

"The only Henniker on Earth."



Office of the Town Administrator

Diane Kendall

To: Board of Selectmen
From: Diane Kendall, Town Administrator
Date: May 3, 2022
Ref: **Town Administrator's Report**

This report encompasses updates, activity, projects, and meetings through April 18-29th.

Administrative:

- Research RTK requests
- Email accounts for 5 Selectboard members would be about \$300/year. How long to keep emails RSA 33-A:3-a XXV. Correspondence by and to municipality-administrative records: minimum of one year; XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- Developing a draft hiring policy

Assessing/Clerk/Tax Collector:

- Notice on website [2022 Assessing Pick-ups and 2022 Town wide Revaluation Information | Henniker, NH](#)
- Campers and all permit pick-ups have been updated as of April 1st.
- Working with Tax Collector to review properties in arrears; new reporting available; July 19th deed waivers to board of Selectman

Finance:

- NHRS system audit – no deficiencies
- SLFRP grant follow up submitted
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Fire/EMS/Emergency Management:

- Communications Tower Project proceeding as expected; completing environmental and historic survey
- Fire Pond request for easement research

Human Services:

- 1st reading of updated Welfare Guidelines prepared

Legal:

- Communicate for ongoing legal matters.

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

- Code Enforcement and Health Inspector resolving every complaint and concern

Police:

- Regular meeting with Chief French concerning updates on ongoing cases; recruitment efforts ongoing

Transfer Station/Buildings and Grounds:

- Recruiting and interviewing candidates for Assistant Transfer Station/Building/Parks Superintendent
- Transfer Station
 - Skid steer delivery this week
 - \$5,000 NH the Beautiful Grant available toward purchase of Skid Steer on Consent
 - Repairing broken piston on cardboard bailer
 - Accepting brush; when pile is large enough we will call vendors to quote
- Buildings and Grounds
 - Repairs to Grange access; working on list of items from JLMC and Fire Inspections
 - JLMC at Grange on Thursday

Wastewater:

- Developing recruitment strategy and materials for Wastewater Superintendent recruitment

NHMA Updates:

- Education Opportunities:
 - April 28 [REGISTRATION OPEN: 2022 Right-to-Know Law Hybrid Workshop on Meetings and Records | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
 - May 5 [REGISTRATION OPEN: 2022 Hard Road to Travel Hybrid Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
 - May 17 [REGISTRATION OPEN: 2022 Local Officials Virtual Workshop | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [Legislative Bulletins | New Hampshire Municipal Association \(nhmunicipal.org\)](#)
- [NewsLink | New Hampshire Municipal Association \(nhmunicipal.org\)](#)

Other: