



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

December 6, 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**
[December 6, 2021 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the December 6, 2021 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the December 6, 2021 consent agenda (A-C) as presented.
 - A. [Meeting Minutes November 29, 2021](#)
Make a motion to approve the November 29, 2021 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Land Use Change Tax (LUCT) Bills:
 1. Map 220 Lot 54 Sublot 1
 2. Map 220 Lot 54 Sublot 7-1
 3. Map 220 Lot 54 Sublot 7-2
 - ii. Administrative Abatements
 1. Map 111 Lot 27
 2. Map 114 Lot 51
 3. Map 124 Lot 20
 - iii. Supplemental Warrant to issue a second-half bill for a property that was repurchased
 - iv. Meeting Minutes for Select Board meeting of November 8, 2021
 - v. Meeting Minutes for Select Board meeting of November 15, 2021
Make a motion to authorize and sign the above-referenced documents (i-v).
 - C. New Requests for Signature
 - i. Accounts Payable Manifest 2021-249
 - ii. Payroll Manifest 2021-148
Make a motion to authorize and sign the above-referenced documents (i-ii).
7. Appointments
 - A. Budget Presentation – Advisory Budget Committee Final Report – Discussion
 - i. Electronic Budget Binder: www.barrington.nh.gov/2022budget



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- ii. See attached, [Advisory Budget Committee Minutes 20211130](#)
- iii. See attached, [2022 Budget Summary by Function 20211130](#)
 - 1. Updated budget summary showing current budget proposal of \$7,661,332 (down \$103,964 from the original proposal) and the projected Default Budget is \$7,545,890. While this represents a 5.35% increase over 2021, the ABC points out that the increase is consistent with the 4.26% inflation rate.
- iv. See attached, [2022 Budget Process Changes Summary by Function 20211130](#)
 - 1. This shows, by Function, how the budget changed through the process.
- v. See attached, [2022 Budget Changes Details 20211130](#)
 - 1. Details of each budget change since the original budget proposal on 9/30/2021.
- vi. See attached, [2022 Revenue Estimation Workbook 20211130](#)
 - 1. This shows the first pass at the 2022 revenue estimate. This will be updated after the close of 2021. This number is essential when understanding how the proposed operating budget would impact the 2022 tax rate.
- vii. See attached, [2022 Operating Budget Tax Rate Impact 20211130](#)
 - 1. This shows the impact of all contributing factors on the 2022 tax rate. The operating budget as presented can be proposed with no tax rate impact based on locally collected revenue increases. This fact in conjunction with the inflation rate should be used to help garner support for the proposed operating budget.
- viii. See attached, [Summary of Warrant Articles from Fund Balance 20211201](#)
 - 1. Updated summary of warrant article proposals from the ABC.
- ix. See attached, [Unassigned Fund Balance History 20211201](#)
 - 1. Updated slightly to reflect current conditions.
- x. See attached, [Targeted Fund Balance History 20211201](#)
 - 1. Updated slightly to reflect current conditions.
- xi. See attached, [2022 Warrant Article Impact on Unassigned Fund Balance 20211201](#)
 - 1. This shows the impact of using unassigned fund balance on the anticipated future fund balance amount.
- xii. The Select Board is asked to consider the final recommendations presented by the Advisory Budget Committee.

8. Staff Report

A. Administrator MacIver

- i. The Homestead Development Request for Proposals
 - 1. We have advertised the RFP with a due date of 12/20/2021 and it is available at: <https://www.barrington.nh.gov/thehomesteaddevelopment>.
- ii. December Work Anniversaries
 - 1. Richard Walker Jr. • Fire Chief • 21 Years
 - a. Hired in December of 2000 as a full-time member of the Highway Department crew; previously appointed as part-time Chief in July of 1999.
 - 2. Robert Brown • Highway Department • 14 Years
 - 3. Dana Martel • Custodian • 9 Years
 - 4. Brian Dodier • Highway Department • 8 Years
 - 5. Susan Milioto • Library Desk Clerk • 4 Years



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6. Christopher Wareing • Fire Department • 3 Years
7. Jake Roger • Fire Department • 3 Years
8. Kieron Taylor • Fire Department • 2 Years
9. Lilah Cherim • Fire Department • 2 Years
10. Rebecca Nelson • Deputy Town Clerk • 2 Years
11. Malachi Fisher • Fire Department • 1 Year

B. Municipal Office Administrator Caudle

9. Old Business

A. 2022 Holidays Revisit – Discussion

- i. On July 12, 2021 the Select Board set the 2022 Holiday Calendar. This schedule included the 12 holidays enumerated in the [Personnel Plan](#). At this meeting the Select Board discussed the observance of the [Juneteenth National Independence Day](#). The Select Board voted to keep the schedule as-is and asked to revisit the topic in December.
- ii. Of eleven communities that have made their decision, three are adding Juneteenth as an additional paid holiday and eight are not. The Select Board is asked to consider any changes to the previously adopted 2022 Holiday Calendar.

10. New Business

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)

14. Adjournment

A. Upcoming Meetings

- i. December 13, 2021 • January 3, 2022 • January 24, 2022 • February 14, 2022

B. Upcoming Events

- i. February 5, 2021 (Saturday) – Deliberative Session – Barrington Middle School

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

• In-Person

- Early Childhood Learning Center (ECLC)
Multi-Purpose Room
- 77 Ramsdell Lane, Barrington, NH 03825

• Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - 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/TA20211206. 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, 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.