

"The only Henniker on Earth."



Office of the Town Administrator

Diane Kendall

To: Board of Selectmen
From: Diane Kendall, Town Administrator
Date: August 9, 2022
Ref: **Town Administrator's Report**

This report encompasses updates, activities, projects, and meetings July 14th to August 9th.

Administrative:

- Helga Winn accepted offer of employment Executive Assistant/Assessing and Land Use Coordinator. Began employment July 25
- Sherry Bradstreet accepted offer of employment Deputy Finance Director. Began employment August 8.
- Continuing recruitment efforts for part-time Administrative Assistant

Risk Management:

- On August 8, 2022 at approximately 11:32am suspicious email activity was discovered and reported immediately to Mirador IT, the towns contracted information technology contractor. A fraudulent email was sent from the Town Administrators official henniker.org email address. The email account was temporarily suspended and reactivated with enhanced security. The incident has been filed with the towns risk management company Primex. Covered under Primex, cybersecurity specialists have been deployed to work with us and our IT company to conduct a forensic investigation. This is an open investigation and appropriate details will be made available when ready. All henniker.org email accounts have had 2-factor authentication security enabled. Employees will be encouraged to participate in cybersecurity training. People who received the email should delete it immediately. If people have questions and concerns, they should contact the Town Administrator.

Building Department and Building Code Advisory:

- Emails went out to nominated members, all have accepted. Next step to schedule first meeting, elect chairman.

Outreach:

- Governor & Executive Council meeting was held on Wednesday, July 27
- Coordinating with Lindsay Coats, Director of Career and Life Planning for New England College work study opportunities at the Town Hall
- E-911 Liaison meeting

Broadband

- Met with Carol Miller, Director of Broadband Initiatives regarding towns agreement for National Collaborative for Digital Equity (NCDE)
- Next step to establish Broadband Committee (sub-committee of EDC?)
- NCDE will map town with maps merged from existing map data such as E-911, TDS, Comcast etc

Azalea Park:

- Work to begin on railings before the end of August; building permit approved.

Assessing/Clerk/Tax Collector:

- 2022 Assessed value letters go out to property owners by the end August and hearings will be set for early September.
- Tax Collector scheduled for September 20 Selectboard non-public deed waiver meeting
- Clerk/Tax office conducting analysis of hours required to administrate all tasks of the office to determine adequate level of service including gaps for sick and vacation time.

Wastewater Treatment:

- \$960,000 DES Grant and \$2,140,000 Water Pollution Control Revolving Loan Fund approved by Governor and Executive Council on July 27, 2022 Item Number 76
- Superintendent Recruitment: next steps to assemble advisory team

Transfer Station:

- 2023-2024 stickers to be issued September 1 through December 31, 2022
- Superintendent Marc Boisvert submit a purchase order for a used trailer to be used for storage. The trailer is eligible for a 20% grant from NH the Beautiful

Other:

- NHMA Legislative Bulletin: [2022 NHMA Legislative Bulletin 23 | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/legislative-bulletin/2022-nhma-legislative-bulletin-23)
- [Events & Training | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org/events-training)
- [NHMA Important Dates Calendar](https://nhmunicipal.org/important-dates)