family. By becoming a 3family more stringent codes are enforced and a sprinkler system will be added to the property, in addition to "green up" the property as much as possible and move away from oil.

Marc McMurphy stated that he is trying to plan for what people want in downtown housing and what the modern rented expects. At this time, he is unable to estimate the exact cost but see it exceeding the \$75,000 minimum threshold.

Selectman Osgood asked about the special variances and exceptions. Marc McMurphy stated that 75% of the properties down town do not meet current zoning regulations, thus variances and exceptions were needed from the Planning Board and Zoning Board to proceed. Additionally, because Rush Road is a State-owned Road he also worked with the State. He asked if the Board required more information. Vice Chair Hooper stated the Board will schedule a public hearing for the next meeting to deliberate the application and see if it meets the criteria for public benefit. The public will be able to comment at that time.

Item 10: 1st Reading – Noise Ordinance

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Attorney Connor, representing the Connor's, presented the Noise Ordinance that was drafted with the Police Chief. Attorney Connor stated the purpose was to amend and address track noise that is polluting and making homes of the residents on Temple Road unlivable.

The noise ordinance only addresses vehicle use on private property, not public ways. The ordinance will also be amended to exclude noise from lawn mowers and other landscaping or snow removal equipment. Businesses are exempt from the noise ordinances on the books. The new Noise Ordinance will impose a fine on the property owner, not the rider causing the noise.

Selectman Osgood stated that people have the right to not have noise poison their home and have a right to privacy and a comfortable place in their homes, and if not the Town owes them something.

Selectman Parker moved to advance to a second reading. Selectman Flynn seconded. Motion carried 5-0.

Item 11: Police Department MDT Purchase

Police Chief French stated he would like to purchase a new laptop for the newest cruiser from the expendable trust. The current laptop would be installed in the Chief's cruiser.

Vice Chair Hooper moved to authorize the purchase a MDT for the Police Department. Selectman Parker seconded. Motion carried 5-0.

Chief French stated he is redoing the grant from Fish & Game for ATV details and requested updated permission from the Board to pursue the grant.

Vice Chair Hooper moved to authorize Police Chief French to sign the Fish and Game grant application and the Board of Selectmen approves of the grant. Selectman Flynn seconded. Motion carried 5-0.

Chief French stated he provided the Financial Director with a check last week from evidence that had been auctioned off. Joe Devine stated the Homeland Security Grant was approved for the Communication Tower on Craney Hill.

Item 12: Transfer Station – MSW Solid Waste RFP

Joe Devine explained the difference between single stream and how the Transfer Station currently operates. With single stream the town will lose the revenue generated from cans, plastic, cardboard. Joe Devine recommended Norton for the contract.

Selectman Parker moved to award the bid to Norton for a 5-year contract and to authorize the Town Administrator to sign all the paperwork. Vice Chair Hooper seconded. Motion carried 5-0.

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Item 13: Wastewater Treatment Collection System Maintenance, 2021 Clean and CCTV Inspection

Selectman Flynn moved to award to Vortex Services and authorized the Town Administrator to sign all the paperwork. Selectman Parker seconded. Motion carried 5-0.

Item 14: Hiring of Zachary Dodge

Selectman Flynn moved to hire Zachary Dodge fulltime at the transfer station effective June 1, 2021 and set position as labor grade 15 step 1. Vice Chair Hooper seconded. Motion carried 5-0.

Item 15: 2nd Reading – Ethics

Selectman Flynn requested to postpone until the next meeting as he is not comfortable voting at this time. Vice Chair Hooper agrees given it was not publicly available and in the best interest at this moment to postpone until the next meeting.

Vice Chair Hooper moved to post pone until the next meeting so that the policy may be distributed to the Board to fully review as well as the public. Selectman Osgood seconded. Motion carried 5-0.

Item 16: 2nd Reading – Chapter 25 – Building Fees
Completed.

Item 17: 2nd Reading – Merit System

Joe Devine reviewed the proposed merit system with the current step system. Vice Chair Hooper voiced her concerns over employees receiving a wage increase when there have been documented issues of performance. Joe Devine explained it's a scale of 0-4 and that if there are areas that need improvement, they would not receive the full merit. Vice Chair Hoper again stated step increases should not be given out just for showing up. Chair Blomback stated the Board tasked Joe with coming up with a better system and this is the first draft.

Jerry Gilbert, speaking as Chair of the Water Commission stated the Water Commission was blind sided and unaware of new increase which will impact the Water Budget. It was determined Water Commission Chair Gilbert was referring to longevity pay the Board approved at 75% proposed funding.

Vice Chair Hooper reiterated her concerns regarding quality of work and understand and compliance of town employees and that meeting the bare minimum does not qualify for a raise. Chair Blomback stated it is impossible to every single employee to excel in every single aspect and continually be firing on all 6 cylinders. Chair Blomback stated some employees maybe content with a 1% merit raise instead of 4% and the employee has the right to leave that money on the table. Chair Blomback stated this is a great first step Joe presented. Vice Chair

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Hooper stated her concern about Board not being directly involved in raises and approval of raises.

Selectman Osgood stated everyone is different and no one is perfect in addition to the fact it is already hard to find personnel today and this proposed merit system is a great place to start. Selectman Parker agreed with Selectman Osgood and stated it should be worked with as is since it can be amended next month, next year, but the Board needs to see how it works or if it works.

Vice Chair Hooper stated she wanted to see all the reviews done at once. Selectman Parker stated there is no reason for the Board to be involved in all the individual employee reviews because if the Board was all the staff would quit. Vice Chair Hooper stated Selectman Parker was being too emotional and that the Board needs to see why employees are given an increase. Selectman Osgood stated in agreement with Selectman Parker, that reviews and raises of every single employee is not the Board's job, it is the Town Administrator's job.

Public comment on the Ethics 2nd reading:

Jennifer McCourt agreed with Vice Chair Hooper than unless the employee has an overall satisfactory, they should not be getting the raise but cautioned about disgruntled employees when it is known who is and who is not getting raises.

Bill Marko stated he has given 100's of performance reviews and there is no employee who hits on all cylinders. He also agreed with Chair Blomback that employees can choose to leave money on the table. He stated the performance review is a tool to improve performance and threatening a perfect score or nothing system is going to be tough to implement and keep staff motivated.

Vice Chair Hooper stated it happens in every organization and in the past employees have had poor performance and still received a wage increase. Bill Marko suggested an evaluation period to see what happens.

Jerry Gilbert stated he sees merit increase as more productive and motivational than step increases and would prefer the town switch to the merit system over the step system. He also agreed with Selectman Parker regarding reviews not being the Board's job.

Marc McMurphy stated he finds it helpful to do quarterly reviews with employees to narrow down accountability. He also stated the labor market is very tight right now and that losing an employee will cost more hiring someone at a higher rate in addition to training them.

Steve Carson stated the merit system works great in construction and also advised on documented reviews quarterly

Selectman Parker moved to waive the 3rd reading and adopt the policy change as presented. Selectman Flynn seconded. Motion carried 5-0.

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Item 18: Acceptance of Board of Selectmen Minutes May 4, 2021

Selectman Osgood moved to approve the minutes as amended. Vice Chair Hooper seconded. Motion carried 5-0.

Item 19: April Department Reports

In packet.

Item 20: Town Administrator's Report

COVID-19 Update—As of May 27, 2021, we have ZERO active cases. We have had ZERO new cases in the past fourteen days, a total of 244 cumulative cases (4.9% of the population), and 7,006 tests have been conducted for residents of Henniker.

- Concert Committee—I have been in discussion with the Concert Committee about the 2021 season. As we continue to see increases in vaccination rates and the State continues to allow more activities. I recommend we inform the Concert Committee they do not need to place fencing around the park or mark out 6ft. squares.

- NEC Update—During my regular updates from New England College, I was asked to pass on that New England College requires COVID-19 vaccination for all students, faculty, and staff. The College has held vaccination clinics on campus and plans more in the future but made this announcement to give all community members time to get their shots before the fall semester begins in mid-August.

- Road Signs Around Town—The Highway Superintendent is in the process of updating speed limit signs around town. The signs will read:

Town of Henniker

SPEED LIMIT 25

All Dirt Roads Unless Otherwise Posted

Per Order Henniker Board of Selectman

- Credit Cards at Town Hall—The Town Clerk/Tax Collector's office now accepts credit card payments. If you would like to utilize your credit card in person, you may pay for Taxes, Vehicle Registration, Vital Records, and Dog Licenses. You can also use your credit card online from our website; you may do so for Vehicle Registration, Vital Records, and Dog Licenses. Please be advised the vendor charges a 2.79% fee and a \$1.50 minimum to use a credit card.

- Vacation/Sick Time on Checks: I have spoken with Russ about this. Russ did reach out to the Payroll company on 05/25/21. Russ states he is struggling to incorporate the vacation, sick and compensatory time and review the content for accuracy before uploading the data to the payroll service and still hit the ACH deadlines. The algebra portions of the sick policy are also a system snag right now. ($x - 520 = y/2 = \text{sicktime payout}$) X is the variable for the amount of time the employee has, 520 is the cap, and y is the overage which relieves the sick time and payout 50% of the overage. I plan on working with Russ over the next two weeks to figure the best solution.

The Selectmen meeting scheduled for June 15th has been moved to June 22nd

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Item 21: Selectmen Reports

Selectman Parker stated the road contractors have had issues sourcing material. Joe Devine stated pipe was dropped off today. Selectman Parker stated for the record he seriously objects to the Planning Board's letter to the Zoning Board telling them how to do their job as it was unacceptable and repulsive.

Selectman Flynn stated the Safety Committee sent a memo out to members to schedule a meeting and although he had a hard time attending Athletic Committee meetings, he still receives copies of the minutes.

Vice Chair Hooper stated the letter sent to the Zoning Board by the Planning Board was requesting the standards be fairly and consistently applied moving forward since there was a no documentation or rationale on why the variance was granted. She stated it was seen in the live stream and recorded in the minutes that the criteria questions were not asked of the application that prompted the cordial letter. She stated the email response received back from the ZBA and Selectman's Representative Parker was over the top and did not address the request.

Selectman Parker stated he stands by the Zoning Board's Chair's response to the letter and adds to it stated if Vice Chair Hooper has something to say about how the Zoning Board works then she should volunteer for the Zoning Board and join that Board, but otherwise the Planning Board can keep their nose out of the Zoning Board and the process they use. Vice Chair Hooper stated that after the emails went back and forth, she did have a chance to speak to Chair Connor by phone and at the next ZBA meeting Chair Connor will be bring up the topic to have a discussion about the 5 questions and how they can make sure that everything is standardly put forth for each applicant, treating them all the same. Selectman Parker asked if Chairman Hooper is saying that the Zoning Board is not treating all applicants fairly? Vice Chair Hooper answered that it is documented that the Chair of the Zoning Board is on tape asking to go through the 5 criteria and the Town Planner stated the Board does not always go through the criteria when determining an application.

Chair Blomback had no report.

Selectman Osgood is meeting with the Conservation Commission tomorrow night.

Joe Devine stated the Economic Development Committee will present to the Board regarding the intersection of Route 127 and potential economic development.

Public comment #2

Jerry Gilbert, representing the Water Commission, stated the Commissioners are holding an emergency meeting tomorrow night to discuss carrying pipe further around Circle Street and trying to be proactive with NEC's discussion to expand the athletics facility. Currently there is a

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4inch pipe present and while the road is dug up the Commission will discuss upgrading to a 10inch pipe to the new pavement line for when NEC is ready to expand and will need a greater water supply. The meeting will take place at 5pm at the Water Department Office on Davison Road.

Bill Marko as the Planning Board Vice Chair, stated the Planning Board is well aware the Zoning Board does not report to the Planning Board and were not trying to tell them how to do there business, but fairly respectfully requested they follow the RSA outlined and cautioned the attitude that no Board, Committee, Commission, elected or appointed person is beyond reproach and criticism and did not understand the heavy response back.

Heidi Aucoin stated as a Planning Board Member and resident, it is the principle of procedure and transparency and making the public understand how the conclusion was reached and fear of favoritism since the applicant also is a resident and not all applicants before the Zoning Board are residents.

Steve Carson wished to speak on the noise ordinance and Chair Blomback would not hear it. Steve will return to speak at the next meeting.

Vice Chait Hooper moved to adjourn. Selectman Flynn seconded. Motion carried 5-0.

Meeting adjourned at 8:30.

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**Town of Henniker
Board of Selectmen Meeting
Tuesday, July 20, 2021
Henniker Community Center**

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

Member’s Excused:

Town Administrator: Joseph R. Devine Jr.

Recording Secretary: Wendy Baker

Guests: Deb Aucoin, Heidi Aucoin, Greg Aucoin and Leigh Bosse

Call to order/Pledge of Allegiance

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

Correspondence

Item 1: Email from Tracy Sudhalter – Re: Conservation Commission

Consent Agenda

Item 2: Consent Agenda for June 28, 2021

Item 3: Consent Agenda for July 6, 2021

Item 4: Consent Agenda for July 20, 2021

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

Public Comment #1

There was no public comment.

Public Hearing

Item 5: Receiving of funds from the American Rescue Plan Act (ARPA)

Joe stated that through the Federal stimulus funding there has been approximately \$19.5 billion allocated for all units of Government. Henniker’s share of these is \$525,333.00 which will be received in fiscal years 2021 and 2022. The Town needs to accept the funds and enter into the terms and conditions of agreement to access the funds through the U.S. Treasury. The specific ways to spend these funds will be discussed at a later meeting. Joe said we will receive the first half \$262,666.33 in fiscal year 2021 and the funds can be spent on specific things, such as a loss of revenue, broadband infrastructure, water and wastewater infrastructure and small grants for

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small businesses that have been effected and employee stipends for people dealing with staffing issues due to the pandemic. Joe said the Town will have to show how the funds are spent after the fact and it has to be used by the end of 2024.

Chairman Blomback opened up the Public Hearing to questions from the public.

Seeing no public comment, Chairman Blomback closed the Public Hearing.

Selectman Flynn moved the Town of Henniker to accept and expend up to \$262,666.33 in American Rescue Plan Act (ARPA) grant funds in FY 2021 by acting under the provisions of RSA 31:95-b and subject to the terms and standards in the ARPA regulations and the U.S. Treasury Awards Terms and Conditions Agreement. Selectman Parker seconded. Motion carried 5-0.

Selectman Flynn moved to approve the Town of Henniker’s entering the U.S. Treasury Awards Terms and Conditions Agreement for the receipt of American Rescue Plan Act Funding that is made available to the Town of Henniker. Selectman Parker seconded. Motion carried 5-0.

Selectman Flynn moved to designate the Town Administrator as the signing authority for the Town of Henniker for reimbursement submissions and other documentation required for the ARPA Fund Grant Program. Selectman Parker seconded. Motion carried 5-0.

New Business

Item 6: Daniel Butler – Henniker Athletics Committee Appointment

Selectman Flynn stated that Mr. Butler could not be present tonight but because he is familiar to the Board and is on another Town Committee he would like to waive that requirement of him being present at the meeting.

Selectman Flynn moved to appoint Daniel Butler to the Henniker Youth Athletic Committee for a 3-year term. Vice Chair Hooper seconded. Motion carried 5-0.

Item 7: Safety Committee Update

Deb Aucoin explained to the Board that currently the Town has a Safety Policy that refers to laws and rules from the State of New Hampshire that currently are not written out fully within the policy. Deb said the Safety Committee would like to request the Select Board adopt them into the Safety Policy. Selectman Flynn, as a member of the Safety Committee reiterated to the Board that it is State language that needs to be added. Joe said the referral to the RSA’s are already in the policy, the rest needs to be added as an appendix.

Selectman Flynn moved to have the Board of Selectmen add the New Hampshire State safety statues, rules and regulations to the current Henniker Safety Policy. Vice Chair Hooper seconded. Motion carried 5-0.

Item 8: Acceptance of funds from the American Rescue Plan Act (ARPA)

Acted upon earlier in the meeting.

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

Item 9: Wastewater Treatment Plant, Belt Press Building Roof Replacement RFP

Joe Explained that we are in need of getting the roof replaced on the Belt Press Building because of a leak that is causing damage. Joe said it has gone out to bid twice, with the first round having no bids and the second time having 2. The first was from Griffin Construction with 3 options all based off the thickness and quality of material and the second is from R & H Roofing for \$155,358.00. Joe said he and Ken Levesque are recommending Griffin Construction's option #2 at \$55,381.54 and that it be paid from the Wastewater Unreserved Fund Balance that has a current balance of \$467,154.00. Vice Chair Hooper expressed her disappointment that the need was not brought up during the budget cycle. There was more discussion regarding the roof and the different options of thickness and material.

Vice Chair Hooper moved to award the Belt Press Building Roof Replacement to Griffin Construction in the amount of \$55,381.54 and to authorize the Town Administrator to sign all paperwork. Selectman Parker seconded. Motion carried 5-0.

Item 10: Tree Removal on Town Property

Joe informed the Board that according to the Highway Superintendent, there are some trees in the downtown area that appear to be near the end of their life. There are 2 trees in Community Park, the first is dead and is towards the front of the park and the second is a very large tree along the NEC side and has been looked at by Jeff Dearborn of Old Yankee Tree and he is very concerned because it is completely hollow on the inside. The next one is a large maple tree in front of Academy Hall, which is also hollow on the inside and one near Western Ave Pizza that Leo is trying to find out if it is on private or Town Property.

Vice Chair Hooper moved to authorize the Town Administrator to have Old Yankee Trees remove the trees due to safety concerns. Selectman Parker seconded. Motion carried 5-0.

Item 11: Committee/Commission Openings – Seeking Volunteers

Joe said this is a list for the Board showing what is open for spaces on Committees and Commissions and we'd like to advertise this list with the Board's approval. He said Committee Chairs have been informed of the members that are expiring as well.

Old Business

None

Past Meeting Minutes

Item 12: Acceptance of Board of Selectmen Minutes June 1, 2021

Vice Chair Hooper requested to postpone accepting these minutes for more amendments.

Item 13: Acceptance of Board of Selectmen Minutes June 22, 2021

The following amendments need to be made:

1. Page 7, change Selectman parking to Selectman Parker
2. Page 7, last paragraph, change Storm Water Permit to Shoreline Permit

DRAFT

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

Selectman Flynn moved to approve the minutes as amended. Selectman Vice Chair Hooper seconded. Motion carried 5-0.

Communications

Item 13: June Department Reports

Chairman Blomback asked if the Building Inspector has performed any inspections yet. Joe answered yes, and that he has been out in the community introducing himself and the feedback has been positive.

Item 14: Town Administrator's Report

Joe reported on COVID updates and statistics. Joe said the Governor signed the State Budget into law and the biggest impact on Henniker is going to be to the increase in Rooms and Meals Tax the Town will be receiving. We were expected to receive \$249,000 and will now be receiving \$323,000 for fiscal year 2022 and \$342,000 for fiscal year 2023.

Joe said he reached out to the NH Municipal Association and the Town Attorney regarding the 79E application for 19 Rush Road. NH Municipal Association said they felt it would be ok to accept the application due to the costs of construction and the Town Attorney said they felt we needed to find some way to have an accurate value of the property prior to the work. Joe said he learned that the Assessor had been out to the property in April 2021, which was just before work had started and they felt we could use that value since it was within a month of construction starting. Joe said we will be using the April date and he will be working with the owner to get a covenant signed to send to Town Council.

Vice Chair Hooper said moving forward based on the email from Town Council, we should not be approving 79E applications unless the work has not started. Joe said from here on, we are going to be handing out a State provided flow chart that shows the complete process.

Chairman Blomback asked Heidi Aucoin when selling a property, what is the impact of not having Broadband at the curb do to the value of the property. Heidi said it is definitely a question that comes up from Buyers. There was a discussion regarding Broadband in Town. Chairman Blomback asked if Mark Fougere could get coverage maps from TDS and Comcast to overlay on the tax map.

Item 15: Selectmen Report

Selectman Parker said the Road Management Committee met and they are still having problems but Leo has been able to get some needed pipe. At the next meeting they plan to look at what roads have deteriorated quicker than expected and come up with some revisions for next year.

Selectman Flynn said his report of the Safety Committee has been discussed earlier in the meeting. He also wanted to bring up the need of replacing the Transfer Station hopper door.

Vice Chair Hooper said there was a Planning Board meeting that approved a 2 lot Sub-Division.

No updates from Chairman Blomback and Selectman Osgood.

DRAFT

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Public Comment #2

There was no public comment.

Vice Chair Hooper moved to go into Non-Public Session under RSA 91-:3, II (a) personnel and (e) legal. Selectman Flynn seconded. Motion carried 5-0.

Vice Chair Hooper moved to return to the public portion of the meeting at 7:13 pm, seconded by Selectmen Parker. Motion carried 5-0

Selectmen Flynn moved to seal the minutes from the Non-Public session, Selectmen Parked seconded. Motion carried 5-0.

Vice Chair Hooper moved create a new part-time ambulance employee. The position will be at labor grade 19 step 5, Selectman Flynn seconded. Motion carried 5-0.

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

Meeting adjourned at 7:15 pm

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

Assessing

Building

Finance

Fire

Police

Rescue

Wastewater



TOWN OF HENNIKER, NEW HAMPSHIRE

MEMORANDUM

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

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

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

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

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

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

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

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

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

TO: Joe Devine, Town Administrator
DATE: August 10, 2021
RE: Monthly Report

Assessing Report for July 2021

- Monthly maintenance of new deeds, address changes and online tax maps.
- Timber warrant and bills issued on eleven Reports of Cut in the total amount of \$16,083.32.
- Three Intents to Cut approved for lots 1-332-E/F, 1-026, and 1-755/759.
- Water bills reviewed and mailed.
- Stewardship plan with acreage change received from Ann M. Rice Trust, reviewed by assessor and recommended for approval.
- 2021 Application for Reimbursement to Town and Cities for State Forests received from DRA and processed for approval.
- 79-E Community Revitalization Tax Relief Incentive Application received by McMurphy Family Rev. Trust and reviewed by assessor. Approval recommended.
- Discretionary Preservation Easement renewal contract prepared. Reviewed by town council and forwarded to property owner for signature. Public Hearing to be scheduled for September 7, 2021.



Monthly Building Department Report
July 2021

TO: Joseph Devine, Town Administrator

FROM: Wendy Baker, Land Use Coordinator

The following is a record of permits, certificates of occupancy, inspections and revenue collected for the month listed above.

Permits /COs/Inspections	Quantity	Revenue
Zoning Permit (last one issued)	1	\$400.00
Building Permits - Residential	4	\$1,144.00
Building Permits - Commercial	0	
Electrical Permits	4	\$200.00
Plumbing Permits	1	\$50.00
Mechanical Permits	12	\$600.00
Demolition Permits	1	\$75.00
Driveway Permits	2	\$150.00
Sign Permits	0	
Assembly Permits	0	
Tent Permits	0	
Hawk & Peddler	0	
Certificates of Occupancy	0	
Inspections Performed	13	
Total Revenue		\$2,619.00

Town building rental/use:

Town Buildings	Rented/Reserved	Revenue
Community Center (upstairs)		
Grange (Does not include Caseworker & CAP)	4 Food Pantry open 2x week	N/C AA Food Pantry- permanent
Bandstand	8	N/C Library & Farmer's Market

Respectfully submitted,
Wendy Baker

Town of Henniker, NH

Permits Issued July 2021

Type of Application	Permit # Assigned	Date Permit Issued	Comm / Res	Street Number	Street	Description	Estimated cost	Fee Collected	Owner of Record	Contractors
Demolition	DE -21-07	7/1/2021	RR	1161	Rush Road	Demo existing house and garage		\$75.00	Shannon French	
Zoning	Z 21-43	7/1/2021	RR	646	Hemlock Corner Loop	Single Family Home	\$450,000	\$400.00	Christopher & Tanya Wayland	Gary Labrie Carpentry
Mechanical	ME 21-01	7/6/2021	RR	755	Hemlock Corner Loop	Install a Daikin AC Heat Pump		\$50.00	Rich & Kathy Wallace	Bill Trombly
Electrical	EL 21-01	7/8/2021	CR	30	Bennett Road	Replace receptacles & light fixtures		\$50.00	Home Vestors AKA Property Buyers	Huff & Guathier
Mechanical	ME 21-02	7/12/2021	RV	388	Western Ave	Install Propane Tank 500 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-03	7/12/2021	RV	388	Western Ave	Install Propane Tank 1000 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-04	7/12/2021	RV	388	Western Ave	Install Propane Tank 1000 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-05	7/12/2021	RV	388	Western Ave	Install Propane Tank 500 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-06	7/12/2021	RV	388	Western Ave	Install Propane Tank 1000 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-07	7/12/2021	RV	388	Western Ave	Install Propane Tank 1000 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-08	7/12/2021	RV	388	Western Ave	Install Propane Tank 500 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-09	7/12/2021	RV	388	Western Ave	Install Propane Tank 500 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Mechanical	ME 21-10	7/12/2021	RV	388	Western Ave	Install Propane Tank 500 gal		\$50.00	River Meadow Condo Assoc.	Ciardelli Fuel Company
Driveway	DR 21-11	7/12/2021	RR	120	Bear Hill Rd	Share driveway with Lot 572		\$75.00	John & Debra Dur	
Building	BU 21-01	7/12/2021	RN	594	Foster Hill Road	Construct accessory building 30' x 32'		\$290.00	Curtis Parker	Owner

Plumbing	PL 21-01	7/15/2021	RN	594	Foster Hill Road	Plumbing for toilet, sink, shower, water heater		\$50.00	Curtis Parker	Owner
Electrical	EL 21-02	7/15/2021	RN	594	Foster Hill Road	Sub-panel and wiring for new accessory building		\$50.00	Curtis Parker	Owner
Mechanical	ME 21-11	7/15/2021	RN	594	Foster Hill Road	Install propane heater and water heater		\$50.00	Curtis Parker	Owner
Driveway	DR 21-12	7/20/2021	RV	40	Juniper Ridge	Re-surfave and Pave		\$75.00	Bruce Trivellini	Champion Paving
Building	BU 21-02	7/22/2021	RN	109	Evergreen Circle	Construct 2 decks 12x14 & 6X8		\$104.00	Matthew Bumford	Jason Paul Carpentry LLC
Mechanical	ME 21-12	7/20/2021	RR	596	River Road	Pipe for 2 Boilers & 2 Water Heaters		\$50.00	Tisbury LLC	LaValley Plumbing & Heating
Building	BU 21-03	7/26/2021	RN	96	Chelsea Court	16 x 32 inground pool	\$45,000	\$100.00	Trevor & Becky Parton	Paquette Pools
Building	BU 21-04	7/27/2021	RN	387	Liberty Hill Road	40 x 60 Steel garage	\$50,000	\$650.00	Christenson Holdings	Owner
Electrical	EL 21-03	7/29/2021	RR	596	River Road	200 Amp		\$50.00	Tisbury LLC	Grogan Electric
Electrical	EL 21-04	7/29/2021	RN	96	Chelsea Court	Wiring for inground pool		\$50.00	Trevor & Becky Parton	Rob Morin Electric

Finance Department

08/12/2021

Direct Deposit/Time on paychecks

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

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

Update 3/11/21 Will meet with Town Administrator and payroll service to determine next step in putting info on paystubs.

Update 04/13/21 Working on establishing formulas for time accruals. Confirming data in payroll service files, to ensure accurate time hire dates since calculations will be based on that date.

Update 05/25/21 Struggling on how to incorporate the vacation, sick and compensatory time and be able to review the content for accuracy prior to uploading the data to the payroll service and still hit the ach deadlines. The algebra portions of the sick policy is also a system snag right now. ($x-520=y/2$ =sick time payout) X is the variable for the amount of time the employee has, 520 is the cap and y is the overage which relieve the sick time and payout 50% of the overage.

Update 06/09/21 Contacted payroll service, account manager on vacation.

Update 8/12/2021 Relayed policies, year to date schedules to payroll service. I will do one more review, but they will put it on paystubs next week.

Audit

Contacted by auditor in early May looking for content for the 2020 audit. Dropped everything and continued the year end summary. Full general ledger reconciliation, full reconciliation of town clerk/tax collector to general ledger and bank statements, recording of interfund receivables, financial statement preparation, balance sheet detailed, payroll reconciled to system and payroll service and 941's, W-3 reports.

Currently in progress is the portion of letters to elected officials, banks, insurance and debt service for confirmations, fixed assets and updated depreciation schedules. Water and sewer financial summaries, assessed properties listing for audit selection, reporting on unanticipated revenue. I am hoping to have the auditor in house before the end of June. This will allow us to confirm unreserved fund balance as we prepare for the 2021 tax rate setting.

Update: 06/09/2021 Most of beginning information has been transmitted. Still left to complete: Fixed Assets, Tucker Free summary, schedule with supporting documents abatements, refunds and tax warrants. Auditor will submit additional tasks for his physical inspection including invoice selection, payroll, property taxes and motor vehicle registrations.

Update: 08/12/2021

Auditor has been very active requesting backup materials. The fixed asset listing was submitted, letters to related parties and others were submitted (likely already received by Board members). Final project is financial summary of Tucker Free. Should easily have MS-535 done in time to set tax rate.

WWTP – Computer

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

2/11 No Change

3/11 After Town Meeting install.

4/13 Setup in progress

5/25 No change.

6/9 Discussed change with Ken, he requested a Henniker.org address for Rich due to his interaction with the internet due to the lab work.

8/12 Setup targeted for next week.

Health Benefits

The Town health insurance and FSA policies are renewing July 1. Communication with Town staff on the varied options of health insurance need to be scheduled. Also, communication with retirees who are on our retiree dental plan will need to be contacted. The changes in the dental plan will need to be detailed to determine if they wish to remain in the group with the upgraded coverage as they must follow the offerings of the Town.

Update: 6/9 Joe drafted memo which was used to send out packets of benefit renewal information due to the changes in the benefit offerings this year. Healthtrust is conducting two zoom session presentations to accommodate as much staff as possible. Emergency Contact updates are being requested from staff.

Update: 8/12/21. One employee opted for the HMO coverage, all others remained on the same plan as the previous year.

IRS

I have been dealing with the IRS over the payroll taxes for 2020, which was the transition year over to the payroll service. The problem we have with them, is that due to the pandemic, they did not process the first quarter 941, but did process second and third quarter returns. Since there was a credit balance in the first quarter, it resulted in penalties being applied to quarter 2. I contacted them and was

directed to refile the quarter 1 return. The quarter 1 return was filed and despite the election of them rolling the credit into quarter 2 (which would take care of the penalties), they submitted a refund check. I contacted them and was directed to void the check and send a letter back to them explaining why I needed to do that. I am awaiting the next reply.

Update: 8/12 No contact from IRS. Hoping no news is good news. Website says the agency is very backlogged with issuing refunds and new credits.

Retirement

We were contacted by NH Retirement telling us they will no longer accept checks as a method of payment. Starting July 1, all entities will need to ach monthly remittances directly to NHRS.

Update: 06/09/21 I am going to attempt to wire transfer this months remittance to the NHRS to make sure we don't have any troubles prior to their deadline.

Update: 8/12/21 NHRS in conjunction with Citizens Bank has developed a ach option. After setup, they provide a secure environment to ach payments.

Conservation Lake Testing Loan

Mark Mitch contacted me with the loan packet for the State of NH DES loan. Like any traditional loan there is a load of information that needs to be reported to them. I have started on the packet and reached out to Mark for help. In the consent agenda will be a document that will go the State identifying the three key players in this loan. Joe as Administrative, Russ as Finance and Mark as technical. Joe will then be able to authorize the transmittal of the required information to DES. This program is like the Wastewater loan we did for their engineering study. The State refunded our invoices as soon as we submitted proof they were paid and at the end of the study, forgave the debt. I expect this loan to be handled the same way.

8/12/21 No update.

Barracuda Email Filtering

Mirador IT has installed a new email filtering system called Barracuda. Once a day we get an email from Barracuda listing all of the emails that did not make it through the criteria. We are on day 3 and 98% of what they stopped was correct. My initial opinion is that this will cut down on going through a lot of junk mail that makes it to our inboxes every day!

Russ Roy 8/12/21



July of 2021 consisted of 16 calls for Henniker Fire. The calls ranged from Fire Alarm activations, building fire, CO Alarms, Water Problems, Hazardous condition, EMS assists, motor Vehicle accidents, motor vehicle Roll over, motor vehicle collision with moose, Gas in building,



Training this month was with different models of extrication tools (Jaws of Life). Crews cut up several cars and practiced several technics in extrication.

Rivers and streams are extremely high for summer months, please keep a close eye on your children when near the banks.

Thank you,

Chief Morse

HENNIKER POLICE DEPARTMENT

Memo

To: Joseph Devine, Town Administrator

From: Chief Matthew French

Date: August 10, 2021

August 2021 summary

There were 17 arrests which include, DUI, drug and alcohol violations, Criminal trespassing, suspended license or registration. We are actively working the construction on Route 202/9 as the schedule allows for this agency to cover the needed shifts or we schedule other area towns to cover as needed. There have been several incidents and arrests that have happened within the construction zone, reckless and erratic driving have become a real issue.

We had 905 Calls for Service (891 in 2020, 851 in 2019) which include:

11 MV Crashes	36 Suspicious person/vehicles
4 Motorist assists	9 Welfare Checks
19 Motor vehicle complaints	1 Suicidal Person
163 MV stops.	2 Juvenile issue
3 OHRV Complaints	4 Animal Complaints
61 Directed Patrols	17 Alarm Calls
6 Road Hazards	4 Civil matter
4 Domestic Disturbance	5 Civil standby
7 Serve Paperwork/Subpoena	12 Walk and Talk
18 Follow ups	289 Building checks
10 Return phone call	92 Vacant/Vacation House Checks
16 Assist Citizen	4 Warrants
11 Assist Other agencies	
18 Assist Rescue/Fire	

Henniker EMS Incident Report for July 2021

Total number of EMS incidents for July is 67 with an average response time of 1 minutes 03 seconds

Henniker	Alpha	Bravo	Charlie	Delta	Echo	MVA	Omega	Unknown	Total
ALS	3		7	4		2		2	18
ALS Intercept									0
BLS	1			3		1		1	6
Cancelled/DOA									0
Refusal	1	1	1	2		2		9	16
Standby									0
Total	5	1	8	9	0	5	0	12	40
Average time to Respond	0:00:25	0:01:23	0:00:19	0:00:48		0:00:56		0:00:16	0:00:31

Bradford	Alpha	Bravo	Charlie	Delta	Echo	MVA	Omega	Unknown	Total
ALS	1	1	4	1				2	9
ALS Intercept									0
BLS	1							1	2
Cancelled/DOA						2		1	3
Refusal	1							1	2
Standby									0
Total	3	1	4	1	0	2	0	5	16
Average time to Respond	0:00:02	0:02:19	0:04:00	0:06:06		0:01:23		0:01:26	0:02:09

Hillsboro	Alpha	Bravo	Charlie	Delta	Echo	MVA	Omega	Unknown	Total
ALS									0
ALS Intercept					1			2	3
BLS									0
Cancelled/DOA								1	1
Refusal								1	1
Standby									0
Total	0	0	0	0	1	0	0	4	5
Average time to Respond					0:00:01			0:01:26	0:01:09

Warner	Alpha	Bravo	Charlie	Delta	Echo	MVA	Omega	Unknown	Total
ALS				1					1
ALS Intercept									0
BLS						1			1
Cancelled/DOA	1					1			2
Refusal									0
Standby									0
Total	1	0	0	1	0	2	0	0	4
Average time to Respond	0:01:09			0:00:56		0:01:55			0:01:29

Washington	Alpha	Bravo	Charlie	Delta	Echo	MVA	Omega	Unknown	Total
ALS									0
ALS Intercept			1						1
BLS									0
Cancelled/DOA				1					1
Refusal									0
Standby									0
Total	0	0	1	1	0	0	0	0	2
Average time to Respond			0:01:37	0:01:52					0:01:44

