



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### June 13, 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**  
[June 13, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the June 13, 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. Acceptance of State Administered American Rescue Plan Act Funds  
Acceptance of the unanticipated funds are governed by [RSA 31:95-b](#). As required, the public hearing noticed were published in Foster's Daily Democrat on June 6, 2022.
    - i. Locality Equipment Purchase Program - \$50,000 – **Vote**
      1. The Fire Department applied for \$50,000 to support the purchase of AEDs and a power cot.
      2. Public Comment (see Visitor Orientation below)  
***Make a motion to accept and expend the State administered ARPA funds through the Locality Equipment Purchase Program in the amount of \$50,000.***
    - ii. State Department of Justice - \$100,000 – **Vote**
      1. The Police Department applied for \$100,000 to support the purchase and support of new laptop computers for all officers.
      2. Public Comment (see Visitor Orientation below)  
***Make a motion to accept and expend the State administered ARPA funds through the State Department of Justice in the amount of \$100,000.***



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- iii. State Department of Health and Human Services - \$160,000 – **Vote**
  - 1. The Recreation Department applied for \$160,000 to support the purchase of a multi-passenger van and in support of young adult programming.
  - 2. Public Comment (see Visitor Orientation below)

***Make a motion to accept and expend the State administered ARPA funds through the State Department of Health and Human Services in the amount of \$160,000.***

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

***Make a motion to approve the June 13, 2022 consent agenda (A-L) as presented.***

A. [Meeting Minutes May 23, 2022](#)

*Make a motion to approve the May 23, 2022 minutes [as amended].*

B. Previously Submitted/Signed Requests for Signature

- i. Meeting Minutes May 9, 2022
- ii. Meeting Minutes May 10, 2022
- iii. Accounts Payable Manifest 2022-222
- iv. Accounts Payable Manifest 2022-223
- v. Payroll Manifest 2022-121
- vi. Payroll Manifest 2022-122
- vii. Intent to Cut Wood or Timber Map 260 Lot 7
- viii. Intent to Cut Wood or Timber Map 234 Lot 57-2
- ix. Oath of Office for John Morris – Advisory Budget Committee Member
- x. Oath of Office for Cheryl Huckins – Zoning Board of Adjustment Member
- xi. Oath of office for Andre Laprade – Zoning Board of Adjustment Alternate Member
- xii. Collective Bargaining Agreement – Police Union NEPBA Local #240

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2022-224
- ii. Payroll Manifest 2022-123
- iii. Payroll Manifest 2022-123B-Fire
- iv. Repurchase Deed for Map 126 Lot 55

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

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. The first public hearing was held on May 9, 2022, the second public hearing was held on May 23, 2022.

***Make a motion to authorize the acquisition of an access easement on a portion of Map 251-0063 as presented pursuant to RSA 41:14-a.***



