



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

May 23, 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 23, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the May 23, 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. 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. The first public hearing was held on May 9, 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 23, 2022 consent agenda (A-I) as presented.
 - A. [Meeting Minutes May 9, 2022](#)
Make a motion to approve the May 9, 2022 minutes [as amended].
 - B. [Meeting Minutes May 10, 2022](#)
Make a motion to approve the May 10, 2022 minutes [as amended].
 - C. Previously Submitted/Signed Requests for Signature
 - i. Approved Minutes for the [April 25, 2022 Select Board Meeting](#)
 - ii. First Half 2022 Property Tax Warrant
 - iii. [Barrington Day/Tricentennial Proclamation](#)
 - iv. [2022 EMS Week Proclamation](#)
 - v. [2022 Public Works Week Proclamation](#)
 - vi. Accounts Payable 2022-220



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- vii. Payroll Manifest 2022-119
 - viii. Payroll Manifest 2022-119B_Fire
 - ix. Exemption Denial for Map 24 Lot 11
 - x. Exemption Denial for Map 17 Lot 26-R
 - xi. Exemption Denial for Map 234 Lot 28
 - xii. Exemption Denial for Map 238 Lot 16-1
 - xiii. Intent to Cut for Map 224 Lot 49
 - xiv. Intent to Cut for Map 238 Lot 8
 - xv. Intent to Excavate for Map 22 Lot 27-10
 - xvi. Land Use Change Tax for Map 261 Lot 59
 - xvii. Certification of Yield and Tax Warrant for Map 238 Lot 36
- Make a motion to authorize and sign the above-referenced documents (i-xvii).*

D. New Requests for Signature

- i. Accounts Payable 2022-221
- ii. Payroll Manifest 2022-120

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

E. Renew Postage Machine Lease

- i. The Town rents a postage machine from FORMAX. The new five-year lease represents an approximately 10% increase from the previous 5-year contract. The proposed lease includes the appropriate non-appropriation clause required by statute.
- ii. See attached, [FORMAX 60 Month Postage Machine Lease 20220516](#)

Make a motion to authorize the postage machine lease as presented and authorize the Town Administrator to sign.

F. 2022 Crack Sealing Award

- i. At the May 9, 2022 meeting, the Select Board heard a presentation from the Road Agent and CMA Engineers regarding Barrington's Pavement Management Plan. Part of that plan was pavement preservation. Crack sealing is a valuable preservation technique which delays water infiltrating the pavement and base material. A separate [2022 Crack Sealing Request for Proposals](#) was advertised.
- ii. The Road agent recommends the low-bidder, Spots on Lots from Rochester, NH for a base bid of \$24,214.45 (\$0.65 per square yard).
- iii. Funding for these activities is properly budgeted in the Highway Department's Paved Roads budget.

Make a motion to award the 2022 Crack Sealing Request for Proposals to Spots on Lots as presented.

G. 2022 Land Sale Auction

- i. At the May 9, 2022 meeting, the Select Board voted to sell [The Homestead](#) by auction. Additionally, the Town Lands Committee has previously recommended additional lots for sale which has been authorized by the Select Board.
- ii. In December of 2020, the Town held a property sale auction utilizing the services of Richard Sager of [NH Tax Deed & Property Auctions](#). In addition to being a licensed auctioneer, Mr. Sager is a practicing attorney and handles all closing activities on the



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town's behalf. The auction has no direct costs to the Town. All involved were satisfied with the process and services provided. We recommend utilizing NH Tax Deed & Property Auctions for a late summer/early fall 2022 land sale auction.

Make a motion to schedule a late summer/early fall Town-owned property auction with NH Tax Deed & Property Auctions.

H. New Town Hall Phone Line Contract

- i. As we establish utility services at the new Town Hall, we are able to acquire favorable pricing with multi-year contracts. Consolidated Communications is the only utility still installing and supporting phone lines. While we still use phone lines for alarms and fax machines, it is also an essential redundancy for the emergency operations center. The proposed contract includes the appropriate non-appropriation clause required by statute.
- ii. See attached, [Consolidated Telephone Line Three-Year Contract 20220518](#)

Make a motion to authorize the Consolidated Telephone line contract as presented for the new Town Hall and authorize the Town Administrator to sign.

I. New Town Hall Furniture

- i. At the May 9, 2022 meeting, the Select Board approved acquiring furniture for the new Town Hall from Bay State Office Furniture. On May 16, 2022 a representative from Bay State Office Furniture met with staff at the new Town Hall to measure and ensure the proper furniture selections. As a result, minor adjustments were made. These adjustments resulted in an increased cost from \$45,285 to \$48,249.

