



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

January 24, 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 24, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the January 24, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings
 - A. Issuance of a Building Permit on Orchard Hill Road, a Class VI Road, for David Tedeschi, Map 236, Lot 20 – **Vote**
 - i. See attached, [20220124 OrchardHill Tedeschi Packet](#)
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the January 24, 2022 consent agenda (A-I) as presented.
 - A. [Meeting Minutes January 3, 2022](#)
Make a motion to approve the January 3, 2022 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Payroll Manifest 2022-101
 - ii. Payroll Manifest 2022-101B
 - iii. Payroll Manifest 2022-102
 - iv. Accounts Payable Manifest 2022-202
 - v. Accounts Payable Manifest 2022-203
 - vi. December 6, 2021 Meeting Minutes
 - vii. Intent to Cut for Map 238 Lot 36
 - viii. Intent to Cut for Map 234 Lot 77
 - ix. Intent to Cut for Map 223 Lots 24 & 26
 - x. Intent to Cut for Map 239 Lot 66***Make a motion to authorize and sign the above-referenced documents (i-x).***
 - C. New Requests for Signature
 - i. Payroll Manifest 2022-103
 - ii. Accounts Payable Manifest 2022-204
 - iii. Certification of Yield and Tax Levy for Map 218 Lot 10
 - iv. Land Use Change Tax Bills for:
 1. Map 109 Lot 2-1



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2. Map 109, Lot 2-2
3. Map 109, Lot 2-3
4. Map 234, Lot 25-3
5. Map 234, Lot 31-4
6. Map 234, Lot 31-14
7. Map 234, Lot 31-15
8. Map 234, Lot 31-16

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

D. Accept Expanded Conservation Easement for Ridges at Greenhill

- i. The conservation open-space of the residential and commercial subdivision adjacent to Route 125 and Substitute Road was amended last year and resulted in 5 acres +/- to be added to the previously approved conservation open space. This conservation easement is to be held by the Town through the Conservation Commission. The developer will still be issuing a \$10,000 check for future easement monitoring costs. The Conservation Commission voted at their January 13, 2022 meeting to accept the conservation easement. The Select Board must ratify this decision due to the acquisition of property interests.

- ii. See attached, [Ridges at Greenhill Conservation Easement Plan 20211123](#)

Make a motion to accept the conservation easement for the Ridges at Greenhill as described in the attached plan and proposed deed.

E. Highway F550 Purchase – Highway Heavy Equipment Capital Reserve

- i. The Road Agent has sourced a State-bid 2022 F-550 which meets the Town's previously advertised specifications. The State-bid price is \$55,735 from McFarland Ford in Exeter (we budgeted \$60,000).

Make a motion to award the purchase of a new F550 cab and chassis to McFarland Ford for \$55,735 from the Highway Heavy Equipment Capital Reserve.

F. Highway F550 Equipment Bid Award – Highway Heavy Equipment Capital Reserve

- i. The [bid package for the 2021 one-ton equipment](#) was advertised in October and due in November. The Town received two responses; [HP Fairfield, LLC](#) and [Viking Cives](#). We have delayed in awarding the equipment package until we secured a truck to accompany the equipment. Viking Cives was the low bid at \$59,220 (\$9,000 less than HP Fairfield). The lead time for the F550 will likely result in cost escalation for the equipment (stainless steel). We are asking the Select Board to award the bid to Viking Cives and authorize up to \$65,000 to be used from the Highway Heavy Equipment Capital Reserve.

Make a motion to award the F550 equipment bid to Viking Cives for up to \$65,000 from the Highway Heavy Equipment Capital Reserve.

G. Broadband Coverage Data Request

- i. At the September 27, 2021 meeting, the Select Board authorized proceeding with a contract to become 'Broadband Ready'. The Town partnered with NCDE to perform the scope. The project kickoff meeting was on January 11, 2022 and the first step is data collection. Pursuant to RSA 33:3-g, III (established from 2018 NH Senate Bill 170), the Town can vote to request broadband coverage information from providers in Barrington.

Make a motion to request broadband coverage data from Barrington providers per RSA 33:3-g, III.

H. COVID-19 Isolation and Quarantine Policy Update

- i. See attached, [COVID-19 Isolation and Quarantine Policy 20220119](#)



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- ii. The Town has relied upon State guidance for the development, update, and application of the Town's COVID-19 policies. Earlier this year, the State updated their guidance based on updated [CDC guidance](#).

Make a motion to update the Town's COVID-19 Isolation and Quarantine Policy as presented.

- I. Cookie Booths at the Transfer Station - Girl Scouts Green & White Mountains Service Unit 216
 - i. Girl Scout cookie booth sales begin February 11, 2022, and end March 20, 2022. The Service Unit has requested permission to hold booth sales at the Transfer Station on select Saturdays in that timeframe. Erin Paradis, Transfer Station Administrator, supports the booth sales and will work with the Service Unit to place the booth(s) in an appropriate location and to select dates. Insurance information has been provided, see attached, [2022 CertOfIns GSGWM](#)

Make a motion to allow Girl Scout cookie booths to be held at the Transfer Station on select Saturdays between February 11, 2022 and March 20, 2022.

7. Appointments

A. Scott Ramsey Recreation Commission – **Vote**

- 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 was reviewed for discussion at the January 3, 2022 meeting.

Make a motion to appoint Scott Ramsey as a full member of the Recreation Commission with a term expiring in March of 2024.

B. David Johnson Recreation Commission Alternate – **Vote**

- 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 was reviewed for discussion at the January 3, 2022 meeting.

Make a motion to appoint David Johnson as an alternate member of the Recreation Commission with a term expiring in March of 2022.

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 Years
- ii. 2022 Town Meeting Information
 - 1. Warrant: www.barrington.nh.gov/2022warrant
 - 2. Budget Binder: www.barrington.nh.gov/2022budget
 - 3. [2022 Open Offices](#) (for elected positions)



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4. [2022 Zoning Ballot with Explanations](#)
5. Deliberative Session: Saturday, February 5, 2022 at 9am (BMS)
6. Town Meeting (Ballot Session): Tuesday, March 8, 2022 from 8am-7pm (BMS)

B. Municipal Office Administrator Caudle

9. Old Business

A. Class VI and Private Road Agreement Policy – Discussion

- i. At the January 3, 2022 meeting the Select Board reviewed the details of the current [Class VI and Private Road Policy](#) and concluded that implementing the policy more specifically and consistently would be the best path forward.
- ii. At their January 18, 2022 meeting, the Planning Board also reviewed the Class VI and Private Road Policy. They emphasized their support of using the statutory authority of RSA 674:41 to accomplish the stated purpose of the existing policy by improving access conditions on class VI and private roads. Further, they felt that having a policy which was clearly written and consistently applied was very important. They recognized that the current policy has not been enforced as written and developed a few suggested changes to best balance property rights and ensuring safe, year-round, access.
 1. Section 4b makes it clear that the road standards of the policy are those listed in the Subdivision Regulations. It further indicates that the Select Board may waive those standards, but if a waiver is granted, it still must meet the minimum standards listed (16' with 2' shoulders, surfaced with 4" of crushed gravel, etc.) If the Select Board intends to consider waivers to standards less than the minimum standards listed in the policy, the policy should be updated. The Planning Board recommends giving property owners two primary options.
 - a. First, they recommend simply setting the road standards at 16' with 2' shoulders, surfaced with 4" of crushed gravel, etc. (the currently listed minimum standards). If a property owner intends to meet those requirements, they can do so without waiver. The Select Board could still reserve the right to require more stringent standards.
 - b. Second, (at the property owner's option) they can invest 10% of the construction cost into the road. To exercise this option, they would present a scope and fee from a contractor describing the proposed upgrades. This would be reviewed and potentially modified by the Road Agent or Fire Chief based on maximizing the benefit of their investment. They would be strongly encouraged to involve the local road association in the improvement plan.
 - c. In either of the above-mentioned options, the Town would retain the option currently listed as 4biii, 4biv, and 4bv to require culverts, turnarounds, and/or pavement.
 - d. In situations of extenuating circumstances, property owners could apply for a waiver. We would ask them to do so specifically by indicating what they would like waived, why they are requesting the waiver, and what their proposed alternative is. Similar to the Zoning Board's review of a variance application, there would be a reasonably high threshold for the burden they must demonstrate to be considered for a waiver.



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- iii. There are a few items in the policy which staff are developing a more formalized process for in order to ensure consistency.
 1. Section 4a contemplates a permit for work on class VI roads and bonding. The Highway Department is developing a formal permit to be issued by the Select Board prior to any work commencing within a class VI road. Additionally, we recommend that any work proposed in a class VI road be reviewed by the Road Agent and/or Town's Engineer of Record in order to recommend whether a bond should be secured.
 2. Section 7 requires a 'duly recorded instrument' regarding road maintenance. The Town can have simple and complex examples available, but it will be the responsibility of the applicant to provide a recorded road maintenance agreement.
- iv. In order to be respectful of a property owner's time and money, we ask the Select Board to consider reviewing applications without requiring septic approval, full building plans, zoning variance (if required), etc. The Select Board's authorization to issue a permit could be conditioned on those items. Considering applications in this way would allow a property owner to understand the full scope of what road improvements would be required prior to spending thousands of dollars on surveying/engineering/etc. This change of practice would not require any changes to the policy, as long as the Select Board agrees to consider applications as described.
- v. The Select Board is asked to consider the proposed policy and practice changes related to the Class VI and Private Road Policy.

10. New Business

A. 2022 Deliberative Session Preparation – Discussion

- i. As indicated above, detailed information about the 2022 warrant is available at: www.barrington.nh.gov/2022warrant. This page is in addition to the webpage with detailed information about the 2022 budget: www.barrington.nh.gov/2022budget. We encourage all residents to use these resources to prepare themselves for Barrington's Town Meeting. The first session will be the Deliberative Session on February 5, 2022 and the second session will be the Ballot Session on March 8, 2022.
- ii. The Town Clerk, Moderator and I continue to prepare for Deliberative Session on February 5, 2022. We have prepared an information and frequently asked questions document:
 1. See attached, [2022 Deliberative Session Information](#)
- iii. I have prepared a schedule and assigned Select Board introductions.
 1. See attached, [2022 Deliberative Warrant Article Introductions](#)
- iv. I have included in each of your printed packets the PowerPoint slides you will be presenting at Deliberative Session.
- v. There will be a Select Board meeting scheduled immediately following the conclusion of Deliberative Session in order to update the recommendation votes on any warrant article which was amended during the session.



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B. Select Board Annual Report – 2021 – **Vote**

- i. See attached, [Select Board Annual Report – 2021](#)
- ii. The Select Board is asked to consider reviewing and approving the draft 2021 report to be included in the annual report.

Make a motion to approve the 2021 Select Board Annual Report to be included in the Town Report.

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. Personnel and Legal

14. Adjournment

A. Upcoming Meetings

- i. February 14, 2022 • February 28, 2022 • March 14, 2022 • March 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/TA20220124. 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



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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.