

"The only Henniker on Earth."



Office of the Town Administrator

*Diane Kendall*

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

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

Administrative:

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

Assessing/Clerk/Tax Collector:

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

Finance:

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

Fire/EMS/Emergency Management:

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

Highway:

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

Human Services:

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

#### Legal:

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

#### Outreach and Other:

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

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

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

#### Police:

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

#### Transfer Station/Buildings and Grounds:

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

#### Wastewater:

- Meeting and tour with Ken Levesque of Wastewater Treatment Plant

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