Make a motion to authorize an additional \$2,964 for furniture at the new Town Hall for a total of \$48,249 to Bay State Office Furniture.

7. Appointments

A. Advisory Budget Committee

- i. John Morris – Advisory Budget Committee – **Vote**
 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 was presented for discussion at the May 9, 2022 meeting.

B. Zoning Board of Adjustment

- i. Cheryl Huckins – Zoning Board of Adjustment – **Vote**
 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 was presented for discussion at the May 9, 2022 meeting.

- ii. Andre Laprade – Zoning Board of Adjustment Alternate – **Vote**

1. See attached, [20220427 ZBAApp Laprade](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

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 was presented for discussion at the May 9, 2022 meeting.

8. Staff Report

A. Administrator MacIver

i. May Work Anniversaries

1. Donald Millette • Firefighter • 24 Years
2. Kimberly Kerekas • 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
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. Richardson Pond Dam – Update

1. At the April 25, 2022 meeting the Select Board was provided a brief update regarding the Richardson Pond Dam and the Stakeholder Meeting scheduled for May 5, 2022.
2. On May 5, 2022 representatives from the New Hampshire Department of Environmental Services Dam Bureau (NHDES), Southeast Land Trust, the Conservation Commission, the Select Board, staff, and SLR Engineers met to discuss the conceptual reconstruction options of the Richardson Pond Dam. The preliminary engineering services was [advertised](#) in December of 2019 and the Conservation Commission awarded the scope to [Milone and MacBroom \(now SLR\)](#) at their December 26, 2019 meeting. The last step of the identified scope was the aforementioned stakeholder meeting. The goal of the meeting was mutual agreement on the conceptual plan in order to take the engineering to the next level.
3. Engineers from SLR proposed a reconstruction of the dam to maintain the water level but lower the earthen part of the dam rendering it non-jurisdictional. This was advised by NHDES and supported by the stakeholders. Construction details and techniques would be refined during full engineering.
4. See attached, [SLR Proposed Reconstruction Plan 20220505](#)
5. The group also discussed the replacement bridge and what the load capacity should be (pedestrian, ultra-terrain vehicle, truck, etc.). The group agreed to defer to emergency services. Emergency services advocated for the need to support the forestry truck (F550). The group discussed the construction timeframe and impacts. All parties agreed to target a late summer/fall 2023 construction window. Construction would take about three months and the water level of Richardson



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Pond would be lowered for most of construction. The parking lot would be closed during construction, and it is unlikely that trail access would be possible.

6. Engineers from SLR will close out the current contract by finalizing a report. The next step will be to develop a scope and select an engineer to design the proposed reconstruction. The goal would be to complete the design by early winter 2022 in order secure permits and a contractor in time for summer/fall 2023 construction.

iii. Recreation Grant Opportunity

1. See attached, [Recreation Van Grant Overview 20220516](#)
2. The Select Board is asked to consider voicing any concerns regarding this grant opportunity prior to a potential future award.

iv. 2022 First Half Tax Bill Insert

1. Tax bills were mailed last week, and residents will have until July 1, 2022 to pay. We have included the following Tax Bill Insert.
2. See attached, [2022 FirstHalf Tax Bill Insert 20220512](#)

v. Trustee of the Trust Fund Vacancy – Appointment Needed

1. There was a recent resignation (Lindsey Maziarz) from the Trustee of the Trust Funds. Per [RSA 669:73](#) the Select Board fill the vacancy by appointment ‘for the remainder of the unexpired term’. Lindsey’s term expires in 2024.
2. The New Hampshire Department of Revenue Administration describes the role of a Trustee of the Trust Fund as: *Trustees of Trust Funds are the custodian of the town’s perpetual care funds, charitable trusts, private donations, and capital reserve/expendable trust funds. TTFs act in a fiduciary capacity and make the decisions regarding expenditure from these funds based on the wishes of the donor in the case of privately donated funds and release capital reserve funds and expendable trust funds to the appropriate government officials upon request and make the decisions on how these funds are to be invested, based upon the statutes and the investment policy adopted by the Trustees.*
3. Residents interested in serving as a Trustee of the Trust Fund should submit an Appointment to Board Application, available online at: www.barrington.nh.gov/applicationforappointment.

B. Municipal Office Administrator Caudle

9. Old Business

A. Waste Management Inflationary Cost Increase – **Vote**

- 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.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- vi. At the May 9, 2022 meeting, the Select Board invited Peter Lachapelle, Waste Management's Public Sector Representative to further discuss the request and impacts to the solid waste industry.
- vii. The Select Board is asked how to respond to the inflationary cost increase request.

B. Purchase Additional Poll Pad – **Vote**

- i. At the March 14, 2022 meeting, the Select Board reviewed the implementation of Poll Pads at the recent Town election. During that meeting, the Select Board suggested purchasing an additional Poll Pad and sought feedback from the Town Clerk. She absolutely believes it would be helpful to purchase an additional Poll Pad. The extra equipment will cost about \$2,000 and will make upcoming elections more efficient. It is likely that during the next presidential election, additional Poll Pads will need to be rented to accommodate the demand.

Make a motion to authorize the purchase of an additional Poll Pad using the Election Equipment budget line (which will be overspent due to the unanticipated purchase).

10. New Business

A. Police Department Sign-On Bonus Proposal – Discussion

- i. The Police Chief and I recently met to discuss the challenges of hiring certified officers in the Police Department. Not only are Barrington's wages lower than most agencies, but many of these same agencies are also offering lucrative hiring bonuses to attract quality candidates. Chief Joy explains, *Currently, agencies are competing for the same pool of applicants. Many agencies are now utilizing hiring bonuses as a way to be more attractive to this group. It is my hope that by joining those already doing so, BPD might sway certified officers to our agency again. I feel that the recent decision by the Select Board to pursue a Salary Market Analysis will meet our retention needs. I support a hiring bonus to address our recruitment goals as well. Based on the staffing vacancies, I would intend to utilize unexpended funds from the FT wages line for this request, so no additional funding will be necessary.*
- ii. The Select Board is asked to consider what additional information may be necessary in order to make a decision regarding a sign-on bonus for certified police officers.

B. Preserving Open Field Space – Calef's Field – Discussion

- i. Selectperson Saccoccia has had conversations with community members and wants to explore opportunities for the Town to preserve the open field space behind the Post Office and Calef's Country Store. In addition to the historical significance of the space, as Barrington continues to grow, maintaining open space has been a priority of residents.

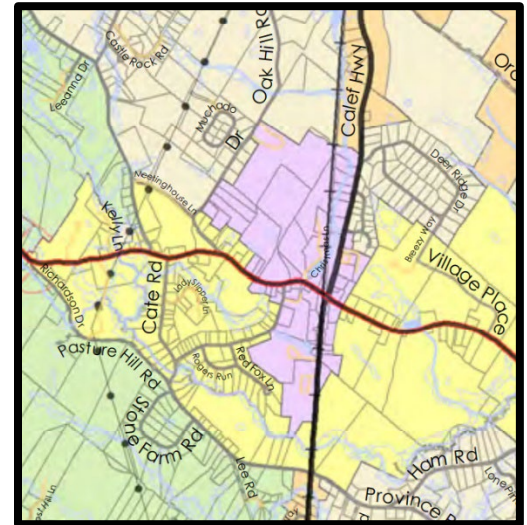


TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- ii. The Town Center Zoning District encompasses much of the property adjacent to the Route 9 and Route 125 intersection. The exact extents of the zoning district are denoted in purple (right). Two commercially developed lots in this district are currently listed for sale (Map 238, Lots 49 and 49.1). These lots are currently home to The Barrington Depot and Knight's Garage. Adjacent to these lots is another 12 acre undeveloped lot (Map 239, Lot 7) in the Town Center Zoning District.
- iii. Part of Map 239, Lot 7 includes some of the field space behind the Post Office and Calef's Country Store. The remainder of Calef's Field and the community garden is part of Map 238, Lot 50.



1. See attached, [Calef's Field Map 20220517](#)
- iv. Selectperson Saccoccia has suggested that the Select Board take a proactive approach to preserving the field space. If the Select Board is supportive of this objective, a letter could be sent to the current owners and kept on file in the Planning Office to communicate the Town's desire to preserve the open space. The Select Board is asked to consider the proposal.

C. Ayers Lake Association Proposal – Discussion

- i. The Ayers Lake Association has presented the following request to the Town.
 1. See attached, [Ayers Lake Association Request 20220516](#)
- ii. The Conservation Commission worked with representatives from the Association for a couple of months to aid in the development of the request.
 1. See attached, [Conservation Commission Letter - Ayers Lake 20220516](#)
- iii. The Select Board has previously reviewed and made policy decisions regarding the general topic of protecting Ayers Lake by limiting access at the informal boat launch. Most recently, the Select Board reviewed the topic at the November 8, 2021 meeting: www.barrington.nh.gov/TA20211108. Agenda Item 10, B 'Ayers Lake Association and Camp Fireside Committee to Adjust Lake Access' includes additional background and details, including the steps that the Town has taken to promote the protection of Ayers Lake. Ultimately, the Select Board's policy decision was: *The Select Board agreed by consensus that they would not like to appoint someone to the committee to restrict access to the lake, and they do not agree with restricting access to the lake.*
- iv. Separately, the Town has been working with its engineers to reconstruct the drainage system which connects Little Long Pond and Ayers Lake (including the respective stormwater runoff systems). In 2019, the Town commissioned Dubois and King to prepare an evaluation memo regarding the culverts and road. They estimated that the necessary repairs would cost \$1.3 million (in 2019 dollars).

1. See attached, [Pond Hill Culverts DK Memo 20190610](#)

In 2020, the Town began pursuing FEMA funding through the Building Resilient Infrastructure Communities (BRIC) program. This program funds up to 75% of eligible



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

projects. At the October 19, 2020 meeting, the Select Board authorized pursuing a FEMA grant. In November of 2020, Hoyle and Tanner Associates prepared a scope to accompany a Project Scoping application with the BRIC program.

2. See attached, [Scope and Fee Pond Hill Rd HTA 20201101](#)

In early 2021, the Town submitted the FEMA Project Scoping application for the Pond Hill culvert project. The scope included the entire drainage system on Pond Hill Road and Daniel Cater Road.

3. See attached, [FEMAGO - Subapplication - Barrington Pond Hill Rd and Daniel Cater Rd 20210126](#)

In early 2022, the Town was notified that the Project Scoping application had been approved. Subsequently, CMA Engineers has been assigned to engineer the project.

- v. At the Select Board's direction, the scope of the project could be expanded (at the Town's sole cost) to include establishing a more formal (engineered) boat launch on Daniel Cater Road. The work could be completed concurrently to minimize adverse impacts to the local ecology.

D. Personnel Plan Update – Discussion

- i. The Personnel Plan is scheduled for an update this year. Over the past few years, staff have been keeping notes regarding minor updates to the Personnel Plan. There have also been labor law changes which need to be reflected in our local policies.
- ii. Ultimately, the Personnel Plan is a Select Board policy and would be adopted by the Select Board. In order to give the policy the time and attention it requires, I recommend establishing a sub-committee to work through the proposed changes. This sub-committee would be appointed by the Select Board and would ultimately make a recommendation for the Select Board's consideration. I would propose the sub-committee include a Select Board member, a member of the Library Trustees, the Human Resources Administrator, two Department Heads, and two staff members (preferably supervisors and employees from four different departments).
- iii. The Select Board is asked to consider establishing the proposed sub-committee and assigning a Select Board representative.

E. Master Plan Chapter Updates Steering Committee – Select Board Representative – Discussion

- i. At the April 11, 2022 meeting, the Select Board discussed the Master Plan Chapter updates scheduled for 2022. The Select Board authorized partnering with the Strafford Regional Planning Commission to update the Transportation and Land Use chapters of the Master Plan. These chapters were last updated in 2004 and 2016, respectively.
- ii. The Planning Board decided at their May 17, 2022 meeting to establish a Steering Committee charged with developing updates to the Master Plan Chapters. The Town Planner prepared a memo describing the committee, including a listing of meetings.
- iii. See attached, [Master Plan Chapter Updates Steering Committee Memo 20220511](#)
- iv. The Steering Committee will include two members of the Planning Board (John Driscoll and Andy Melnikas), a member of the Select Board, a member of the Conservation Commission, the Town Planner, and two citizens.
- v. The Select Board is asked to consider assigning a Select Board representative to the Master Plan Chapter Update Steering Committee.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- vi. Additionally, all are encouraged to consider nominating citizens to participate in the Steering Committee. Interested citizens should complete the Appointment to Board Application, available online at: www.barrington.nh.gov/applicationforappointment.

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)

14. Adjournment

A. Upcoming Meetings

- i. June 13, 2022 • June 27, 2022 • July 11, 2022 • July 25, 2022 • August 8, 2022

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/TA20220523. 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.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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.