



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

April 25, 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**
April 25, [2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the April 25, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. State Representative – Leonard Turcotte – Discussion
 - i. The Select Board has invited the political leaders representing Barrington to attend a Select Board meeting to discuss topics of interest to our municipal government.
 - B. School Board Liaison Report – Discussion
 - i. Identifying School Zones in Barrington – Discussion
 1. The Police Chief and Superintendent recently discussed identifying school zones in Barrington. The Elementary and Middle Schools are located on State highways and the New Hampshire Department of Transportation will need to be consulted. Investigating or considering these areas as school zones would be most effective as a combined effort between the Town and School.
 2. The Select Board is asked to consider supporting a combined effort to evaluate potential school zones in Barrington. Details would be brought back to the Select Board at a future meeting for decision making.
 - ii. The School Board liaisons are Dave Gibson (Chair) and Carrie Neill (Vice-Chair). Each meeting, the liaisons will be invited to discuss topics of their choice with the Select Board.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the April 11, 2022 consent agenda (A-C) as presented.
 - A. [Meeting Minutes April 11, 2022](#)
Make a motion to approve the April 11, 2022 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. AP 2022-216
 - ii. PR 2022-115
 - iii. Approved Minutes for the March 28, 2022 Select Board meeting



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- iv. Six Oaths of Office
- v. One Lamprey River Advisory Committee Nomination Form
- vi. Intent to Excavate Map 206 Lot 15
- vii. Intent to Excavate Map 214 Lot 1
- viii. Intent to Cut Map 235 Lot 11
- ix. Intent to Cut Map 233 Lot 8
- x. Gravel Abatement Map 223 Lot 26-56
- xi. Gravel Warrant Map 222 Lot 12
- xii. Gravel Warrant Map 223 Lot 26-56
- xiii. Tax Interest & Overpayment Policy
- xiv. Private Road Agreement for Map 110 Lot 6
- xv. Private Road Agreement for Map 124 Lot 10
- xvi. 2022 NHMA Legal Inquiries List

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

C. New Requests for Signature

- i. AP 2022-217
- ii. PR 2022-116

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

D. Conservation Commission Memorandum of Agreement

- i. The Conservation Commission recently concluded the process of reviewing their bylaws and Memorandum of Agreement (MoA) with the Select Board. They made a minor addition to indicate that the Legislative body provides additional funds through current use tax receipts (land use change tax).
- ii. See attached, [BCC MoA Adopted 10Feb22](#)
- iii. The Conservation Commission ratified the updated MoA on February 10, 2022.

Make a motion to ratify the updated Conservation Commission Memorandum of Agreement as presented.

E. Emergency Operations Plan Promulgation

- i. The Town recently completed the required update to the Local Emergency Operations Plan using a grant and outside consultant (Hubbard Consulting). This was a collaborative process between Town and School departments. The Select Board must adopt this plan through the attached Notice of Promulgation.
- ii. See attached, [Emergency Operations Plan Notice of Promulgation 2021](#)

Make a motion to adopt the Barrington Emergency Operations Plan as presented.

F. Police Department Staffing Grant Pursuit

- i. The Police Department is seeking authorization to pursue an Office of Community Oriented Policing Services (COPS) grant for additional staffing. This grant would fund 75% of additional staff for up to three years.
- ii. See attached, [COPSgrantrequest](#)
- iii. See attached, [COPSFAQ](#)

Make a motion to authorize the Police Department to apply for a COPS grant as presented.



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G. 2022 Excavator Rental Award

- i. See attached, [Excavator Recommendation 2022](#)

Make a motion to award the 2022 excavator rental to Milton Rents as recommended by the Road Agent.

H. Public Safety Building Expansion/Renovation Feasibility Study

- i. At the April 11, 2022 meeting, the Select Board reviewed a request by the Police Department to fund a \$25,000 feasibility study relative to a renovation and addition to the Public Safety Building.
- ii. See attached, [Public Safety Building Expansion-Renovation Feasibility Study 20220406](#)
- iii. The Select Board asked for specific input by the Fire Chief regarding the proposal.
- iv. See attached, [Fire Chief Feasibility Study Support Memo 20220419](#)

Make a motion to authorize proceeding with a feasibility study utilizing up to \$25,000 from the Incident Fund.

I. Police Laptops (MDTs), Equipment, and Support Request for Proposals

- i. During the 2022 budget development process the Police Chief requested a \$90,000 appropriation into the Police Equipment Capital Reserve for the purpose of replacing Police Department computers and equipment with rugged laptops (mobile data terminals or MDTs). This request was thoroughly reviewed and supported by the Technology Committee.
- ii. Upon passage of the Police Equipment Capital Reserve contribution, the Police Department began developing a request for proposals (RFP) to acquire the MDTs. The RFP was discussed at the April Technology Committee meeting and was recommended to the Select Board with minor adjustments.
- iii. See attached, [2022 Police Laptop Request for Proposals](#)

Make a motion to authorize advertising the Police Laptop (MDT) Request for Proposals as presented.

7. Appointments

A. Zoning Board of Adjustment

- i. Gary Imbrie – Zoning Board of Adjustment Alternate – **Vote**

1. See attached, [20220315 ZoningApp Imbrie](#)
2. Mr. Imbrie has attended multiple recent Zoning Board meetings and is interested in being appointed. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Gary Imbrie as an alternate member of the Zoning Board of Adjustment with a term expiring in March of 2023.

8. Staff Report

A. Administrator MacIver

- i. April Work Anniversaries
 1. George Joy • Police Chief • 23 Years
 2. John Boodey • Firefighter/EMT • 19 Years



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3. Debra Griffin • Town Clerk Assistant • 11 Years
4. Linda Markiewicz • Tax Collector • 9 Years
5. Chris Eldridge • Firefighter/EMT • 9 Years
6. David Kinnison • Firefighter/EMT • 6 Years
7. Kristen Montesano • Processor Library Assistant • 4 Years
8. Cody Guile • Firefighter/EMT • 3 Years
9. Alex McCormack-Kuhman • Program Coordinator • 2 Years
10. Henry Reznicek • Police Officer • 1 Year

ii. Richardson Pond Dam Stakeholder Meeting

1. The Richardson Pond Dam at the Goodwill Conservation Area has been deemed deficient by the New Hampshire Department of Environmental Services (NHDES) Dam Bureau. The Conservation Commission hired an engineering firm to perform preliminary engineering to address the identified deficiencies. The next step of the process is a stakeholder meeting so all interested parties can agree on how to move forward. In general, the proposal is to reconstruct the dam at a slightly lower earthen elevation (but maintaining the water elevation) which will result in the dam being non-jurisdictional by the NHDES Dam Bureau.
2. A stakeholder meeting has been scheduled for Thursday, May 5, 2022 at 1:00pm at the Public Safety Building. The interested parties include the Conservation Commission, Southeast Land Trust (conservation easement holder), and the NHDES Dam Bureau. All are welcome. I will continue to provide updates as available.

iii. Tricentennial Select Board Meeting – May 10, 2022

1. Tuesday, May 10, 2022 will be 300 years to the day since Barrington was established. The Tricentennial Committee has scheduled an event at the Barrington Middle School to commemorate the occasion. There will be a reading of the Charter, Envelope Documentation, and a review of the Congressional Record.

B. Municipal Office Administrator Caudle

9. Old Business

A. Formal Strategic Planning Session – Discussion

- i. At the April 11, 2022 meeting, the Select Board favorably discussed pursuing a formal strategic planning session. I would like to identify one of our regularly scheduled Select Board meeting times in June or July to dedicate to this process. I would propose June 27th or July 11th. Tracy Hardekopf is a trained facilitator by NH Listens and is a former Barrington Select Board member and Chair. She has offered her services to assist the Select Board with this endeavor.
- ii. See attached, [Project Proposal Select Board Barrington](#)
- iii. Please be prepared to discuss any potential changes to the proposed scope.

B. Class VI and Private Road Building Policy – Discussion

- i. At the [October 25, 2021](#) meeting, the Select Board requested a review and update to the Class VI and Private Road Policy. At the [November 1, 2022](#) meeting, the Select Board



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temporarily paused public hearings on Class VI and Private Road building permit applications while the policy was reviewed and updated. At the [January 3, 2022](#) meeting, the Select Board decided that the (then) existing policy should be followed as written which requires (at a minimum) the road to be upgraded to 16 feet wide with two-foot shoulders.

- 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. At the [January 24, 2022](#) meeting, the Select Board asked for a draft policy to be developed which reflects the recommendations of the Planning Board.
- iii. At the [February 14, 2022](#) meeting, the Select Board approved an updated Class VI and Private Road Building Policy which integrated comments from the Planning Board, Select Board, and staff.
- iv. See attached, [Class VI and Private Road Building Policy](#)
- v. Throughout the process, the challenge for the Select Board has been balancing the need for improved access on substandard roads and the property rights of individuals. After the two waivers issued at the April 11, 2022 meeting, the Select Board is asked to provide direction to staff and potential applicants regarding the implementation of the Class VI and Private Road Building Policy. Are there any changes the Select Board would like to make to the policy? Is there additional information which can be provided to the Select Board in order to best apply the existing policy? Are there additional process adjustments the Select Board would recommend?

10. New Business

A. First Quarter Financial Analysis – Discussion

- i. See attached, [2022 Financial Analysis 20220419](#)

B. Employee Compensation, Labor Market, and Economy – Discussion

- i. In 2019, the Select Board invested in a [comprehensive compensation study](#) which evaluated total rewards (wages and benefits) of Barrington employees compared to ten comparable municipalities. The results called for increased wages and reduced benefits in order to align Barrington's total rewards with the labor market. Based on the volume of changes, the Select Board targeted the 50th percentile for wage corrections. The Select Board supported the recommendations and implemented the new pay plan and benefit adjustments in April of 2020. Full details of Barrington's 2022 wages and benefits can be found in the [Wage and Benefits Chapter of the 2022 Budget Binder](#).
- ii. Since the implementation of the compensation study, the labor market and economy have changed significantly. These changes have impacted Barrington's ability to attract and retain employees. Employees and supervisors have spoken up and shared first-hand experience with how the labor market and economy have made Barrington less competitive. We all agree that retaining our qualified and experienced employees is of the utmost importance.



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- iii. The U.S. Bureau of Labor Statistics (BLS) publishes the Consumer Price Index (CPI) as a measure of financial inflation. The data provides comparative value of the CPI at different periods in time. The BLS publishes monthly data for the New England Region and Northeast Region and bi-monthly data for the Boston-Cambridge-Newton, MA-NH region (which includes Strafford County). The change in CPI over a period of time can be reflected as a percentage increase or decrease. Utilizing the CPI, inflation since April 2020 has been nearly 10% across the three datasets which include Barrington.
- iv. In April of 2020, a first-year Truck Driver/Laborer/Equipment Operator would have started at \$19.50 per hour (Grade 7, Step 1). In April of 2021, the Select Board authorized a step increase (2.5%) and no cost-of-living adjustment, and the employee would move to \$19.99 per hour (Grade 7, Step 2). In April of 2022, the Select Board authorized a step increase (2.5%) and a 2.5% cost of living adjustment, and the employee would move to \$21.00 per hour (Grade 7, Step 3). Since April of 2020, the employee has experienced a total increase of 7.7% while the value of the dollar (as measured by the CPI referenced above) has dropped 10%. If the wages had been corrected for inflation and the employee experienced the two step increases (5%), the employee would be earning \$22.52 per hour versus \$21.00.
- v. I believe the Select Board should consider beginning the process of reviewing the pay plan and employee wages to ensure we remain competitive with the labor market and consistent with the economy. I recommend the Select Board follow the recommendations of the 2019 Compensation Study by updating the wage component of employee total rewards. Utilizing an outside consultant would promote independent collection and analysis of the wage data. An updated compensation study with a narrow scope of wages would be more affordable than the comprehensive wage and benefits review performed in 2019.
- vi. There are two primary lessons to be learned from the 2019 Compensation Study process. First, Barrington's ten departments are not identical in services and structure to the ten comparable communities identified. Services provided by recreation and the library vary widely from otherwise similar communities. Similarly, the structure of the fire department or public works also differs from community to community. It may be beneficial to increase the number of comparable communities in order to make department-by-department selections based on the varied services or structures. Second, when the 50th percentile of wages is targeted, the pay plan correction becomes quickly outdated. The investment in the process would last longer if the 75th percentile of wages were targeted.
- vii. The Select Board is asked to consider the information and recommendations presented and discuss how to proceed.

C. Waste Management Inflationary Cost Request – Discussion

- i. At Town meeting in 2018, voters ratified a multi-year contract with Waste Management through December 31, 2026.
- ii. See attached, [2018 Barrington Executed TS Agreement](#)
- iii. Section 3 of the contract stipulates annual increases in the hauling and disposal fees. Hauling of recyclables is included, but disposal costs vary based on the quality and market. Section 17 addresses Force Majeure.
- iv. On April 13, 2022, the Town received the following letter and request for a 3% increase in hauling and disposal (above and beyond the contract) from Waste Management.



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- v. See attached, [Inflationary Cost Letter](#)
- vi. Additionally, Waste Management provided the following review of industry impacts.
- vii. See attached, [Waste Management Industry Impacts - April 2022](#)
- viii. Staff have begun conversations with other communities that have entered multi-year contracts with Waste Management in order to understand how other communities are approaching the request. The Select Board is asked to consider how to proceed. I would recommend inviting Peter Lachapelle to an upcoming Select Board meeting to discuss the request and ask any questions based on the information provided.

11. Select Board Member Reports and Concerns

- A. Select Board Member Cappiello
- B. Select Board Member Gibson
- C. Select Board Member Saccoccia
- D. Select Board Vice-Chair Bailey
- E. Select Board Chair Mannschreck

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

- A. Personnel and Reputation

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

14. Adjournment

- A. Upcoming Meetings

i. May 9, 2022 • May 23, 2022 • June 13, 2022 • June 27, 2022 • July 11, 2022

- B. Upcoming Events

i. May 10, 2022 – Tricentennial Celebration – 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/TA20220425. 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



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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.