



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

January 3, 2022 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**
[January 3, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the January 3, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings
 - A. 2022 Proposed Operating Budget - \$7,647,871 – Discussion
 - i. Annual Budget Public Hearing pursuant to RSA 32:5, I and V; RSA 40:13, II-a (c)
 - ii. Warrant Article Language:
 1. *To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$7,647,847? Should this article be defeated, the default budget shall be \$7,533,394, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. [Majority Vote Required]. This article **is/is not** recommended by the Select Board #-#. This article **is/is not** recommended by the Advisory Budget Committee #-#. This article will have no impact on 2022 property taxes.*
 - iii. An electronic copy of the comprehensive budget binder can be found at www.barrington.nh.gov/2022budget. Please use the table of contents and bookmarks to navigate the electronic budget binder.
 - iv. See attached, [2022 Proposed Budget Summary by Function 20211130](#)
 - v. See attached, [2022 Operating Budget Tax Rate Impact 20211207](#)
 - vi. See attached, [2022 Proposed Budget 20211207](#)
 - vii. See attached, [2022 MS636 Operating Budget 20211207](#)
 - viii. See attached, [2022 MSDTB Default Budget 20211207](#)
 - ix. See attached, [2022 Budget Public Hearing Presentation 20211207](#)



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B. 2021 Proposed Warrant – Discussion

- i. See attached, [2022 Warrant as of 20211207](#)
- ii. See attached, [2022 Warrant Article Impact on Unassigned Fund Balance 20211207](#)

C. Budget and Warrant Finalization – Select Board – **Vote**

- i. The Select Board is asked to take a vote on each proposed article to finalize and make a recommendation which will be included in the article language presented at Deliberative Session. The Advisory Budget Committee recommendations will be made at the January 4, 2022 ABC meeting. If the language of any article is changed at Deliberative Session, the Select Board and ABC will meet immediately following the meeting to update their recommendation vote only on those articles.
- ii. Select Board Recommendations:
 1. Article 15: Operating Budget
 2. Article 16: Bridge and Culvert Capital Reserve
 3. Article 17: Highway Equipment Capital Reserve
 4. Article 18: Paving and Related Road Work Non-Lapsing Article
 5. Article 19: Police Equipment Capital Reserve
 6. Article 20: Fire Truck Capital Reserve
 7. Article 21: Emergency Communication Upgrades Capital Reserve
 8. Article 22: Transfer Station and Recycling Center Capital Reserve
 9. Article 23: Dam Repair/Engineering/Replacement Capital Reserve
 10. Article 24: Library and Community Center Capital Reserve
 11. Article 25: Cemetery Capital Reserve
 12. Article 26: Tricentennial Celebration Expendable Trust
 13. Article 27: Fire Rescue Equipment Capital Reserve
 14. Article 28: Library Technology Capital Reserve
 15. Article 29: Service-Connected Total Disability Credit
 16. Article 30: Fire and Ambulance Services Revolving Fund
 17. Article 31: Cemetery Maintenance and Expansion Expendable Trust Fund
 18. Article 32: Selling Tax-Deeded 'The Homestead' Subdivision
 19. Article 33: By Petition: All Veterans' Tax Credit
 - a. The Select Board have drafted an amendment to be introduced at Deliberative Session. The Select Board should vote on the article as it is currently written.

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

Make a motion to approve the January 3, 2022 consent agenda (A-J) as presented.

A. [Meeting Minutes December 6, 2021](#)

Make a motion to approve the December 6, 2021 minutes [as amended].

B. December 6, 2021 Consent Agenda Items

*Note: Items on the Consent Agenda require unanimous approval. At the December 6, 2021 meeting, one member voted 'no'. We understand that the 'no' vote was not based on an objection to the items presented, however the items are being presented again to ensure a clean record of Select Board decisions.



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- i. [Meeting Minutes November 29, 2021](#)
 - ii. 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
 - iii. Administrative Abatements
 - 1. Map 111 Lot 27
 - 2. Map 114 Lot 51
 - 3. Map 124 Lot 20
 - iv. Supplemental Warrant to issue a second-half bill for a property that was repurchased
 - v. Meeting Minutes for Select Board meeting of November 8, 2021
 - vi. Meeting Minutes for Select Board meeting of November 15, 2021
 - vii. Accounts Payable Manifest 2021-249
 - viii. Payroll Manifest 2021-148
- Make a motion to authorize and sign the above-referenced documents (i-viii).*
- C. Previously Submitted/Signed Requests for Signature
- i. Accounts Payable Manifests
 - 1. AP 2021-250
 - 2. AP 2021-251
 - ii. Payroll Manifests
 - 1. PR 2021-149
 - 2. PR 2021-149B
 - 3. PR 2021-149C
 - 4. PR 2021-150
 - 5. PR 2021-150B
 - iii. Administrative Abatements
 - 1. 112-0013 & 111-0007
 - 2. 212-0001
 - 3. 212-0003
 - 4. 268-0014
 - iv. Notice of Intent to Excavate or Cut Wood/Timber
 - 1. 21-027-07E
 - 2. 21-027-13T
 - 3. 21-027-14T
 - v. One deed for property sold by the Town
 - 1. 227-0030
 - vi. Two deeds for repurchased tax-deeded properties
 - 1. 023-0035-000A
 - 2. 023-0051
 - vii. [Meeting Minutes November 29, 2021](#)
- Make a motion to authorize and sign the above-referenced documents (i-vi).*
- D. New Requests for Signature
- i. Payroll Manifest 2021-151
 - ii. Accounts Payable Manifest 2021-252
- Make a motion to authorize and sign the above-referenced documents (i-ii).*



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E. Corcoran Assessing Annual Contract

- i. See attached, [Corcoran Contract](#)
- ii. This is the annual contract for assessing services (\$90,000). The cost is \$25,000 less in 2022 vs. 2021 due to the additional statistical update which was commissioned in 2021.

Make a motion to authorize and sign the 2022 Corcoran Contract.

F. Rockport Technology Annual Contract

- i. See attached, [Rockport Contract – Weekly Onsite](#)
- ii. This is an updated contract for our Managed Services Provider (\$28,800). This updated contract is the result of a lengthy review process by the Technology Committee. The new scope includes support for the phone system and weekly onsite visits (vs. bi-weekly).

Make a motion to authorize and sign the 2022 Rockport Technology Contract.

G. Prosecutor Contract One-Year - \$18,000

- i. Staff reviewed the possibility of a multi-year contract and believe the proposed one-year contract at \$18,000 is in the Town's best interest.

H. Authorized Depositor List Update

- i. See attached, [Deposit Designation Letter 20211208](#)
- ii. This letter is kept on file as the statutory authority for staff (other than the Treasurer and Deputy Treasurer) to make deposits on behalf of the Town. This list was updated to reflect recent staffing changes.

Make a motion to update the Authorized Depositor List as proposed.

I. Deposit Policy Update

- i. See attached, [Deposit Policy Update - Red Lined 20211209](#)
- ii. See attached, [Deposit Policy 20211209](#)
- iii. This policy was updated to separate the deposit requirements of cash and check. Based on guidance from our auditor and accounting practices, we are proposing to allow a conservative amount in checks be held for up to one week. This policy was developed and reviewed by the Finance Office staff including the Finance Administrator, Treasurer, Finance Officer, and Town Administrator.

Make a motion to update the Deposit Policy as proposed.

J. Returned Check Policy Update

- i. See attached, [Returned Check Policy Update - Red Lined 20211209](#)
- ii. See attached, [Returned Check Policy 20211209](#)
- iii. This policy was updated to add guidelines for handling uncashed checks. This policy was developed and reviewed by the Finance Office staff including the Finance Administrator, Treasurer, Finance Officer, and Town Administrator.

Make a motion to update the Returned Check Policy as proposed.

7. Appointments

A. Scott Ramsey Recreation Commission – Discussion

- i. See attached, [20211130_recapp_Ramsey](#)
- ii. Mr. Ramsey has attended a Recreation Commission meeting and is recommended for appointment. There is currently one full member vacancy on the Commission. The proposed term would expire in 2024.
- iii. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the January 24, 2022 meeting.



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B. David Johnson Recreation Commission Alternate – Discussion

- i. See attached, [20211201_recapp_Johnson](#)
- ii. Mr. Johnson has attended a Recreation Commission meeting and is recommended for appointment. The proposed alternate term would expire in 2022. At that time, it is likely that there will be a full member appointment available beginning in March.
- iii. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the January 24, 2022 meeting.

