

"The only Henniker on Earth."



Office of the Town Administrator

Diane Kendall

To: Board of Selectmen
From: Diane Kendall, Town Administrator
Date: May 17, 2022
Ref: **Town Administrator's Report**

This report encompasses updates, activity, projects, and meetings through April 30th to May 17th.

Administrative:

- Resignations Deputy Finance Director, Kelly Henley and Minute Taker Nadine Scholes
- Minutes of May 3rd are incomplete and draft only. Inconsistent with recording. Working with minute taker to resolve. Table acceptance until June 7th.
- Mirador is creating Selectboard email accounts, access instructions by the end of the week

Assessing/Clerk/Tax Collector:

- Warrant for first tax billing ready, Tax Collector will prepare bills with July 6th due date

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

- Code Enforcement and Health Inspector resolving complaints about trash and housing standards

Vehicle Fuel

- The town will purchase diesel from the state district 5 shed. The Current price is \$2.22 per gallon, a savings from \$6.20 market price. Finance Director has submitted appropriate paperwork for billing.

Transfer Station/Buildings and Grounds:

- Matt Bumford accepted Assistant Manager Transfer Station/Parks and Properties position and starts May 31st.
- Skid steer delivered

Grange and Community Center update:

- Joint Loss Safety Committee, Fire Chief and Building Inspector met to assess Grange. Several modification and repairs necessary to bring building up to life safety and ADA Title II compliance. Further inspection of Community Building identified modifications necessary for fire and life safety. Working with Fire and Building Inspector to develop scope of work and Request for Proposal for work

Overnight Parking Ban and Riverfront Parking Resolution:

- Meeting of stakeholders 9:00am May 25th at the town hall

Tax Map 1 Lot 539-C Notice of Violation resolution:

- Lot owners communicating with Administration and keeping log of all riding activity. Total of 15.75 hours in the month of April. No permission to ride on weekends. Weekend riders using property without permission. Landowners discovered unpermitted use and asked them to stop.