



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### July 11, 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**  
[July 11, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the July 11, 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.
6. Consent Agenda (requires unanimous approval) – **Vote**  
***Make a motion to approve the July 11, 2022 consent agenda (A-I) as presented.***
  - A. [Meeting Minutes June 13, 2022](#)  
***Make a motion to approve the June 13, 2022 minutes [as amended].***
  - B. Previously Submitted/Signed Requests for Signature
    - i. Meeting Minutes for the May 23, 2022 Select Board Meeting
    - ii. Accounts Payable Manifest 2022-225
    - iii. Accounts Payable Manifest 2022-226
    - iv. Accounts Payable Manifest 2022-227
    - v. Payroll Manifest 2022-124
    - vi. Payroll Manifest 2022-124 B
    - vii. Payroll Manifest 2022-124 C
    - viii. Payroll Manifest 2022-125
    - ix. Payroll Manifest 2022-126
    - x. Current Use Assessment for Map 215 Lots 7, 8, 9
    - xi. Tax Abatement for Map 106, Lot 8
    - xii. Tax Abatement for Map 107, Lot 10
    - xiii. Tax Abatement for Map 111, Lot 21
    - xiv. Tax Abatement for Map 112, Lot 36
    - xv. Tax Abatement for Map 121, Lot 19



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

- xvi. Tax Abatement for Map 122, Lot 22 and Map 112, Lot 23
- xvii. Tax Abatement for Map 124, Lot 23 and Map 124, Lot 23-1
- xviii. Tax Abatement for Map 224, Lot 2
- xix. Tax Abatement for Map 224, Lot 24
- xx. Tax Abatement for Map 233, Lot 8
- xxi. Tax Abatement for Map 235, Lot 7
- xxii. Tax Abatement Denial for Map 111, Lot 16
- xxiii. Tax Abatement Denial for Map 124, Lot 18
- xxiv. Tax Abatement Denial for Map 271, Lot 47
- xxv. Intent to Cut Wood or Timber for Map 239, Lot 1
- xxvi. Certification of Yield and Warrant for Map 233, Lot 8
- xxvii. Certification of Yield and Warrant for Map 225, Lot 56
- xxviii. Oath of Office for Officer Joshua Turner

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

### C. New Requests for Signature

- i. Accounts Payable Manifest 2022-228
- ii. Payroll Manifest 2022-127
- iii. Tax Abatement for Map 261, Lot 31-59
- iv. Tax Abatement for Map 267, Lot 11
- v. Intent to Cut for Map 121, Lot 28
- vi. Intent to Cut for Map 225, Lot 57

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

### D. 2022 Land Sale Auction

- i. At the May 9, 2022 meeting, the Select Board voted to sell 'The Homestead' at auction. At the May 23, 2022 meeting, the Select Board voted to schedule an early fall auction with NH Tax Deed & Property Auctions. The following properties are set to be sold by auction:
  - 1. See attached, [2022 Land Sale Summary 20220606](#)
- ii. Rick Sager from NH Tax Deed & Property Auctions has prepared the following agreement for a September 17, 2022 auction:
  - 1. See attached, [2022 Auction Services Contract – Barrington](#)
- iii. At the June 18, 2022 meeting, the Town Lands Committee reviewed the properties to be sold and prepared a proposed list of conditions. These conditions will be submitted to the Conservation Commission for their review and comment, prior to finalization by the Select Board.

*Make a motion to sell the attached list of properties at auction on September 17, 2022 (conditions to be finalized at a future date) and authorize the 2022 Auction Services Contract as presented, making Richard Sager power of attorney for the identified lots.*

### E. 2022 Select Board Meeting Schedule and 2022-2023 Barrington Budget Calendar

- i. In preparation for the upcoming 2023 budget process, I would like to propose a few changes to the 2022 Select Board meeting schedule. I am proposing to start the budget process the first week of October (opposed to the last week of September). Additionally, I am proposing to break up the presentation schedule, so we do not have so many meetings in a row. The adjusted schedule has breaks on Halloween night and the week of Thanksgiving.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

ii. See attached, [2022 Select Board Meeting Calendar](#)

iii. See attached, [2022-2023 Budget Calendar](#)

*Make a motion to amend the 2022 Select Board Meeting Calendar and approve the 2022-2023 Budget Calendar as presented.*

### F. 2023 Holidays

i. It is time to establish the 2023 Holidays.

ii. The [Barrington Personnel Policies and Procedures Manual](#) lists twelve holidays.

1. New Year's Day – Floats
2. Martin Luther King – Monday
3. President's Day – Monday
4. Memorial Day – Monday
5. Independence Day – Floats
6. Labor Day – Monday
7. Columbus Day – Monday
8. Veterans Day – Floats
9. Thanksgiving Day – Thursday
10. Day after Thanksgiving – Friday
11. Christmas Eve or the day after Christmas – Floats
12. Christmas Day – Floats

iii. The Town holidays mirror federal holidays with the exception of the day after Thanksgiving and the floating Christmas holiday (Christmas Eve or the day after Christmas).

iv. See attached, [2023 Barrington Holidays](#)

*Make a motion to approve the 2023 Barrington Holidays as presented.*

### G. 2023 Select Board Meeting Calendar

i. It is time to establish the 2023 Select Board meeting schedule.

ii. The Select Board meetings are generally the second and fourth Monday of each month with a few exceptions.

1. The 2023 budget public hearing is scheduled for a Tuesday because the statute requires the hearing to be not more than 25 days before the deliberative session. It is prudent to leave an opportunity for a second public hearing (if necessary). The tentative second public hearing would be January 16, 2023 (holiday: Birthday of Martin Luther King, Jr.)
2. The March meetings are proposed for the first and third so that the Select Board can meet the Monday following the March election for reorganization.
3. There is one meeting per month proposed for the summer months.
4. There are more meetings scheduled during the budget process

iii. See attached, [2023 Select Board Meeting Calendar](#)

*Make a motion to approve the 2023 Select Board meeting schedule as presented.*

### H. Locality Equipment Grant Power Load Purchase

i. The \$50,000 Locality Equipment Grant was recently accepted by the Select Board. Part of the approved grant was purchasing a Stryker Power Load (~\$26,000). Stryker is a single-source vendor, so we are not able to solicit multiple bids as required by the Town's



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

Purchasing Policy. The Town currently operates Stryker equipment. The Select Board is asked to waive the Purchasing Policy so the Fire Department may proceed with the purchase.

- ii. See attached, [Barrington PowerLOAD and Upgrade Kit Quote](#)

*Make a motion to waive the Purchasing Policy in order to purchase a Stryker Power Load because Stryker is a single-source vendor.*

### I. New Town Hall Site Plan Approval – Dumpster

- i. The site plan approval for the new Town Hall includes a dumpster, pad, and fence. The Town Hall will continue using the Transfer Station and does not intend to waste money on the dumpster if it will not be used. The Select Board is asked to waive the self-imposed requirement to following the site plan approval for the new Town Hall.

*Make a motion to allow the new Town Hall to be finalized without installing the dumpster as indicated on the site plan approval.*

## 7. Appointments

### A. Jack Gale – Trustee of the Trust Funds – Discussion

- i. See attached, [20220624 TrustFundApp\\_Gale](#)
- ii. Mr. Gale has applied to fill the vacant position on the Trustee of Trust Funds. In May, Lindsey Maziarz resigned from the elected position. Per RSA 669:73, *Vacancies in the office of trustee of the trust fund shall be filled by appointment made by the board of selectmen for the remainder of the unexpired term.* Mrs. Maziarz's term was set to expire in March of 2024. A full appointment with a term expiring in March of 2024 is proposed.
- iii. Mr. Gale has attended a recent meeting of the Trustee of Trust Funds, researched the position, and discussed the vacancy with the current Chair.
- iv. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the August 8, 2022 meeting.

## 8. Staff Report

### A. Administrator MacIver

#### i. July Work Anniversaries

1. Jessica Tennis • Recreation Director • 17 Years
2. Seth Wentworth • Fire/EMS • 13 Years
3. Eric Pike • Fire/EMS • 2 Years

#### ii. New Town Hall Update

1. Construction on the new Town Hall continues with a target of substantial completion by July 25<sup>th</sup>. There are many pieces which need to fall into place to meet that target, but all are currently expected to go as planned. During the week of July 25<sup>th</sup>, residents should expect service interruptions at the Town Hall. Many services are available online, including vehicle registration renewals and property tax payments. The Highway Department plans to move each office one at a time through the week. A special 'thank you' to the Highway Department for making the move!



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

2. Starting August 1, 2022 residents should expect to visit the Town Hall at its new location: 4 Signature Drive. An open house will be scheduled for late summer/early fall, stay tuned. Please check [www.barrington.nh.gov/townhall](http://www.barrington.nh.gov/townhall) for more updates regarding specific service interruptions and timelines as the move approaches.
- iii. Attempted Fraud Prevented by Finance Administrator
  1. The Finance Administrator, Amy Doherty, has prevented three wire fraud attempts on the Town of Barrington in the last week. Amy's commitment to developing and implementing fraud protections has saved the Town thousands of dollars. Amy was hired as the Finance Officer in early 2019 and brought many ideas for process improvement and for more robust internal controls. One specific priority of hers was implementing 'positive pay'. Positive pay is a check fraud protection which requires a redundant hand-shake before checks are cleared. The added protection comes at the cost of more work each check run. Amy's determination to implement positive pay and scrupulous attention to detail catching the recent fraud attempts are strongly commended!
- iv. New Town Hall Dedication Plaque Donation – Tracy Hardekopf
  1. Tracy Hardekopf, former Select Board member and Chair, has generously donated a dedication plaque for the new Town Hall. The plaque recognizes those involved in bringing the project from an idea to completion.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. Library – Damaged Bench and Winter Maintenance – **Vote**

- i. At the June 13, 2022 meeting, the Select Board discussed winter maintenance at the Library and a bench which was damaged this past winter. Additional details are available in the [June 13, 2022 Town Administrator Report](#) or by watching the video recording of the [June 13, 2022 Select Board meeting](#).
- ii. After two failed motions on June 13, 2022, the Select Board resolved to bring the topic forward at an upcoming meeting. The Select Board is asked how to proceed.

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

- i. At the June 13, 2022 meeting, the Select Board discussed municipal parking at the intersection of Routes 9 and 125. Additional details are available in the [June 13, 2022 Town Administrator Report](#) or by watching the video recording of the [June 13, 2022 Select Board meeting](#).
- ii. The Select Board was 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





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

improvements may be recommended, but these steps will help clarify municipal parking options at the intersection of Routes 9 and 125.

- iii. The Select Board asked for a more specific representation of the extents of the proposed work.

- 1. See attached, [Proposed Extents of Public Parking 20220705](#)

- iv. The parking area could be 65'x170' with mostly minor vegetation clearing. To extend the parking area another 30', a few large pine trees could be removed as well.

***Make a motion to direct the Highway Department to make improvements to the leased parking area at the intersection of Routes 9 and 125.***

### C. Retention Bonuses and Town-Wide Wage Market Analysis – Discussion

- i. At the April 25, 2022 meeting, the Select Board discussed employee compensation, the labor market, and the economy. The group felt that it was imperative that the Town was appropriately compensating employees. At the May 9, 2022 meeting, the Select Board commissioned an updated Salary Market Analysis Study using Municipal Resources Incorporated. The results will be available soon and the Select Board intends to use the study to make data-driven decisions regarding employee wages. At the May 23, 2022 meeting, the Select Board voted to institute a sign-on bonus for certified police officers in recognition of the importance of attracting qualified employees for our vacancies in the Police Department. In our labor market, attraction and retention are of equal importance.
- ii. The Select Board understands the importance of retaining employees, this has been the driving force behind the updated wage analysis. The Police Union made a specific request for retention bonuses of \$5,000 per employee (funded from the ARPA funds). At the June 13, 2022 meeting, the Select Board met in non-public session to review the personnel request. After exiting non-public session, the Select Board did not seal the non-public minutes and voted to appropriate \$70,000 from the ARPA funds for retention bonuses in the Police Department. The Select Board felt it was important to not delay action on the Police Union request since the June 27, 2022 meeting was cancelled. The Select Board also felt it was important to further discuss the topic of retention bonuses and employee wages as a whole, in public, as an agenda item at the next meeting. This is an opportunity for that continued discussion.

## 10. New Business

### A. Special Town Meeting Petition – **Vote**

- i. See attached, [Special Town Meeting Petition Scheduling Recommendations 20220707](#)

***Make a motion to adopt the Special Town Meeting scheduling recommendations as presented.***

### B. Second Quarter Financial Analysis – Discussion

- i. See attached, [2022 Second Quarter Financial Analysis 20220706](#)

### C. 2021 Financial Audit – Discussion

- i. The review of the Town's 2021 financials was recently completed. The complete audit report can be found online at: [www.barrington.nh.gov/2021audit](http://www.barrington.nh.gov/2021audit); printed and bound copies are included in the Select Board's printed materials.
- ii. The Office of Financial Administration prepared the attached memo to review the auditor's report and governance letter.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

iii. See attached, [2021 Financial Audit Review Memo 20220623](#)

### D. Invasive Japanese Knotweed Remediation – Discussion

- i. The Highway Department has connected with Paul Eaton of Keep It Native for recommendations regarding the invasive Japanese Knotweed which is prominent along certain Barrington roadways. He has proposed a herbicide application this fall as the first step in an ongoing program to control the invasive plant.
- ii. More details about the invasive Japanese Knotweed can be found in the following resources:
  1. See attached, [Japanese Knotweed Fact Sheet NH Dept of Ag](#)
  2. See attached, [Japanese Knotweed NRCS](#)
- iii. The application of herbicides in this way is regulated by the New Hampshire Department of Agriculture, Markets, & Food Division of Pesticide Control. Matthew Bosiak from that State office offered the following details of the special permit process for the proposed activities:
  1. *The Division of Pesticide Control (Division) administers the state's pesticide regulations under the oversight of the New Hampshire Pesticide Control Board. The state's pesticide regulations include state statute (RSA 430:28-50 - [Chapter 430 INSECT PESTS AND PLANT DISEASES \(state.nh.us\)](#)) and Code of Administrative Rules (Pes Administrative Rules - [TABLE OF CONTENTS \(state.nh.us\)](#)). Among other things, Division activity includes licensing of individuals that use pesticides, compliance/enforcement activities, the registration of pesticide products used in the state, and the review of requests for special permits. The mission of the Division includes a focus on the protection of human health and the environment and the current makeup of the Division includes environmentalists, both by job title and credential.*

*Typical pesticide use activities requiring a special permit include pesticide applications within sensitive areas, such as rights-of-way, to forest areas of certain acreage, within the setback of surface waters or public water supplies, and applications to or in surface water. The Division reviews special permit applications, often in coordination with other state agencies such as the Dept. of Environmental Services, Fish and Game, and the Dept. of Natural and Cultural Resources. Review of the proposal includes analysis of:*

    - *The applicant's and/or applicator's credentials (i.e. license status and category)*
    - *The treatment area and its proximity to resources including surface waters, wells, public water supplies, pastures, public use areas, etc*
    - *If the proposal poses risk to surface water and/or groundwater*
    - *The pesticides proposed for use, including review of the chemical/physical properties of the active ingredient(s), as well as product's registration status and classification (at both the federal and state levels)*



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

- *The proposed pesticide use activity, including application rates, application methods, and applicability to target pest(s) consistent with label requirements.*

*Supervisory licensed pesticide applicators have passed written and oral exams in order to obtain applicator licenses and must maintain continuing education credits for renewal. The Division may issue special permits to such individuals where the permit proposal does not pose undue risk to human health and the environment. Mr. Paul Eaton has consistently demonstrated the ability to conduct pesticide applications, including those under special permit, in accordance with federal/state regulations and in a professional manner.*

- iv. The Highway Department is seeking approval from the Select Board to proceed with the proposed activities. The below attached letter would be mailed to all residents in affected areas. Additionally, we would add details to the Town's website similar to the Town of Jackson, NH: <https://www.jackson-nh.org/conservation-commission/pages/japanese-knotweed>.
  1. See attached, [Japanese Knotweed Resident Letter\\_DRAFT 20220706](#)
- v. See attached, [2022 Contract\\_Barrington\\_KeepItNative](#)
- vi. The \$9,500 expense (time and materials) would be paid for from the Paved Roads budget which covers the maintenance of the Town's ROW along paved roads (drainage, culverts, vegetation, etc.).
- vii. The Select Board is asked to consider what additional information may be necessary to authorize proceeding as proposed.

### E. Ambulance Billing Price Update – **Vote**

- i. Ambulance billing rates have not been adjusted in six years. The Fire Chief performed an analysis of billing rates and recommends a 15% increase across the board.
- ii. See attached, [2022 Proposed Ambulance Billing Rates](#)

***Make a motion to approve the 2022 proposed ambulance billing rates to take effect as soon as possible.***

### F. Ambulance Billing Policy Adjustments – Discussion

- i. The Fire Chief would like to develop a comprehensive update to the Town's current ambulance billing policy. The policy (as it currently exists) was adopted in the 1980's. The Fire Chief has drafted the attached talking points for discussion with the Select Board prior to the development of a draft policy.
- ii. See attached, [Talking Points for Recommended Ambulance Billing Policy Changes](#)
- iii. The Select Board is asked to consider providing feedback regarding the proposed policy changes which can be incorporated into a draft policy for further review.

### 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





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### E. Select Board Chair Mannschreck

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

14. Adjournment

#### A. Upcoming Meetings

- i. July 25, 2022 (Strategic Planning Session Only) • August 8, 2022 • August 22, 2022 • September 12, 2022 • September 26, 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/TA20220711](http://www.barrington.nh.gov/TA20220711). 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.

#### 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.