



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

October 4, 2021 Select Board Meeting

Information regarding Meeting Access, Meeting Materials, Public Comment, Nonpublic Session, and Special Accommodations can be found in the Visitor Orientation section located at the end of this report.

1. Call to Order
 - A. Roll Call Attendance
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**
[October 4, 2021 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the October 4, 2021 agenda [as amended].
4. Public Hearings
 - A. Sale of Map 103-49 Per RSA 41:14-a
 - i. See attached, [103-0049 - RSA 41-14-a Notice](#)
 - ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Abutters or road association only.
 - iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
 - iv. Public Comment (see Visitor Orientation below)
 - v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.
 - B. Sale of Map 111-10 Per RSA 41:14-a
 - i. See attached, [111-0010 - RSA 41-14-a Notice](#)
 - ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Must merge with abutting property.
 - iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
 - iv. Public Comment (see Visitor Orientation below)
 - v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.
 - C. Sale of Map 111-11 Per RSA 41:14-a
 - i. See attached, [111-0011 - RSA 41-14-a Notice](#)
 - ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Must merge with abutting property.
 - iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
 - iv. Public Comment (see Visitor Orientation below)
 - v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.



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D. Sale of Map 113-23 Per RSA 41:14-a

- i. See attached, [113-0023 - RSA 41-14-a Notice](#)
- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Try to retain some control or development authority through a lease instead of deed transfer.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

E. Sale of Map 113-34 Per RSA 41:14-a

- i. See attached, [113-0034 - RSA 41-14-a Notice](#)
- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Try to retain some control or development authority through a lease instead of deed transfer.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

F. Sale of Map 126-29 Per RSA 41:14-a

- i. See attached, [126-0029 - RSA 41-14-a Notice](#)
- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
 1. Comments: Offer only to NHDOT or to be retained by the Town, no private ownership.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

G. Sale of Map 227-30 Per RSA 41:14-a

- i. See attached, [227-0030 - RSA 41-14-a Notice](#)
- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
 1. Comments: Suggested asking the purchasers to consider permanently conserving the property due to high co-occurrence values.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

H. Purchase of Map 248-1 Per RSA 41:14-a

- i. See attached, [248-0001 - RSA 41-14-a Notice](#)



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- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

I. Sale of Map 248-3 Per RSA 41:14-a

- i. See attached, [248-0003 - RSA 41-14-a Notice](#)
- ii. Not recommended by the Planning Board at the September 21, 2021 Meeting.
 - 1. Comments: Suggested that it could be worthwhile to retain this property for the future opportunity to further expand the Town forest.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

J. Sale of Map 258-11 Per RSA 41:14-a

- i. See attached, [258-0011 - RSA 41-14-a Notice](#)
- ii. Recommended by the Planning Board at the September 21, 2021 Meeting.
- iii. Recommended by the Conservation Commission at the September 23, 2021 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for October 18, 2021 and the Select Board is expected to vote on November 1, 2021.

5. Consent Agenda (requires unanimous approval) – **Vote**

Make a motion to approve the October 4, 2021 consent agenda (A-C) as presented.

A. [Meeting Minutes September 27, 2021](#)

Make a motion to approve the September 27, 2021 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

- i. AP Manifest 2021-240
- ii. PR Manifest 2021-139
- iii. Appointment to Strafford Regional Planning for Steve Diamond
- iv. Approved minutes for September 13, 2021 Select Board meeting

Make a motion to authorize and sign the above-referenced documents (i-iv).

C. New Requests for Signature

- i. Administrative Abatement for Map 262 Lot 14 Sublot 4
- ii. Administrative Abatement for Map 242 Lot 16
- iii. Oath of Office for Gary Imbrie - Conservation Commission Alternate

Make a motion to authorize and sign the above-referenced documents (i-iii).