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- E. Transfer Station Hours Adjustment – July 23, 2022 – Tricentennial Parade
- See attached, [Transfer Station Early Closure 7.23](#)  
*Make a motion to authorize closing the Transfer Station at noon on July 23, 2022 to avoid Tricentennial Parade impacts.*
- F. COMSTAR Breach Insurance Lawyer Engagement
- On April 25, 2022 the Town was notified of a breach connected to the organization used for ambulance billing (COMSTAR).
    - See attached, [COMSTAR Data Breach 20220510](#)
  - Subsequently, the Town notified its liability insurance provider (PRIMEX) and they have connected affected municipalities with the law firm of McDonald Hopkins. Their representation is covered through the Town's insurance. The primary role of engaging McDonald Hopkins will be to review the communications from COMSTAR and ensure that the Town is not exposed to any additional liability. The Town must sign an engagement letter with McDonald Hopkins in order to be represented.  
*Make a motion to authorize the Town Administrator to sign an engagement letter with McDonald Hopkins to support the Town's involvement in the COMSTAR data breach.*
- G. Highway Truck Surcharge Request Update
- At the May 9, 2022 meeting, the Select Board authorized a \$5,800 increase in the Highway Department truck purchase in response to a new manufacturing surcharge. The appropriation amount was listed as \$121,349 and should have been \$121,749.  
*Make a motion to appropriate \$121,749 from the Highway Heavy Equipment Capital Reserve for the purchase of a Western Star plow truck.*
- H. Town Hall Copier/Printer Updates
- Two Town Hall printer/copiers were scheduled for replacement in 2020 (Administrative Offices and Town Clerk's Office). It was decided that the best course of action would be to wait until moving into the new Town Hall before acquiring new machines. Barrington maintains a service contract with Seacoast Business Machines (a Barrington business). Staff recommends a lease-purchase for two Sharp-BP50C26 machines, as presented (with the legally required non-appropriation language).
  - See attached, [Seacoast Business Machines – Printer-Copier Lease Purchase 20220510](#)  
*Make a motion to authorize lease-purchasing two copier/printers from Seacoast Business Machines for \$347.31 per month.*
- I. Police Department Laptop Request for Proposals Award
- See attached, [Police Laptop RFP Award Recommendation 20220601](#)
  - At their May 31, 2022 meeting the Technology Committee unanimously recommended proceeding as presented.  
*Make a motion to award the Police Laptop RFP as presented.*
- J. Library – Damaged Bench and Winter Maintenance
- The Highway Department has plowed the entrance walkway to the Library with a pick-up truck in conjunction with their winter maintenance activities. Unfortunately, a plow truck



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is not well suited for that application. This past winter, a patio and bench were inadvertently damaged during snow removal.

- ii. The Library has asked that the Highway Department pay \$100 to replace the bench which was damaged. Upon review, Chair Mannschreck suggests utilizing the Incident Fund to cover this expense.
- iii. In the future, the Highway Department will plow the parking lot and the entrance walkway will need to be cleared by hand. In the past this was accomplished by Library staff including the custodian.

*Make a motion to utilize \$100 from the Incident Fund to replace a Library Bench damaged during winter maintenance.*

### K. Deed for Map 220, Lot 45

- i. Upon recent review of properties in Town ownership, Map 220, Lot 45 was identified. This is a 0.41-acre lot at the corner of Route 125 and the Rochester border. Research uncovered that the property is part of a deed which references land in Barrington and Rochester. This property sold in 2001 and the Rochester portion is Just Oil and More owned by Dennis Freeman Jr. The Town of Barrington did not update the ownership records and continued sending tax bills and notices to the former owner. As a result, in 2005, the Town took (by Tax Collector's deed) Map 220, Lot 45 and has owned it since. After consultation with the Town's Assessor, it is recommended that we simply deed the property to the rightful owners (at no cost) and return the property to the tax rolls.

*Make a motion to deed Map 220, Lot 45 to Dennis Freeman Jr., at no cost due to the Town's error, returning a tax-deeded property to the former owner.*

### L. Update Transfer Station User Fees – Metal

- i. At their June 8, 2022 meeting, the Transfer Station and Recycling Center Review Committee recommended eliminating the disposal fee for White Goods/Metal. Currently the [User Fee Schedule](#) indicates a \$5 disposal fee for these items. Now that the Town is generating revenue from the metal bin, the Committee recommends not charging for the disposal of these items.
- ii. See attached, [Recommendation - White Goods Fees Removed 20220609](#)
- iii. See attached, [Transfer Station User Fee Final Draft June 2022](#)

*Make a motion to remove the White Goods/Metal fees from the Transfer Station User Fee Schedule, effective immediately.*

## 7. Appointments

## 8. Staff Report

### A. Administrator MacIver

- i. June Work Anniversaries
  1. Timothy Boodey • Fire/EMS • 27 Years
  2. Scott Young • Part-Time Police Officer • 24 Years
  3. Katie Perry • Police Administrative Assistant • 17 Years
  4. Monica Poitras • Recreation Supervisor • 12 Years
  5. John Huckins • Building Inspector/Code Enforcement Officer • 9 Years
  6. Erik Baker • Police Sergeant • 5 Years



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7. Jacob Cummings • Fire/EMS • 5 Years
8. Donald Morse • Police Officer • 4 Years
9. Tiffany Caudle • Municipal Office Administrator • 3 Years
10. Christopher Cooke • Library Custodian • 2 Years
11. Deborah Wood • Human Resources Administrator • 1 Year
12. Sam Janelle • Fire/EMS • 1 Year

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. 2022 Crack Sealing Award Update – **Vote**

- 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. At the May 23, 2022 meeting, the Select Board supported the Road Agent's recommendation to award the scope to the low-bidder, Spots on Lots from Rochester, NH for a base bid of \$24,214.45 (\$0.65 per square yard).
- iii. Upon further review of the proposal documents, Spots on Lots did not meet the required specifications.
- iv. See attached, [2022 Crack Sealing Award Update Memo](#)

***Make a motion to rescind the 2022 Crack Sealing Request for Proposals award made on May 23, 2022 and award the scope to Sealcoating Inc. DBA Indus for \$28,716.32.***

### B. Daniel Cater Road Gravel and Vegetation – Discussion

- i. At the May 23, 2022 meeting the Select Board discussed a proposal supported by the Conservation Commission to address concerns from the Ayers Lake Association. The Select Board asked for additional information from the Road Agent regarding the identified concerns.
- ii. See attached, [Road Agent Memo RE Daniel Cater Road and Ayers Lake](#)

## 10. New Business

### A. Noise Ordinance – Discussion

- i. Barrington voters adopted a noise ordinance in 2001 pursuant to RSA 31:39.
  1. **2001 Warrant Article**  
*Are you in favor of adoption of a Noise Ordinance for the town that would prohibit the making of noise in excess of 60 decibels from 9:00 pm to 6:00 am and 75 decibels from 6:00 am to 9:00 pm as measured at the property line, or any public right of way, provide for waivers to be issued for special circumstances, and impose a penalty of up to \$1,000 for each offense.*
- ii. In 2016, the Select Board amended the ordinance at a public hearing.
  1. **2016 Amendment**  
*Chairman O'Brien opened the public hearing on an amendment to the Noise Ordinance at 6:33 p.m. The proposed amendment to the Ordinance was sent to the attorney's office for review and he had several recommendations. It was suggested*





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to remove section #4 – “music or sounds”. Selectman Knapp felt that section was overly vague and ambiguous. There was no public comment. Selectman Knapp moved to amend the Noise Ordinance by removing section #4, seconded by Selectman Ayer. It was unanimously voted in the affirmative. The public hearing closed at 6:33 p.m.

iii. In 2017, the Select Board amended the ordinance at a regular meeting, no hearing.

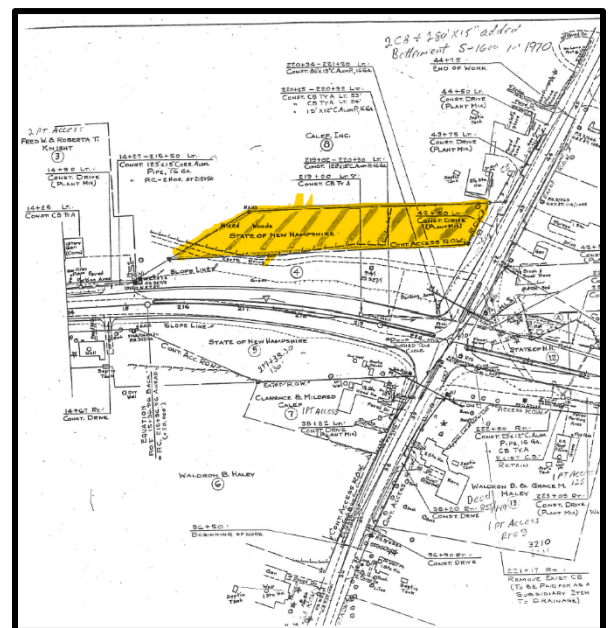
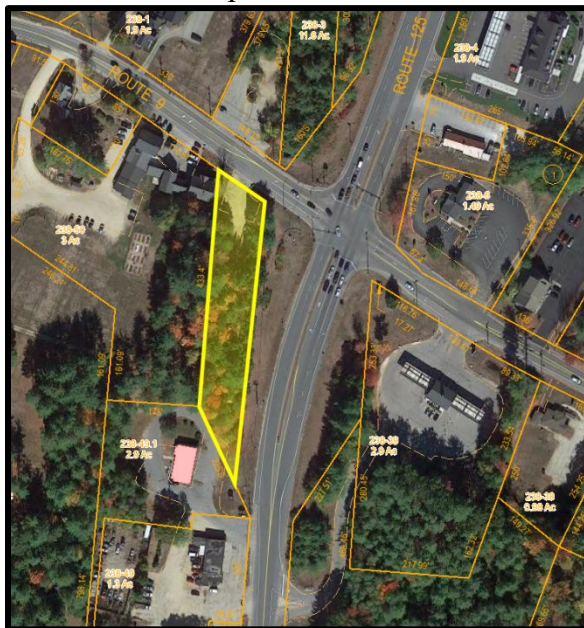
### 1. 2017 Amendment

Selectman Bailey would like to amend the current Noise Ordinance to allow fireworks from July 1st – July 4th instead of just July 4th. Chairman O'Brien has a question as to who is going to enforce this ordinance. Selectman Hatch moved to allow fireworks to be displayed from July 1st – July 6th and to add #10 “The Town Administrator may delegate to the Police Chief”, seconded by Selectman Bailey. It was unanimously voted in the affirmative.

iv. Noise ordinances per RSA 31:39 are adopted and amended by Town meeting. The Select Board cannot amend them unless Town meeting grants such authority (which was not done in 2001). The previously adopted amendments should not be applied as they were not legally adopted. Any amendment the Select Board is interested in making to the 2001 noise ordinance should be prepared for 2023 Town Meeting. Chief Joy is interested and willing to help create amended Noise Ordinance language which is enforceable by his department.

## B. Barrington Municipal Parking at the Intersection of Routes 9 and 125 – Discussion

i. On May 22, 1968, the Town signed an [indefinite lease](#) from the State of New Hampshire for "...State owned land lying in the southwest quadrant of the junction of routes 4 [now Route 9] and 125... for public parking purposes only." The highlighted map (below, left) shows the area leased from the State for public parking. The highlighted plan (below, right) shows the plan referenced in the lease.





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- ii. There is a common misconception that Map 238, Lot 2 (across Route 9 from Barrington's leased parking area) is public parking. In fact, that lot is privately owned and recently sold (February 2022).
- iii. The Select Board is asked to consider taking steps to improve and identify this municipal parking area. Specifically, installing 'Municipal Parking' signs and having the Highway Department improve the gravel parking area (to include gravel and vegetation work). The extent of the improvements would not encompass the entire leased area, just the parts which are already partially or fully developed as parking areas. The Highway Department is available to work these projects into their summer road construction activities. Future improvements may be recommended, but these steps will help clarify municipal parking options at the intersection of Routes 9 and 125.
- iv. The Select Board is asked to consider what additional information is needed to determine how to proceed.

### 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

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

### 14. Adjournment

### 15. Upcoming Meetings

- A. June 27, 2022 • July 11, 2022 • July 25, 2022 • August 8, 2022 • August 22, 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](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/TA20220613](http://www.barrington.nh.gov/TA20220613). Please contact the Town Administrator or Municipal Office Administrator with questions.



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### 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 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.