8. Staff Report

A. Administrator MacIver

- i. January Work Anniversaries
 1. Tyler Rand • Fire/EMS • 13 Years
 2. Cody Guile • Fire/EMS • 5 Years
 3. Amy Doherty • Finance Administrator • 3 Years
 4. Erin O'Dea • Recreation Administrative Assistant • 2 Year

B. Municipal Office Administrator Caudle

9. Old Business

A. Class VI and Private Road Agreement Policy Update – Discussion

- i. On November 1, 2021, the Select Board temporarily halted hearings on class VI and private road applications while the policy was reviewed.
- ii. See attached, [Class VI and Private Road Policy](#)
- iii. Early in the review process it was determined that the existing Statement of Purpose adequately identifies the need for and goal of the policy. *It is the purpose of this policy to ensure that emergency vehicles going to any structure built on Class VI or Private Roads will travel on roads that are properly constructed and maintained so as to be accessible in a safe manner at all times. In that way, the safety and property of people occupying or using those structures will not be unreasonably placed at risk, nor will the safety of emergency response personnel or their vehicles and equipment be needlessly endangered.*
- iv. The Fire Chief requested a review and update to the policy to further improve emergency response access to new homes on class VI and private roads. The proposed update is derived from the Fire Code which shares the goal of ensuring emergency response access.
- v. See attached, [Fire Code Requirements for Access 20211207](#)
- vi. In its adoption of the Fire Code, the State Legislature provides certain exceptions for single family dwellings. Specifically, RSA 153:1, II excludes single family dwellings from the definition of 'building' which undermines the applicability of 'Building Safety' provisions of the Fire Code. As a result, the Select Board (through RSA 674:41) has the most authority to ensure emergency response access improvements connected to requests for building permits.
- vii. The proposed update of 20 feet of access which can structurally support a Fire Truck (all year) increases the required access to the standards described in the Fire Code. To be clear, if adopted, this would remain a Select Board policy from which the Select Board could consider waiver requests. Relative to emergency response access, it is important to set the minimum requirements at the safest levels. It would be incumbent upon an applicant to demonstrate appropriate justification and alternatives for the minimum requirements to be



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waived. The Select Board could also consider adopting a more formal waiver process which would provide backup and justification to the issuance of waivers.

- viii. The Select Board is asked to consider the proposed update to the Class VI and Private Road Policy which would increase the minimum road standard to 20 feet of access as described.

B. Barrington Local Repeater – **Vote**

- 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. At the October 4, 2021 meeting, the Select Board voted to advertise 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.
- iii. After review by the Town's radio communications consultant, we recommend awarding the project to ALL-COM with a proposed contract price of \$74,125.85. ALL-COM demonstrated a complete understanding of our current communication infrastructure and the needs associated with an upgrade. The company is well recommended.
- iv. See attached, [Town of Barrington NH Radio System Update](#)
- v. Our radio communications consultant is still working to finalize the additional frequencies needed and the results may necessitate minor adjustments to the ALL-COM proposal. As a result, we ask that the Select Board consider authorizing up to \$80,000 (the original budgeted amount) toward the project

Make a motion to award the Barrington Local Repeater and Radios and Fire/EMS repeater scope to ALL-COM and authorize up to \$80,000 to be spent from the Emergency Communication Upgrades Capital Reserve on the project.

C. The Homestead Development RFP Update – Discussion

- i. After nearly a year of preparation, the Town [advertised a Request for Proposals](#) looking for developers to purchase the 23 tax-deeded properties known as 'The Homestead'. Although there were many interested parties, ultimately the Town did not receive any formal responses. In conversation with interested parties, there were certain constraints which proved too big a challenge for most. Specifically, there is no guarantee that a developer could secure title insurance on any portion of the property. Additionally, it is uncertain if any lead, asbestos, or other contaminant exists in the abandoned home.
- ii. The Town Lands Committee plans to regroup and further explore other constraints which may have prevented developers from expressing their interest. In consultation with the Town's attorney, we will proceed with a warrant article which vests the Select Board with the authority necessary to select and negotiate with a developer. This authority will allow the Town to readvertise an RFP in 2022 and continue with the goal of transferring ownership of these tax-deeded properties.

10. New Business

11. Select Board Member Reports and Concerns

A. Select Board Member Ayer



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- 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. Personnel and Legal

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

14. Adjournment

A. Upcoming Meetings

i. January 17, 2022 (tentative) • January 24, 2022 • February 14, 2022 • February 28, 2022

B. Upcoming Events

i. February 5, 2022 (Saturday) – Deliberative Session – Barrington Middle School

ii. March 8, 2022 (Tuesday) – Town Meeting Vote – 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

- Video: barrington.nh.gov/sbmeeting
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 694 999 611#

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/TA20220103. 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



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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.