6. Appointments

A. 2022 Budget Presentation – Fire/EMS/Ambulance/Cemeteries – Discussion

- i. Presented by Rick Walker, Fire Chief/Cemetery Trustee
- ii. Electronic Budget Binder: www.barrington.nh.gov/2022budget



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1. [Fire/EMS/Ambulance/Cemeteries – Section 12](#)
- iii. See attached, [Advisory Budget Committee Minutes 20210928](#)
 1. Includes responses from Chief Walker to the ABC questions.
- iv. See attached, [Current Fire Staffing 20210928 11x17](#)
- v. See attached, [Proposed Three Full Time Fire Staffing 20210928 11x17](#)
- vi. See attached, [Proposed Four Full Time Fire Staffing 20210928 11x17](#)
- vii. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
- viii. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.

B. Charlie Tatham Conservation Commission Alternate – **Vote**

- i. See attached, [20210921_conscomapp_tatham](#)
- ii. Pursuant to the Select Board's Appointment Procedure, this application has been shared with the Conservation Commission Chair, Ken Grossman. Ken has recommended Mr. Tatham's appointment to the Conservation Commission as an alternate member with a term expiring in March of 2023. This request was presented to the Select Board at the September 27, 2021 meeting for discussion.

Make a motion to appoint Charlie Tatham to the Conservation Commission with a term expiring March of 2023.

C. Andrew Melnikas Planning Board – Discussion

- i. See attached, [20210403_pbapp_melnikas](#)
- ii. Due to a recent resignation for personal reasons a vacancy exists on the Planning Board. Andrew Melnikas is currently an alternate and is interested in serving as a full member.
- iii. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 18, 2021 meeting.

7. Public Comment (see Visitor Orientation below)

8. Staff Report

A. Administrator MacIver

- i. October Work Anniversaries
 1. Samuel Surawski • Police Officer • 2 Years
 2. Madison Newton • Technology Library Assistant • 1 Year
 3. Maryssa Spinney • Fire/EMS • 1 Year

B. Municipal Office Administrator Caudle

9. Old Business

A. Fire Department Staffing Plan – Discussion

- i. At the August 9, 2021 meeting, the Fire Chief presented the Select Board with his short-term staffing objectives ([Video](#) and [Backup Documentation](#)). In his initial budget request, the Fire Chief included the addition of two full-time firefighter/EMTs at 75% (to be hired in April). Since that time, there have been developments with existing staff which could



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help accomplish the stated objective and spread the budget impact over the 2022 and 2023 operating budgets.

- ii. One of the current full-time (FT) firefighter/EMTs is in the National Guard and recently learned that he is scheduled to be deployed in March of 2022 for 9-12 months (anticipated). We are proud of this employee and humbled by his commitment to service.
- iii. Concurrently, we are experiencing a decrease in the number and availability of part-time and per-diem staff which would be necessary to back fill the deployed employee's shifts (last week another one of the four regular part-time employees accepted a full-time position in Belmont). Due, in part, to the shortage of part-time and per-diem staff available to cover vacant shifts, we expect it to be similarly difficult to hire a temporary employee to cover for the 9-12 month deployment (if there is no opportunity for continued employment). Even if the Select Board and community approved a new position within the proposed operating budget, that new employee would not be hired until April or May since the budget is approved in March. This would leave the Fire Department understaffed for up to three months.
- iv. The Fire Chief and I have brainstormed possible solutions and identified an option which addresses the staffing vulnerability during deployment and reduces the 2022 budget impact. We are asking the Select Board to consider authorizing the creation of one additional FT firefighter/EMT position now with a goal to hire by December. This position would be budgeted at 100% for the 2022 budget.
- v. If approved, the Department would have three FT employees from January to March, allowing the new hire to train with the two existing full-time employees. Once the employee deployed in March, the Fire Chief would hire an additional new FT employee to cover in his absence. This would not impact the 2022 budget, because we will not be using the budgeted funds for the deployed employee. Expected hiring would be in April/May so the Department would operate with two FT employees from March through May (by May it would be back up to three). The second new FT position would be added to the 2023 budget so that when the deployed employee returns (January to March 2023, anticipated), the stated objective would be complete with a total of four FT employees.
- vi. The Advisory Budget Committee discussed this proposal in detail at their September 28, 2021 meeting and supported it unanimously. They felt that it was important to proceed on this piece now to ensure continued service levels. They also felt that more consideration was necessary for the fourth full-time position that is proposed to be included in the 2023 budget. They were generally supportive but want to review additional budgetary details before making a formal recommendation.
- vii. The Select Board is asked to consider this option and request any additional details necessary to authorize the creation of a third full-time position in the Fire Department this year. This will help accomplish a smooth transition of the employee being deployed.

B. Map 220 Lot 54 Sublots 7.1 and 7.2 Road Name Change – **Vote**

- i. At the September 27, 2021 meeting the Select Board authorized the road name of 'Estes Circle' for the road leading to the development of Map 220, Lot 54, Sublots 7.1 and 7.2. Once submitted to E911 for road numbering, they raised a concern about the existing road name of 'Estate Drive'. They have asked for the new road to be renamed to avoid this conflict.



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- ii. The new recommended name which has been reviewed by the Road Naming Committee and has been submitted to E911 for comment is 'Isinglass Village Circle'. The name of the commercial development is Isinglass Commercial Village.

Make a motion to approve the name "Isinglass Village Circle" for the commercial development located at Map 220, Lot 54, Sublots 7.1 and 7.2.

10. New Business

A. Radio Communications Improvements – Discussion

- i. At the May 24, 2021 meeting, the Select Board authorized the acceptance of a Radio Communications Study to be performed by [Communications Design Consulting Group](#) (CDCG). Normand Boucher (a Barrington resident) offered this proposal to the Town at no cost. His expertise has been invaluable thus far.
- ii. Over the past few months Mr. Boucher has been working with the Fire Chief, Police Chief, Road Agent, Town Administrator and other stakeholders to review our radio communications infrastructure and needs. On September 28, 2021 the stakeholders met for a three-hour meeting to discuss the initial findings and identify priorities moving forward.
- iii. In summary, deficiencies exist with the radio communications for Police, Fire, and the Highway Department. The greatest deficiency identified was in the Highway Department. Although they have a licensed frequency to use ('Barrington Local'), the Highway Department has no radio infrastructure to support their communications, so the range is only vehicle to vehicle. This limited functionality requires the employees and contractors to rely on their mobile devices which is extremely undesirable.
- iv. At the September 28, 2021 stakeholder meeting, the group identified that installing a repeater for the Barrington Local frequency on the Ramsdell Lane tower would not only benefit the Highway Department, but also reduce the vulnerabilities for Police and Fire. This frequency would have similar connectivity to the existing Fire Department frequency and would be available as a backup or incident channel if Police or Fire needed to use it.
- v. The scope of installing a repeater for the Barrington Local frequency would include the repeater and supporting hardware/installation and mobile radios for the vehicles.
- vi. An additional vulnerability on the Fire frequency is that the existing repeater is beyond end of life. This has made it increasingly difficult to have repaired due to lack of parts or experienced technicians. It would be appropriate to replace the Fire Department repeater at the same time as installing the Barrington Local repeater.
- vii. The approximate cost to accomplish this first phase of radio communications improvements as described would be \$80,000. Fortunately, we have been preparing for these necessary improvements for many years and have \$268,000 currently available in the Communications Upgrades Capital Reserve.
- viii. If the Select Board is comfortable with proceeding with phase one, we would work with Mr. Boucher to develop a specifications package to advertise in early October. The Select Board would be asked to award the bid in mid-to-late October, and we would target a completion date in December. During that time, we would continue to work through additional recommendations to address the remaining communications vulnerabilities.



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Make a motion to authorize the advertisement of an RFP/specifications for a new repeater and radios for the Barrington Local frequency and to replace the Fire repeater with a plan to use funds which are available in the properly established capital reserve account.

B. Library Semi-Permanent Storage Shed – Vote

- i. The Library needs additional storage in order to utilize the programming space inside the Library. See additional details from Library Director, Melissa Huetten below:
- ii. *Our meeting/children's room is currently acting as storage and we cannot safely accommodate small humans and adults with everything that is currently being stored. Items in storage include upholstered chairs, large wooden tables, unused rolling office chairs, large boxes belonging to our new canopy, sound system, etc. We do not have anywhere else in the building to store these items. The cost for the shed would be covered by non-operating budget Library funds and even possibly donated.*
- iii. *I did speak with John Huckins about any necessary permits, size restrictions, and the ADA requirement for van accessible spots (which is only 1 as we have less than 25 parking spots in front of the BPL). This would be a shed similar to what the ECLC and Rec Dept. have recently put in at their buildings, not a metal storage container. It would also be less than 200 sq.ft. – John mentioned that anything larger would require meeting setbacks, different permitting, etc. The hope is to have something that is appealing, as weatherproof as possible, and could be moved in the future to our new building. My preferred location for this shed would be at the end of our parking area where the second van accessible spot is and to the right of this space. This would not interfere too heavily on snow removal efforts by the Highway Department either.*



- iv. *Both of these options are prefabricated 10'x12' sheds and are considered either a utility shed or a lofted barn and cost up to \$5,500 delivered and installed.*
- v. The Town is exempt from the site review requirements but has traditionally participated in the process for larger projects like the Town Hall or Recreation Addition. If a commercial site wanted to add a shed such as this, they would be required to appear before the Planning Board.

Make a motion to authorize the addition of a 10'x12' prefabricated shed in the corner of the Library parking lot.



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Make a motion to allow the project to proceed without the costs and delays of appearing before the Planning Board.

C. Town Hall Operating Schedule – Discussion

- i. At the September 27, 2021 meeting, Select Board Member Bailey requested an agenda item for the Board to discuss opening the Town Hall from 9:00am to 1:00pm on Fridays.

11. Select Board Member Reports and Concerns

- A. Select Board Member Ayer
- B. Select Board Member Bailey
- C. Select Board Member Mannschreck
- D. Select Board Vice-Chair Saccoccia
- E. Select Board Chair Knapp

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

- A. Legal

Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purpose of legal.

14. Adjournment

- A. Upcoming Meetings

- i. October 4, 2021 • October 18, 2021 • October 25, 2021 • November 1, 2021

Visitor Orientation to the Select Board Meeting

Welcome to this evening's Select Board meeting. Please note that the purpose of the meeting is for the Select Board to accomplish its work within the time allotted. View the full Select Board Rules of Procedures at: <http://bit.ly/BarrSBRulesofProcedures>.

Meeting Access

- | | |
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| <ul style="list-style-type: none">• In-Person<ul style="list-style-type: none">○ Early Childhood Learning Center (ECLC)
Multi-Purpose Room○ 77 Ramsdell Lane, Barrington, NH 03825 | <ul style="list-style-type: none">• Remote Meeting Participation<ul style="list-style-type: none">○ Teams Video Conference: bit.ly/BarrSB○ Call: +1 603-664-0240 (one-click link)<ul style="list-style-type: none">▪ Conference ID: 676 749 973# |
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Meeting Materials

Additional details regarding each agenda item and all supporting documentation can be found in the Town Administrator Report at www.barrington.nh.gov/TA20211004. Please contact the Town Administrator or Municipal Office Administrator with questions.

Public Comment

Meetings are open to the public, but public participation is limited. If you wish to be heard by the Select Board, please note the two Public Comment portions of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Select Board. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Barrington, property owners in the Town of Barrington, and/or designated representatives of recognized civic organizations or businesses located in the Town of Barrington. When they are addressed and permitted to speak by the Chair, speakers first need to recite their name and address for the record. Visitors should address their comments to the Chair and the Select Board as a body and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public Comment shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Select Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Select Board, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Select Board meetings. Obscene, violent, disruptive,



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disorderly comments, or those likely to induce violence, disruption, or disorder, are not permitted and will not be tolerated. Complaints regarding Town staff should be directed to the Town Administrator.

Nonpublic Session

The Select Board may enter one or multiple nonpublic sessions pursuant to RSA 91-A:3, II. The public is not permitted to attend nonpublic sessions and will be asked to leave the meeting space. Nonpublic sessions are allowed for reasons including: Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee; Matters which would likely adversely affect the reputation of any non-board member; Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality; Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled; and Preparation for and carrying out of emergency functions related to terrorism.

Special Accommodations

The Town of Barrington requires 48 hours' notice if the meeting must be modified for your participation or if special communication aides are needed. Please submit requests to the Select Board Office or call 603-664-9007.