

"The only Henniker on Earth."



Office of the Town Administrator

*Diane Kendall*

To: Board of Selectmen  
From: Diane Kendall, Town Administrator  
Date: April 19, 2022  
Ref: **Town Administrator's Report**

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This report encompasses updates, activity, projects, and meetings through April 15<sup>th</sup>.

Administrative:

- Research RTK requests
- Correspond with Mirador regarding additional email accounts and RTK requests for May 2<sup>nd</sup> or 17<sup>th</sup> Meeting

Assessing/Clerk/Tax Collector:

- Avitar tax collection live as of April 13<sup>th</sup>
- Notice on website [2022 Assessing Pick-ups and 2022 Town wide Revaluation Information | Henniker, NH](#)

Finance:

- Responding to ordinary request from NHRS for supporting documents
- Preparing for SLFRP grant submission deadlines
- Facilitation of billing system conversion

Fire/EMS/Emergency Management:

- Communications Tower Project meeting April 22
- Fire Pond request for easement research

Highway:

- Liberty Road Culvert Project bid opening and analysis; bid award on May 2<sup>nd</sup> meeting
- Assist with RFB administration
- Highway candidate has given verbal acceptance of offer

Human Services:

- Welfare Guidelines Update 1<sup>st</sup> reading May 2<sup>nd</sup> or 17<sup>th</sup>

Legal:

- Communicate for ongoing legal matters; WWTP Underwood agreement; fire pond easement; Craney Hill Tower access; planning board ex-officio appointment

Outreach and Other:

- Attended Library open house event on April 7<sup>th</sup> recognizing the retirement of two staff members and welcoming a new staff member. Very well attended event.
- Working on website updates

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

- Communications with code enforcement: investigated and responded to complaints and concerns; met with manager of campground and will continue ongoing plan to monitor seasonal-temporary occupancy.
- Attended Planning Board meeting April 13<sup>th</sup>
- Attended bi-weekly State Economic Development virtual meeting. Infrastructure funds coming available to increase access to electric vehicle charging stations

Police:

- Regular meeting with Chief French concerning updates on ongoing cases

Transfer Station/Buildings and Grounds:

- Recruiting and interviewing candidates for Assistant Transfer Station/Building/Parks Superintendent
- Transfer Station
  - Issued Purchase Order for skid steer; delivery expected week of April 18th
  - \$5,000 NH the Beautiful Grant available toward purchase. Will bring to board on May 3<sup>rd</sup>
  - Garage door has been installed; cardboard bailer repaired
  - Transfer station starting April 14 will only accept hand unload of household waste into the hopper.
  - Ongoing research for policy and fee recommendations for best practices dealing with non-residential construction debris and trash disposal
- Buildings and Grounds
  - Soccer fields damaged by vehicle; repaired and resolved with PD

Wastewater:

- Developing recruitment strategy and materials for Wastewater Superintendent recruitment
- WWTP upgrade status:
- Met with Underwood April 8<sup>th</sup> to discuss and preview preliminary engineering agreement and target April to execute agreement. On April 19<sup>th</sup> agenda.

State and County News:

- SB249 Prohibiting planning and zoning ordinances that prohibit short-term rentals to Executive Session 4/18/22 10:00am

NHMA Updates:

- Education Opportunities:
  - April 28 [REGISTRATION OPEN: 2022 Right-to-Know Law Hybrid Workshop on Meetings and Records | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/2022-right-to-know-law-hybrid-workshop-on-meetings-and-records)
  - May 5 [REGISTRATION OPEN: 2022 Hard Road to Travel Hybrid Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/2022-hard-road-to-travel-hybrid-workshop)
  - May 17 [REGISTRATION OPEN: 2022 Local Officials Virtual Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/2022-local-officials-virtual-workshop)
- [Legislative Bulletins | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/legislative-bulletins)
- [NewsLink | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/newslink)

Other: