



"The only Henniker on Earth."
Office of the Town Administrator

To: Capital Improvement Committee, Board of Selectmen
From: Diane Kendall, Town Administrator
Date: December 19, 2025
Ref: **2026 Expendable Trust Fund Appropriation**

Thank you for the volunteer effort to ensure the town is adequately funded for capital expenditure and other expenses that are better served by expendable trust funds.

Town Technology Fund: Established in 2020 this fund may be used at any time at the department head request with Board of Selectmen approval for the purpose of hardware/software upgrades to town systems.

- Desktop and mobile devices like laptops for all departments have been updated over the past 3 years. We do not expect to replace any desktop or mobile devices this year.
- The town's website will no longer be compliant with ADA regulations and no longer supported by Civic Plus by mid-2027. We are obtaining quotes for redevelopment and implementation now. We expect costs to be around \$15,000.
- Town Hall server migration to cloud is a modern tool that can provide greater cybersecurity, resiliency, scalability and department wide organization of documents. It can also cost less than replacement of aging servers. Since all of our town's software is cloud based, internet is reliable we recommend server migration to cloud. The expected cost is: \$5,000 or less

Total recommended appropriation to the Town Technology Fund is \$2,500.

Town Owned Building Expendable Trust: Established in 2009 for unforeseen operations and maintenance expenditures. This fund may be used for expenditures at any time at the request of a department head and Board of Selectmen approval. We recommend this purpose amended in 2026 to strike unforeseen and use the fund to plan for and implement long term maintenance and replacement.

We further recommend issuance of an RFP for Professional Consulting Services in support of the development of a Stewardship Plan for Henniker Town Hall, Grange and Community Center. The Plan will provide a guide for current and future Selectmen and managers a Facility Self-Assessment to benchmark the town building's existing architectural, structural, mechanical, and electrical systems and features. More information is provided with CIP project documents submitted. The estimated cost for this project is: \$18,000

The exterior paintings of town hall, grange and community center have been deferred for the last two years. We recommend painting and repairs of the Town Hall and Community Center exteriors in 2026. The estimated cost for both buildings is about \$36,000. The future of maintenance on the Grange is deferred at this time.

Total recommended appropriation to the Town Owned Building Expendable Trust is \$10,000.

Street and Park Lighting Expendable Trust: Established in 2025 this fund may be used at the Board of Selectmen discretion for the maintenance, repair and replacement of street and park lighting infrastructure. We expect to issue an RFP and receive bids prior to town meeting.

Total recommended appropriation to the Street and Park Lighting Expendable Trust is \$10,000.

Wastewater Capital Reserve: Established in 2020 for the purpose of maintenance projects at the wastewater treatment facility. Withdrawals from this fund must be approved by warrant article by the legislative body.



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Grant and SLRF funding for the current project fell short of the bids and the scope of the project was scaled back to award the bid to a contractor. These include:

Category	Project	Estimated Cost	Priority (H/M/L)	Rank (1=highest)
Removed from Base Bid	Sludge Tank Blowers (including piping)	56,800	H	2
Removed from Base Bid	Ramsdell Rd PS Slide Gate & Valve Replacement	51,100	H	1
Additive Alternate	Dewatering Building HVAC - 2026	140,000	H	3
Additive Alternate	Ramsdell Rd PS HVAC - 2026/2027	220,000	M	4
Additive Alternate	West Henniker PS HVAC - 2026/2027	170,000	M	5

These projects are still critical and recently prioritized by the wastewater team. The engineering team is obtaining updated quotes for the estimates. We are eligible for immediate grant funding for items ranked 1 and 2, but the amount is unknown at this time. We anticipate a warrant article in 2026 to withdraw at least \$140,000 for the dewatering building ranked 3.

We recommend at a place holder \$150,000 appropriated to the Wastewater Capital Reserve to fund projects ranked 3 through 5. This may be updated prior to public hearing on February 3rd.



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-97687-1
4/4/2025 2:46 PM
12/31/2025

Client:
Town of Henniker, NH

Bill To:
HENNIKER TOWN (MERRIMACK COUNTY),
NEW HAMPSHIRE

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
				Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Migration Premium Implementation	Includes full setup and configuration of the website with design meeting consultation and unique design application
4.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://www.henniker.org)
1.00	Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Group Training	3 seats of pre-scheduled joint training sessions up-to 3-hours per session

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: http://www.henniker.org

QTY	PRODUCT NAME	DESCRIPTION
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL

List Price - Initial Term Total	USD 19,077.00
Total Investment - Initial Term	USD 13,317.00
Annual Recurring Services (Subject to Uplift)	USD 5,317.00

Initial Term	3/13/2026 - 3/12/2027, Renewal Term 3/13 each calendar year
Initial Term Invoice Schedule	100% invoiced on Initial Term start date.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Diane Kendall

From: Brian Rohen <brian@revize.com>
Sent: Monday, December 15, 2025 10:21 AM
To: Diane Kendall
Subject: RE: Revize Govt Websites Meeting - Henniker, NH
Attachments: Revize Website 2025 Addons - Apps + Features + Services.pdf; Revize Govt Websites.pdf

Hi Diane, I wanted to make sure you have all the relevant Revize website info. Feel free to give me a call to go over any of it.

[Revize Govt Websites Meeting - Henniker, NH-20251209 160423-Meeting Recording.mp4](#)

For the estimates on pricings: (Revize Custom Design)

1. Revize Custom Design (4-6 months delivery)

Ex. <https://www.merrimackcounty.net/>
<https://www.brooklinenh.gov/>
<https://www.swanzeynh.gov/>
<https://www.peterboroughnh.gov/>
<https://www.hooksett.gov/>
<https://www.raymondnh.gov/>
<https://www.camptonnh.gov/>

Migration (\$3 per Webpage Page & PDF) @150 pages	\$450	One-time fee
Custom Design with Included Standard Features and Apps	\$8,800*	One-time fee
Hosting/Security/Support Easy to use content management system	\$2,000	Annually

Custom Design Five Year Payment Plan(*flexible payments, can be spread out over five years)(plus a Free Redesign after YR4)

Y1-Y5 = **\$3,850**

Year 6 = \$2,000

-or-

Custom Design Standard Payment Schedule

Year 1 = \$ (450 + 8,800 + 2,000) = **\$11,250**

Year 2 = \$2,000

Year 3 = \$2,000

Year 4 = \$2,000 (plus a Free Redesign after YR4)

Year 5 = \$2,000

Standard Features & Apps Included with Custom Design

Online Payment: <https://www.orienttownship.org/> shortcut button in middle of homepage



**Town of Henniker, NH
Capital Improvement Program (CIP) Committee
2026– 2031
Project, Vehicle, and Equipment Request Form**

Department: _____ **Priority** ___ **of** _____

Project Title: _____

Est. Total Cost: _____ Est. Useful Life: _____ Previously Submitted ___ Yes ___ No

Type of Project: (check one)

Primary effect of project is to:

- Replace/repair existing facility/equipment
- Improve quality of existing facility/equipment
- Expand capacity of existing service level/facility
- Provide new facility/service capacity

Service Area of Project: (check at least one)	Region	Town	School District	RV	CV	Neighborhood	Street
Other – Please specify _____							
Project Description:							
Rationale for Project: (check those that apply- elaborate below)		Reduce long term operating costs Reflects Master Plan	Health or Safety Expand Public Demand	Continuation of Existing Project Reduces Liability			
Narrative Justification:							

COST ESTIMATE	2026	2027	2028	2029	2030	2031
CAPITAL COST						
Equipment Purchase Cost						
Land / Site Improvements						
Construction Cost						
Other Cost						
Total Capital Cost						
OPERATING COST (Cost of Project that will impact operating budget)						
Salaries/Wages						
Fringe Benefits						
Contracted Services						
Expenses						
Other Cost						
Total Operating Cost						
PROPOSED SOURCES OF FUNDING (Where will the cost for equipment or project will come from)	2026	2027	2028	2029	2030	2031
General Fund (Direct Taxation)						
Expend from Capital or Expendable Trust Fund						
Revolving Fund (i.e. Highway Block Grant, Library Trust Funds)						
Bond						
Grants						
Other						
Total Sources of Funding						

Please submit any additional documents such as quotes, bids, or details separate from this form to support the request.

Form Prepared By:

Diane Kendall

Signature

Title

Date

DRAFT RFP Town Building Stewardship Plan

Introduction:

The town endeavors to protect and preserve town historic buildings, which reflect the historic elements of Henniker. The Henniker Town Office, Community Building and Grange are essential and irreplaceable community assets that provide critical infrastructure for administrative services, public meetings and community events.

Scope:

The Town of Henniker is seeking Professional Consulting Services in support of the development of a Stewardship Plan for Henniker Town Hall, Grange and Community Center.

The Plan will provide a guide for current and future Selectmen and managers a Facility Self-Assessment to benchmark the town building's existing architectural, structural, mechanical, and electrical systems and features.

Equipped with this knowledge, the Board can more effectively make key decisions about capital planning and facility maintenance. Both short-term and long-term needs can be identified and prioritized in a transparent and systematic way. In addition, an actively managed stewardship plan is a required component of Historic Rehabilitation or Preservation Grant eligibility and compliance.

DELIVERABLES:

- Physical inspection of the building interior, exterior and grounds
- Compile known equipment and maintenance records and other documents
- Develop spreadsheets and worksheets to organize records, schedule maintenance and plan capital improvements
- Conduct onsite inspections with select subs and vendors and/or manufacturer's reps
- Determine age and life cycle of major components and systems
- Populate the worksheets with real data
- Monetize the identified work tasks



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Narrative Justification:							

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Total Sources of Funding						

Please submit any additional documents such as quotes, bids, or details separate from this form to support the request.

Form Prepared By:

Diane Kendall

Signature

Title

Date

Funding Project Uses						Project Funding Sources				Total Funding Source
Category	Project	Estimated Cost	Priority (H/M/L)	Rank (1=highest)	Urgency (0-5)	NHDES ARPA Grant	Henniker WWTF Capital Reserve 2026	2026 Wastewater Operating Budget 03-4326-4805-000	Other Funding 2027 (Cap Res, Grant, SLRF)	
						100,000	275,000	10,000	435,000	
Removed from Base Bid	Sludge Tank Blowers (including piping)	56,800	H	2		56,800				56,800
Removed from Base Bid	Ramsdell Rd PS Slide Gate & Valve Replacement	51,100	H	1		43,200		7,900		51,100
										-
Additive Alternate	Dewatering Building HVAC - 2026	140,000	H	3			140,000			140,000
Additive Alternate	Ramsdell Rd PS HVAC - 2026/2027	220,000	M	4					220,000	220,000
Additive Alternate	West Henniker PS HVAC - 2026/2027	170,000	M	5					170,000	170,000
Other Projects Not Listed	example: Sludge Pump Optimization									
TOTALS						100,000	140,000	7,900	390,000	637,900
FUND BALANCES						-	135,000	2,100	45,000	1,219,000
2026 Funding							150,000			
2027 Funding							150,000			