Providers That Teched Calls

Amount of calls providers teched in month of July

Amos	13
Andrews	0
Atkins	0
Aucoin	3
Chase	0
Cooper	6
Costello M.	0
Costello S.	0
Crisp	0
Dean	1
Donahue	11
French, Tom	0
French, Woody	0
Gagne	5
Henley	0
Hornblower	2
Lamontagne	8
Lorenze	2
Mason	0
Meade	11
Moir	0
Walsh	0
Weilbrenner	5
Total	67

Mutual Aid recived in month of July

0

Incident numbers with multiple reports in July

0

Wastewater Department Report July, 2021

- 07/01/21 –Vortex Services finished clean and TV on Water Street north and south last night, this morning they cleaned the main pipe going into the Ramsdell Rd. Pump Station then moved to Weare Rd. north and south. Tomorrow they will have just Depot Hill Rd. and they will be done.
Ken on Vacation 7/2 – 7/12
- 07/13/21 –Catch up, post vacation paperwork.
Preparing for Safety Committee meeting, completed safety inspections of all Wastewater Department buildings.
Rich & Chazz removed 2 barrels of grease and rags and 1 barrel of grit from Ramsdell Road pump station.
- 07/14/21 –Shipped rolloff to Merrimack composting facility.
Rolloff room overhead door main spring is broken, called Raynor Door.
Attend Safety Committee meeting at Town Hall.
Ken marked 2 Dig Safes on Davidson Rd. and Depot Hill Rd.
- 07/15/21 –Chazz and Ken marked 3 Dig Safes for Highway Dept on Depot Hill Rd.
Rich mowed and weed wacked at plant.
Chazz mowed both pump stations.
Raynor Door Co. Here to look at Rolloff room overhead door, They made a temporary repair to the broken spring to get us through until they can return with new springs.
- 07/16/21–Ken & Chazz cleaned selector mixer #2, Rich cleaning UV area.
All of us installing 1 diffuser in sludge holding tank.
Cleaning day.
- 07/19/21–Pumping water from septage holding tank, K.S. plunger pump not pumping. We set up our large sump pump and that is not pumping, disassembled pump and found it full of rags. Re –assembled pump, OK now. Primed K.S. plunger pump, still not pumping.
Rich and Ken broke up sludge islands in A.T. discharge channel with fire hose.
- 07/20/21- Ken plumbing new diffuser in sludge holding tank.
Rich & Ken pulled 2 ladders from sludge holding tank, we will put them in the other side of of the tank to install the last diffuser.
- 07/21/21- Turned on the air to the new diffuser, all OK.
Steve Bolles, from Process Energy Services will be here to complete data collection for the Energy audit.
Rich and Ken marked a Dig Safe on Juniper Ridge Rd.
Chazz and Rich are pumping and cleaning septage tanks 1&2, found pipes leading to K.S. Plunger pump clogged.
- 07/22/21- Grabbed a water sample from a drain line Leo just replaced, he said it smelled bad when he was digging to install the new pipe, I will run an E-coli test.
Ken is working on septage mixer #2, seems to be running fine now.
- 07/23/21-Steve Bolles from Process Energy Services here to collect data loggers from influent pumps and to get some elevations
Results from the e-coli test we sampled yesterday was 10.8 colonies/100 ml. sample. We will continue to monitor.
All of us did some yard work.
Cleaning day.

07/26/21-Ken vacation day.

07/27/21-Grabbed a water sample from behind AGS at the drain line.

All of us removed vines from the fences around the treatment plant.

07/28/21-Chazz and Ken marks a Dig Safe on Juniper Ridge.

Received a new door opener for the Grit Rm. outside door, it came incomplete, made arrangements to return it to Graingers and ordered a less expensive door holder.

Results of E-coli sample taken from drainage pipe on Depot Hill Rd. was 3.1/100 ml.

07/29/21-Ken & Chazz grabbed another sample from drainage pipe by AGS.

Rich and Ken adjusted a manhole cover on Cressey Street that was making noise.

Ken ordered 50 grit boxes.

07/30/21-Brought 4 drums of caustic to Grit Room.

Rich is cleaning the Flume area.


Cleaning day.

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

"The only Henniker on Earth"



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

To: Board of Selectmen
From: Joseph Devine, Town Administrator 
Date: August 12, 2021
Ref: **Town Administrator's Report**

I am pleased to report on the following items:

- **COVID-19 Update** – As of August 11, 2021, we have 1-4 active cases. We have had 1-4 new cases in the past fourteen days, a total of 260.

Vaccine Update: As of August 11, 822,122 people in New Hampshire have received their first dose of the vaccination, or 58.6%, and 752,420 or 53.8% are fully vaccinated. We are now getting information on Town specific vaccination rates. As of August 11, here is the breakdown:

Town Name	Population	1 Dose	% of 1 Dose	Fully Vaccinated	% Fully Vaccinated
Henniker	4,969	2,398	48.2%	2,222	44.7%

- **Sale of Recyclables** – The Transfer Station sold aluminum cans, plastics, and scrap metal back to the NRRA in June. We received a check for \$8,205.25 in profit from that sale.
- **Primex Premium Holiday** – Primex has informed us of a "Premium Holiday" distribution for the Property & Liability and Worker's Compensation Program that amounts to \$55,675 for the Town. The refund is based on each member's as well as the pool's overall performance. I have the Finance Director looking into the funds, but typically the Board will have an option to apply the credits to the next bill or receive a check for reimbursement.
- **Auction Results from White Farm** – In June, we sent highway equipment to White Farm for the auction. We received the results from the auction. The Town received \$5,157 for the sale of a pickup, four plows, and a spreader.

- **Highway Block Grant Aid** – The Town has received State Highway Block Grant Aid notification based on estimated revenues through June 30, 2021. Henniker is expected to receive \$167,833 through July 2022.

• July 2021	Actual Payment:	\$50,350
• October 2021	Actual Payment	\$50,350
• January 2022	Actual Payment	\$33,566.67
• April 2022	Estimated Payment	\$33,566.68

Ongoing Projects

- Goal Setting with Select Board – September/October
- Vacation time vs. PTO Time
- Citizen's Academy

Upcoming Dates

August 24 – Cogswell Springs Water Works
 September 1 – Conservation Commission Meeting
 September 7 – Board of Selectmen
 September 8 – Economic Development Committee
 September 8 – Planning Board Meeting



NORTHEAST RESOURCE RECOVERY ASSOC
CO-OP MKTG. PROGRAM PH. (603) 736-4401
2101 DOVER RD.
EPSOM, NH 03234



54-7027/2117

PAY

Eight Thousand Two Hundred Five and 25/100

TO THE ORDER OF

DATE

07/09/2021

AMOUNT

\$8,205.25

Henniker, NH
Henniker, NH, Town of
18 Depot Hill Rd
Henniker, NH 03242
USA



Stacy
AUTHORIZED SIGNATURE

⑈052093⑈ ⑆211770271⑆ 851126292⑈

Northeast Resource Recovery Association

52093

Date	Item	Description	Quantity	Unit Price	Ext. Price
Credits					
06/15/2021	118	Alum Can-Loose (Release # 387155)	5240.000	0.4000	\$2,096.00
06/15/2021	242	Plas.-HDPE "Z" bale (Release # 387091)	9240.000	0.4000	\$3,696.00
06/15/2021	251	Plas.-PETE bale (Release # 387091)	16820.00	0.1000	\$1,682.00
06/15/2021	282	Scrap-Metal (Release # 387158)	6.813	190.0000	\$1,294.38

Credits Subtotal

\$8,768.38

Charges

06/15/2021	333	Hauling Fees (Release # 387091)	1.000	425.0000	\$425.00
06/15/2021	333	Hauling Fees (Release # 387158)	1.000	138.1300	\$138.13

**Northeast Resource Recovery Association
Charges Subtotal**

\$563.13

52093

Total Due to Customer

\$8,205.25

*FVI
ROSS*

Primex³ Invoice — Property & Liability — Jul. 2021

Invoice Date	July 1, 2021
Invoice Number	112485
Member Name	Henniker, Town of
Member Number	198
Program	Property & Liability Coverage
Coverage Period	July 1, 2021 through June 30, 2022
Terms	Net 45 Days

Description	Amount
Contribution	\$ 101,701.00
Premium Holiday	\$ (24,606.17)
Net Contribution	\$ 77,094.83 Remit this amount

*Joe
FYI
Baus Mavey
WE DID NOT
KNOW ABOUT.
\$ 55675
Russ*

The contribution above includes the following discounts:

Package Discount	
------------------	--

Please make checks payable to "Primex".
For payment questions, please call the Finance Department.
For contribution questions, please call your Member Services Representative.



Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624

(603) 225-2841 ■ (800) 698-2364

nhprimex.org

Primex³ Invoice — **Workers' Compensation** — Jan. 2021 (Revised July 15, 2021)

Invoice Date	July 15, 2021
Invoice Number	6686
Member Name	Henniker, Town of
Member Number	198
Program	Workers' Compensation Coverage
Coverage Period	January 1, 2021 through December 31, 2021
Terms	Net 45 Days

Description	Amount
Contribution	\$ 60,138.00
Premium Holiday	\$ (19,835.97)
Credit Balance	\$ (11,234.19)
Net Contribution	\$ 29,067.84
	Remit this amount

The contribution above includes the following discounts:

Package Discount

Please make checks payable to "Primex".

For payment questions, please call the Finance Department.

For contribution questions, please call your Member Services Representative.

4326 520
 4331-520
 4550 523
 4196-520

4130-1362 = 2768
 2777-915 = 1862
 277-91 = 186
 = 2425.184



Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
 (603) 225-2841 ■ (800) 698-2364

nhprimex.org

James R. St. Jean

A U C T I O N E E R S

June 30, 2021

Dear Consignor:


Attached please find a final statement relative to the items consigned to the State of NH surplus property auction held on June 26, 2021 at the White Farm in Concord, NH.

Also enclosed is a check for the proceeds. We want to thank the 13 municipalities & non-profits who participated in this spring's sale which attracted 853 registered bidders. Results of the auction will be posted the "recent sales" page on our website: www.jsjauctions.com in the near future.

Thank you for your participation and we look forward to serving you again. The next State of NH surplus property auction will be held in October 2021. Should you have a need to sell vehicles & equipment before the fall auction, please contact us for information on selling these assets in an ONLINE AUCTION.

If you have any questions about your statement, the upcoming spring auction or selling your assets online, please do not hesitate to contact us.

Sincerely,



Jay T. St. Jean

Sue Hennas

James R. St. Jean Auctioneers

20045

JAMES R. ST. JEAN

AUCTIONEER
45 EXETER ROAD
ESPING, NH 03042

TD BANK
America's Most Convenient Bank

54-7/114



6/30/2021

PAY TO THE
ORDER OF Town of Henniker

\$ **5,157.00

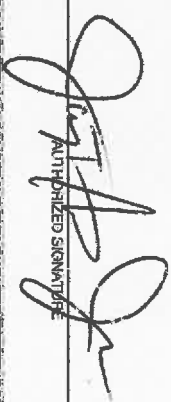
Five Thousand One Hundred Fifty-Seven and 00/100*****

DOLLARS

Town of Henniker

MEMO

State of NH Auction 06/26/21


AUTHORIZED SIGNATURE

⑈020045⑈ ⑆011400071⑆ 9029600403⑈



Security features. Details on back.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

July 28, 2021

William Cass, P.E.
Assistant Commissioner

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

**Re: Henniker Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Blomback:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2022 (July 1, 2021 thru June 30, 2022) based on estimated revenues through June 30, 2021. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2021 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Henniker during Fiscal Year 2022 (July 1, 2021 to June 30, 2022) is as follows:

July 2021 Actual Payment:	\$50,350.00
October 2021 Actual Payment:	\$50,350.00
January 2022 Actual Payment:	\$33,566.67
April 2022 Estimated Payment:	\$33,566.68
TOTAL FOR FY 2022:	\$167,833.35

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,430 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp