



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### May 9, 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**  
[May 9, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the May 9, 2022 agenda [as amended].***
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
  - A. School Board Liaison Report
    - i. 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.
  - B. Waste Management – Peter Lachapelle
    - i. At the April 25, 2022 meeting, the Select Board reviewed materials from Waste Management which accompanied their request for an inflationary cost adjustment.
    - ii. See attached, [2018 Barrington Executed TS Agreement](#)
    - iii. See attached, [Inflationary Cost Letter](#)
    - iv. See attached, [Waste Management Industry Impacts - April 2022](#)
    - v. At that same meeting, the Select Board discussed the value of the relationship between the Town and Waste Management. Peter Lachapelle, Waste Management's Public Sector Representative was invited to further discuss the request and impacts to the solid waste industry.
  - C. Pavement Management Plan Presentation – CMA Engineers
    - i. Early in 2021, the Town pursued a [comprehensive process](#) to select a new Engineer of Record. One of the priority projects for the newly selected engineer was the development of a Pavement Management Plan. At their July 12, 2021 meeting, the Select Board commissioned [the project](#).
    - ii. During 2022 budget development, the Road Agent worked with engineers from CMA to plan for the implementation of the Pavement Management Plan. The group also worked collaboratively to develop the [Paving Request for Proposals](#).
    - iii. CMA Engineers Project Manager, Josh Bouchard and Engineer Sam Fortier have worked with the Road Agent and other staff to prepare the following draft report:
    - iv. See attached, [Barrington Pavement Management DRAFT Report 2022-2027](#)



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- v. After a brief presentation, the engineers and Road Agent will be available for questions. The report will be finalized after integrating final comment from the Select Board and Road Agent.

D. Acquisition of an Access Easement on a Portion of Map 251, Lot 63 per RSA 41:14-a

- i. See attached, [251-0063 - RSA 41-14-a Notice with Attachments](#)
- ii. Recommended by the Conservation Commission at the April 28, 2022 Meeting.
- iii. Recommended by the Planning Board at the May 3, 2022 Meeting.
- iv. Public Comment (see Visitor Orientation below)
- v. A second public hearing is scheduled for May 23, 2022 and the Select Board is expected to vote on June 13, 2022.

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

***Make a motion to approve the May 9, 2022 consent agenda (A-H) as presented.***

A. [Meeting Minutes April 25, 2022](#)

*Make a motion to approve the April 25, 2022 minutes [as amended].*

B. Previously Submitted/Signed Requests for Signature

- i. Meeting Minutes for April 11, 2022
- ii. Meeting Minutes for October 25, 2021 – *Previously approved, submitted for signature by three remaining Board members following staff review*
- iii. Accounts Payable Manifest 2022-218
- iv. Payroll Manifest 2022-117
- v. Abatement for Map 15 Lot 1
- vi. Abatement for Map 126 Lot 36
- vii. Abatement for Map 217 Lot 10
- viii. Abatement for Map 241 Lot 39
- ix. Land Use Change Tax for Map 114 Lot 35
- x. Timber Tax for Map 239 Lot 66

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2022-219
- ii. Payroll Manifest 2022-118
- iii. Emergency Operations Plan Notice of Promulgation

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

D. Highway Truck Surcharge Request

- i. At the [February 14, 2022 meeting](#), the Select Board voted to award the 2022 six-wheeled dump truck to Western Star using \$115,949 from the Highway Heavy Equipment Capital Reserve Fund. Due to supply chain and manufacturing challenges, the parent company for the dealer has issued a \$5,800 surcharge.
- ii. See attached, [Highway Truck Surcharge Request 20220426](#)

*Make a motion to authorize an additional \$5,800 as a surcharge for the Western Star plow truck cab and chassis, using funds from the Highway Heavy Equipment Capital Reserve (a total appropriation of \$121,349).*



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### E. Financial Close Reporting Policy

- i. During the 2021 Financial Audit, the Auditor indicated that they would be recommending the development of a Financial Close and Reporting Policy. The Finance Administrator worked proactively to draft a policy and review it with the Auditor. All are comfortable with the attached.
- ii. See attached, [Financial Close and Reporting Policy 20220428](#)

*Make a motion to adopt the Financial Close and Reporting Policy as presented.*

### F. New Town Hall Furniture

- i. As construction of the new Town Hall continues, staff have been preparing to occupy the new space. Much of the furniture used at the current Town Offices is owned by the landlord and will not be moved to the new Town Hall. A subcommittee of Town Hall staff have been working diligently to source quality and affordable furniture for the new building. Fortunately, with many offices closing, the furniture market has many options available. Ultimately, the subcommittee has identified Baystate Office Furniture as the best combination of value and quality. Their inventory can accommodate all the needed furniture in the same style and colors.
- ii. See attached, [Baystate Office Furniture Quote 20220502](#)
- iii. All funds are properly budgeted. Each Department budgeted for their needed furniture and communal furniture was budgeted in General Government Buildings.

*Make a motion to authorize purchasing furniture for the new Town Hall from Baystate Office Furniture for \$45,285.*

### G. 2022 Paving and Striping Bid Award

- i. The Road Agent worked with the Highway Support Assistant and representatives from CMA Engineers to prepare the [2022 Paving Request for Proposals](#) and the [2022 Striping Request for Proposals](#). The Town was fortunate to receive multiple responses to each solicitation. The Road Agent has prepared the following recommendation:
- ii. See attached, [2022 Paving and Striping Bid Award Recommendation 20220504](#)
- iii. In both cases, the Road Agent has recommended the organization with the low bid and the Town has had positive experiences with both organizations.

*Make a motion to award the 2022 Paving request for proposals to Advanced Excavating and Paving and to appropriate up to \$800,000 to fund the projects; \$600,000 from the 2022 Operating Budget, \$100,000 from the 2022 Non-Lapsing paving warrant article and \$100,000 from the Transportation Fee Capital Reserve Fund.*

*Make a motion to award the 2022 Striping request for proposals to Industrial Traffic Lines.*

### H. 2022 First Half Property Tax Bill Warrant

- i. The property tax year runs from April 1<sup>st</sup> through March 31<sup>st</sup>. The assessed value of the property is as of the condition on April 1<sup>st</sup>. The Assessor submits a property tax warrant to the Tax Collector for review and submission to the Select Board. Bills will be issued on May 23, 2022 and due July 1, 2022.
- ii. See attached, [2022P01 TaxWarrant](#)



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- iii. The Town of Barrington added \$6,205,220 in value through new construction, additions, and renovations. The net valuation is now \$1,408,450,380. The property tax base growth is an important way to minimize the impact of the School, Town, and County budgets. This added value represents over \$121,000 in additional property tax revenue.
- iv. An informational tax bill insert will be included covering the following topics: Tricentennial celebrations, Town Hall move service interruptions, dog licensing, Facebook, Transfer Station summer hours, Master Plan chapter updates, and more.

*Make a motion to authorize the issuance of the 2022 First Half Property Tax Warrant.*

### 7. Appointments

#### A. Advisory Budget Committee

##### i. John Morris – Advisory Budget Committee – Discussion

- 1. See attached, [20220306\\_ABCApp\\_Morris](#)
- 2. Mr. Morris has served on the Advisory Budget Committee for three years and is interested in re-appointment. A full re-appointment with a term expiring in 2025 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the May 23, 2022 meeting.

#### B. Zoning Board of Adjustment

##### i. Cheryl Huckins – Zoning Board of Adjustment – Discussion

- 1. See attached, [20220426\\_ZoningApp\\_Huckins](#)
- 2. Mrs. Huckins has previously served on the Zoning Board of Adjustment and is interested in being appointed again. A full appointment with a term expiring in 2023 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the May 23, 2022 meeting.

##### ii. Andre Laprade – Zoning Board of Adjustment Alternate – Discussion

- 1. See attached, [20220427\\_ZBAApp\\_Laprade](#)
- 2. Mr. Laprade is interested in being appointed to the Zoning Board of Adjustment. He has reviewed details of the roles and responsibilities of ZBA members. An alternate appointment with a term expiring in 2023 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the May 23, 2022 meeting.

### 8. Staff Report

#### A. Administrator MacIver

##### i. May Work Anniversaries

- 1. Donald Millette • Firefighter • 24 Years
- 2. Kimberly Kerekes • Town Clerk • 22 Years
- 3. Antonio Maggio • EMS Chief • 20 Years
- 4. Wendy Rowe • Assistant Library Director • 18 Years
- 5. Matthew Parker • Firefighter/EMT • 9 Years
- 6. Ben Watson • Evening and Weekend Supervisor • 7 Years
- 7. Charles Kilgour • Transfer Station Attendant • 4 Years



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8. Richard Wentworth • Transfer Station Attendant • 4 Years
9. Joseph Spinney • Firefighter • 4 Years
10. Regina Lytle • Town Clerk Assistant • 3 Years
11. Joseph Clark • Transfer Station Attendant • 1 Year

### ii. Formal Strategic Planning Session – Update

1. At the April 25, 2022 meeting, the Select Board chose to proceed with a formal strategic planning session using Tracy Hardekopf as the facilitator. Originally, the Select Board considered June 27, 2022 as date, but the facilitator is not available. Alternately, July 25, 2022 was chosen. This strategic planning session will occur in place of the Select Board's regularly scheduled meeting.

### iii. Limited Reuse Soils

1. The Barrington Highway Department maintains 81 miles of roadway. Most of this roadway is supported by open drainage (ditches or drainage swales). The drainage system helps collect and treat stormwater runoff before it meets existing surface water. Proper maintenance of this open drainage system is essential to protect the roadway (paved or gravel). Frequently, the maintenance activities include reestablishing ditch lines which have been filled in and are no longer performing their intended function. The soil excavated from roadway ditch lines is considered Limited Reuse Soils.
2. Limited Reuse Soils (LRS) are not (generally) hazardous, but test above-background for certain undesirable compounds. This severely limits the use of the material. The Highway Department hauls LRS to the property behind the Highway Garage where the stockpile has grown for a number of years. Although we were hopeful, we may be able to use the LRS as fill (when properly capped), it appears that option no longer exists in the current regulatory framework.
3. The Town asked CMA Engineers to research the regulations and review possible waivers to create a plan for Barrington's stockpile of LRS.
4. See attached, [CMA LRS Report 20220503](#)
5. At this time, no action is required by the Select Board. Staff will continue to monitor the regulations to determine the best remediation for the stockpile of LRS. Additionally, staff will implement efforts to reduce the creation of LRS.

### iv. American Legion Memorial Day Parade

1. The American Legion have invited the Select Board to walk or ride in the Memorial Day Parade on Monday, May 30, 2022. Staging will begin at the Public Safety Building at 8:30am and the parade will start at 9:00am. If any Select Board member is interested in participating, please let Tiffany know and she will connect with the organizers.

### v. Cellular Connectivity at the Public Safety Building – Update

1. At the November 1, 2021 meeting, the Select Board voted to proceed with [Comtronics/BEARCOM](#) to perform cellular connectivity improvements at the Public Safety Building. After multiple site visits, Comtronics regretfully informed





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that Town that they would be unable to complete the project due to signal strength constraints.

2. The Town received a recommendation to contact Mann Wireless out of New York. In February, two engineers from Mann Wireless made a site visit and spent a few hours collecting signal data at the Public Safety Building. They calculated the signal strength later and also determined that there was not enough signal strength available at the Public Safety Building to design and install a system.
3. Until signal strengths improve, it does not appear that there is a viable solution to properly address the cellular connectivity issues at the Public Safety Building.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. Updated Salary Market Analysis Study – **Vote**

- i. At the April 25, 2022 meeting, the Select Board discussed certain factors impacting employee retention including compensation, the labor market, and the economy. The Select Board requested a proposal to update the wage component of the [2019 Compensation Study](#) which also addresses the ‘lessons learned’ from the most recent process. This includes identifying more comparable communities to better match each department with the most comparable communities and also targeting the 75<sup>th</sup> percentile of wages.
- ii. See attached, [Letter Proposal Agreement Barrington 2022](#)
- iii. MRI has proposed a fee of \$8,000 to accomplish the identified scope. Although this specific project was not budgeted during the 2022 budget development process, the Select Board has the flexibility to redirect unexpended appropriations to priorities which develop during the year. The Payroll Administration Contracts budget is \$155,000. I would propose utilizing this budget with the understanding that it will likely result in an over-expenditure (which will be offset by under-expenditures elsewhere in the budget). MRI estimates two-three months to complete the identified scope and they are available to begin immediately.

***Make a motion to authorize the MRI Updated Salary Market Analysis Study as proposed using the Payroll Administration Contracts budget line and to authorize the Town Administrator to sign.***

### B. The Homestead Development Town Lands Committee Recommendations – Discussion

- i. The Town Lands Committee has been meeting since early 2021 to develop recommendations for the future of “The Homestead” which were tax-deeded a few years ago. The attached map identified the properties in question.
- ii. See attached, [Homestead Development 20211021](#)
- iii. At the October 25, 2021 meeting, the Town Lands Committee made the following recommendations:
- iv. See attached, [Barrington Homestead Proposal 20211016](#)
- v. The Select Board agreed by consensus to support options 4) Solicit for an RFQ/RFP from a developer to work with the Town to provide a basic subdivision layout plan, and 7) Investigate options for over 55 housing at this location.



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- vi. After further consultation with the Conservation Commission, the Select Board authorized advertising a request for proposals (RFP) at their November 15, 2021 meeting. The RFP was advertised at: <https://www.barrington.nh.gov/thehomesteaddevelopment>.
- vii. The Town did not receive any responses to the RFP. Interested parties cited the tight timeframe, the holidays, potential contamination in the abandoned structure, and uncertainty about acquiring title insurance as contributing factors for not submitting a proposal.
- viii. At Town Meeting in 2022, the voters supported the following article: *To see if the Town will vote to authorize the Select Board to sell 23 tax-deeded parcels consisting of approximately 50 acres of land known as "The Homestead Subdivision" near Gerrior Drive in south-west Barrington on such terms and conditions as the Select Board deem reasonable and necessary.*
- ix. Subsequently, the Town Lands Committee reviewed their previous recommendations and have developed the following, updated, recommendations:
  - x. See attached, [The Homestead Recommendations 20220503](#)
  - xi. The Select Board is asked to decide how to proceed.

### 10. New Business

#### A. Fire Department Staffing – Discussion

- i. At the [August 9, 2021](#) Select Board meeting, the Fire Chief presented a [Fire Department Staffing Objective and Proposal](#) to the Select Board and community. Chief Walker explained his objective to increase the full-time Firefighter/EMTs from two to four.
- ii. At the October 4, 2021 Select Board meeting, the Fire Chief presented the 2022 Fire Department budget proposal which included an increased full-time position.
- iii. At the [October 18, 2021](#) meeting, the Select Board voted to create one additional full-time Firefighter/EMT position to be hired in 2021 using funds available in the 2021 budget and budget at 100% in the 2022 budget. The decision supported the first step of the staffing objective presented by the Fire Chief in August.
- iv. The Fire Department started 2021 with three full-time Firefighter/EMTs. As anticipated, one employee was deployed through the National Guard in March. The 2022 Fire Department budget includes wages and benefits for three full-time Firefighter/EMTs and is currently operating with two.
- v. Fire Chief, Rick Walker, has prepared the following request in furtherance of the staffing objective communicated on August 9, 2021:
- vi. See attached, [Proposal to Hire an Additional FF-EMT in FY 2022](#)
- vii. The Select Board is asked to consider the proposal and request any additional information necessary to make a decision.

#### B. May 10<sup>th</sup> – Barrington Day Proclamation – **Vote**

- i. Barrington's Charter was signed on May 10, 1722. As part of the Tricentennial Celebrations, the Select Board is declaring May 10<sup>th</sup> as 'Barrington Day'.
- ii. See attached, [May 10 2022 Select Board Tricentennial Meeting Agenda](#)
- iii. See attached, [Barrington Day Proclamation – May 10](#)

***Make a motion to adopt May 10<sup>th</sup> as 'Barrington Day'.***



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C. EMS Week Proclamation – **Vote**

- i. See attached, [2022 EMS Week Proclamation](#)

***Make a motion to adopt the 2022 EMS Week Proclamation.***

D. Public Works Week Proclamation – **Vote**

- i. See attached, [2022 Public Works Week Proclamation](#)

***Make a motion to adopt the 2022 Public Works Week Proclamation.***

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. Legal

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

14. Adjournment

- A. Upcoming Meetings

- i. May 23, 2022 • June 13, 2022 • June 27, 2022 • July 11, 2022 • July 25, 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](http://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/TA20220509](http://www.barrington.nh.gov/TA20220509). 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





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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.