



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### August 8, 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**  
[August 8, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the August 8, 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. Joshua Turner – Police Swearing-In
    - i. The Select Board previously authorized the hiring of per-diem officer(s) in the Police Department in order to address shift coverage needs. These per-diem officers would not work a regular schedule but would be trained and ready to cover shifts as necessary. This approach not only reduces demand on existing staff, but also reduces overtime utilization.
    - ii. Chief Joy offered the following about Joshua Turner: *Officer Turner is new to BPD but is an experienced part-time police officer. Officer Turner received his part time certification on April 24, 2004. He served the Brentwood Police Department honorably from 2005-present. He is also a full-time occupational therapist. Officer Turner is a Barrington resident and has already shown a desire to help the PD when needed. Officer Turner was hired only a brief time prior to the Tricentennial Parade yet volunteered to assist with traffic despite having plans to attend with his family. He is currently working through is field training period, and we are all looking forward to his completion of this phase and working shifts solo.*
  - C. Tracy Hardekopf – Strategic Planning Review and Adoption of Mission, Vision, Values, and Goals
    - i. On July 25, 2022 the Select Board participated in a formal strategic planning session facilitated by Tracy Hardekopf. The Select Board discussed their mission, vision, and values and focused on the development of goals for 2022.
    - ii. See attached, [Select Board Mission - Vision - Values and 2022 Goals DRAFT](#)
    - iii. The Select Board is asked to propose any amendments to the attached document before finalizing at a future meeting.



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D. Issuance of a Building Permit on Rocky Point Road, a Private Road, for David R. Torrey, Map 118, Lot 21 – **Vote**

- i. See attached, [20220808\\_C6PRPacket\\_118-0021\\_Rocky](#)
- ii. The applicants have requested a waiver from the road improvement requirements of the Town's [Class VI and Private Road Building Policy](#). Their application materials demonstrate compliance with the remainder of the policy. They have also provided a detailed waiver request as required by the policy.
- iii. Staff and the Planning Board have reviewed the application and have supported the waiver request citing the good condition of the road (comments available in the application packet). There is a formal road association which also submitted a letter of support. The applicants would be required to repair any damage to the road caused during construction.
- iv. Public Comment (see Visitor Orientation)

***Make a motion to approve a waiver of the road improvement requirements (section III, c, vii, 4) of the Class VI and Private Road Building Policy and to authorize the issuance of a building permit for Map 118, Lot 21 on Rocky Point Road.***

E. Issuance of a Building Permit on Cottage Lane, a Private Road, for Robert and Sarah Grumbles, Map 115, Lot 11 – **Vote**

- i. See attached, [20220808\\_C6PRPacket\\_115-11\\_Cottage](#)
- ii. The applicants have requested a partial waiver from the road improvement requirements of the Town's [Class VI and Private Road Building Policy](#). Their application materials demonstrate compliance with the remainder of the policy. As of August 3, 2022, they have also provided a detailed waiver request as required by the policy.
- iii. The original application cited Road Improvements Option 1, which requires the road to adhere to the Select Board's Minimum Road Standards. Staff appropriately pointed out that the proposed plans would not meet these minimum standards. After staff reviewed the initial application packet, the applicants proposed additional road improvements responsive to the staff comments (original and updated comments included in the application packet).
- iv. Ultimately, the applicants proposed making \$18,741 in road improvements (\$380,113 cost of construction) including tree/stump removal, partial road widening and turnaround creation, and a paved apron onto Young Road. Updated staff comments and comments by the Planning Board point out that Road Improvements Option 2 is not met (10% of construction costs). Staff recommended meeting the policy requirements and the Planning Board recommended that the applicant provide the Select Board with additional details to meet the 10% road improvement requirement.
- v. I talked with Duane Watson (representative of the applicant) on August 2, 2022 and learned that they intended to apply for a partial waiver of the 10% road improvement requirements. On August 3, 2022, we received the formal waiver request consistent with the policy. It is important to note that staff and the Planning Board did not review or comment on the waiver request.

***Make a motion to approve a partial waiver of the road improvement requirements (section III, c, vii, 4) of the Class VI and Private Road Building Policy and to authorize the issuance of a building permit for Map 115, Lot 11 on Cottage Lane.***



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

***Make a motion to approve the August 8, 2022 consent agenda (A-G) as presented.***

A. [Meeting Minutes July 11, 2022](#)

*Make a motion to approve the July 11, 2022 minutes [as amended].*

B. [Meeting Minutes July 25, 2022](#)

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

C. Previously Submitted/Signed Requests for Signature

- i. Meeting Minutes June 13, 2022
- ii. Accounts Payable Manifest 2022-229
- iii. Accounts Payable Manifest 2022-230
- iv. Accounts Payable Manifest 2022-231
- v. Payroll Manifest 2022-128
- vi. Payroll Manifest 2022-128A
- vii. Payroll Manifest 2022-129
- viii. Payroll Manifest 2022-130
- ix. Strategic Planning Project Proposal
- x. 2022 MS-535
- xi. Timber Tax Abatement for Map 233 Lot 8
- xii. Intent to Excavate Map 236 Lot 3

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

D. New Requests for Signature

- i. Payroll Manifest 2022-130
- ii. Accounts Payable Manifest 2022-232
- iii. Corrective Quitclaim Deed for Map/Lot 111-10 and 111-11
- iv. Deed for Improperly Tax-Deeded Property Map 220, Lot 45
- v. Warrant for 2022 Special Petitioned Town Meeting

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

E. 333 Calef Highway One-Month Lease Extension

- i. In 2020, the Select Board authorized a two-year lease extension at 333 Calef Highway through the end of July 2022. As the new Town Hall completion nears, the owners of 333 Calef Highway have authorized a one-month lease extension through the end of August 2022. The funds are available in the General Government Buildings Rental budget.
- ii. See attached, [333 Calef Lease Amendment – 2022](#)

*Make a motion to authorize a one-month lease extension at 333 Calef Highway.*

F. NHDOT Discontinued Right of Way

- i. The Town received the following notice from the New Hampshire Department of Transportation.
- ii. See attached, [NHDOT Abandon ROW 20220728](#)

*Make a motion to not accept the abandoned NHDOT right of way adjacent to NH-126 and NH-202.*



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### G. Multi-Hazard Mitigation Plan Update 2022 Adoption

- i. The Town recently completed a required five-year update to the Multi-Hazard Mitigation Plan.
- ii. See attached, [HMP Certificate of Adoption 2022](#)

*Make a motion to adopt the updated 2022 Multi-Hazard Mitigation Plan consistent with the attached resolution.*

### 7. Appointments

#### A. Jack Gale – Trustee of the Trust Funds – **Vote**

- 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 was presented for discussion at the July 11, 2022 meeting.

***Make a motion to appoint Jack Gale as a Trustee of the Trust Funds with a term expiring in March of 2024.***

### 8. Staff Report

#### A. Administrator MacIver

##### i. August Work Anniversaries

1. Richard Conway • Recreation Site Supervisor • 35 Years
2. Michael Bayer • EMS • 12 Years
3. Keith Brody • Fire/EMS • 11 Years
4. Patrice Lenzi • Minute Taker • 10 Years
5. Michelle Libby • Police Officer • 6 Years
6. Amanda Noyes • Building/Assessing Administrative Assistant • 5 Years
7. Shane Elliot • Highway Department Crew • 5 Years
8. Jameson Young • Police Officer • 4 Years
9. Conner MacIver • Town Administrator • 4 Years
10. Marc Moreau • Road Agent • 3 Years
11. Cameron 'Jessie' Cole • Fire/EMS • 1 Year

##### ii. Increased and Additional State Funding to Municipalities (from NHMA)

1. SB 401 will provide immediate infrastructure resources to cities and towns. Using state general fund surplus generated in fiscal year 2022, this bill appropriates \$36 million for the repair and maintenance of municipally-owned bridges and \$30 million in additional municipal highway block grants. **Barrington will receive an additional \$191,453.24 for Roads and \$146,905 for Bridges.** These funds may be used to supplement (not supplant) local budgets; The "supplement not supplant" provision requires that these funds must add to (supplement) and not replace



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(supplant) local budgeted funds when providing services that repair, maintain, and construct municipal bridges; repair and maintain class IV and V roads; or acquire the equipment necessary to maintain Class IV and V roads. The Select Board will be asked to accept these funds under the provisions of RSA 31:95-b, II-IV at a future meeting.

2. HB 1221 will provide a one-time payment by the state equal to 7.5 percent (estimated \$27 million) of the New Hampshire Retirement System (NHRS) employer contribution costs for Group I teachers and Group II police and firefighters in state fiscal year 2023. **Barrington's municipal government is expected to receive \$24,000; SAU #74 will receive much more.** These state payments will be issued to each town or city as a reimbursement. Each city and town is expected to budget and pay 100 percent of their NHRS employer costs, and the state will issue a reimbursement equaling 7.5 percent of eligible Group I and Group II employer contribution costs. NHRS actuaries will calculate the reimbursement amount due to each municipal employer and provide the final information to the state treasurer in October. Now that this bill has been signed into law, NHMA recommends that municipalities report these funds as revenue on the MS 434 to be recorded as part of the tax rate certification process. In the alternative, a municipality may choose to accept and expend these funds as unanticipated revenue under RSA 31:95-b.

### iii. The Academy for Good Governance (NHMA)

1. Online registration for The Academy for Good Governance, a series of six virtual courses created by NHMA and Primex, is now open. Designed exclusively for elected governing body members (select board, town council, city council, board of aldermen, school board, and village district commissioners), these courses are taught by experienced attorneys and staff from NHMA, Primex, HealthTrust, and the New Hampshire School Boards Association (NHSBA). Attendees will receive education and training intended to make them more knowledgeable and effective in their governing body roles.
2. Attendance at the Academy is free and open to governing body members from municipalities that are members of NHMA. Attendees must attend all six courses to receive a Certificate of Completion. All classes will be provided by Zoom and run 5:00 pm—7:00 pm. with classes in September and October.
3. 2022 SCHEDULE (All classes run 5:00 pm - 7:00 pm)
  - a. Wednesday, September 7
  - b. Wednesday, September 14
  - c. Wednesday, September 21
  - d. Wednesday, October 5
  - e. Wednesday, October 12
  - f. Wednesday, October 19

### iv. Radio Upgrades

1. At the January 3, 2022 meeting, the Select Board appropriated \$80,000 and authorized proceeding with recommended radio improvements. At that meeting, radio frequencies were discussed as a potential cause for delay. This includes a





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frequency for 'Barrington Local' and for the UNH Dispatch Communication District.

2. To make that 'Barrington Local' work on a repeater there needs to be a companion frequency. The Town's radio communications consultant continues to work with the FCC to do so. Most of the physical equipment is delivered and ready to be installed at the tower and in vehicles.
3. UNH, Barrington, Madbury, and Lee have recently agreed to system-wide improvements to the UNH Dispatch Communication District. The same communications consultant has secured the necessary frequencies to make these upgrades work. These upgrades will include a new repeater at the tower in Barrington. In support of that upgrade, the Town recently finalized a new fiber connection from the communications tower to UNH dispatch.
4. The plan is to install both repeaters and related equipment at the same time later this summer or early fall.
5. The Police Department is also reviewing prices from Strafford County to purchase upgraded radios as part of the county-wide upgrade.

### v. ARPA Funds Second Tranche

1. On August 2, 2022, the Town received notice that the second tranche of ARPA funds would be deposited. Barrington's second tranche is \$484,992.45 which brings the total to \$969,845. The Select Board held a hearing to accept and expend the funds at the July 12, 2021 meeting. During the strategic planning session, the Select Board discussed preparing a utilization plan for the ARPA funds.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. Employee Retention Bonuses – **Vote**

- 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



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wages as a whole, in public, as an agenda item at the next meeting. The Select Board further discussed this topic at the July 11, 2022 meeting.

- iii. In recognition and appreciation of the hard work and dedication of our municipal employees, please consider the following request.
  1. Appropriate up to \$250,000 from the ARPA funds for one-time, discretionary, retention bonuses for all current, regular, full-time and part-time, operating budget employees hired on or before November 1, 2021. The bonuses would total \$5,000 for each full-time employee and a prorated share for part-time employees (as of November 1, 2021 and based on hours worked 11/1/2021 through 8/1/2022), including Fire/EMS personnel at the discretion of the Fire Chief.

***Make a motion to appropriate up to \$250,000 from the ARPA funds for one-time, discretionary, retention bonuses as presented.***

### B. Petitioned Special Town Meeting – Discussion

- i. At the [June 13, 2022 meeting](#), the Select Board was presented with [a petition](#) to call a Special Town Meeting. [RSA 39:3](#) contemplates the procedure to petition a Special Town Meeting. On June 14, 2022 [the petition](#) was turned over to the Supervisors of the Checklist for certification. The Supervisors separately verified 141 signatures where the names and addresses of the signers match the information on each resident's voter registration. There were 37 signatures which were not verified because the signer was not a registered voter, or the information provided was illegible. On July 7, 2022 the Supervisors returned a certified copy of the [Special Town Meeting petition](#) to the Select Board Chair.
- ii. On July 7, 2022 the Select Board Chair met with the Town's attorney and relevant staff to prepare [a scheduling recommendation](#) for the Select Board. At the July 11, 2022 meeting, the Select Board approved [the recommendations](#).
- iii. The Petitioned Special Town Meeting dates are as follows:
  1. **August 20, 2022 (Saturday)** – Petitioned Special Town Meeting Deliberative Session
    - a. Barrington Middle School (51 Haley Drive) – 9:00am
  2. **October 18, 2022 (Tuesday)** – Petitioned Special Town Meeting Vote
    - a. New Town Hall (4 Signature Drive) – 8:00am-7:00pm
- iv. The Town has prepared a website to share information with residents regarding the Petitioned Special Town Meeting: [www.barrington.nh.gov/2022STM](http://www.barrington.nh.gov/2022STM). Details include Frequently Asked Questions:
  1. What is a Special Town Meeting and how is one called?
  2. What is a Deliberative Session/Why are there two sessions?
  3. Can a warrant article be amended at Deliberative Session?
  4. How much will the Special Town Meeting cost?
  5. What is the background of the Town and 2A Tactical?
    - a. See attached, [2A Tactical Select Board File Summary 20220428](#)
  6. What is the legality of the petitioned warrant article? What if the petitioned warrant article passes?
    - a. See attached, [Petitioned Article Advisory – Legal Memo 20220725](#)



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### 10. New Business

#### A. Public Safety Building Generator Study – **Vote**

- i. At the August 23, 2021 meeting, the Select Board discussed the need for a new generator at the Public Safety Building. The Select Board asked for an engineered design for a new generator to ensure it would meet current and future needs at the facility.
- ii. Soon after, the Police and Fire Chief's began discussing the renovation and expansion of the Public Safety Building. At the April 25, 2022 meeting, the Select Board commissioned a feasibility study for the renovation and expansion of the Public Safety Building. As that work continues, we have a clearer picture of what the future use of the facility may be.
- iii. We met with Jim O'Brien from CSI Engineering to discuss a design for a new generator which would incorporate the potential future plans. In response, he submitted the following proposal for \$7,000.
  1. See attached, [2021-06-08 Barrington Fire Station Electrical study proposal](#)
- iv. The proposal is structured in order to be useful whether the Public Safety Building is expanded, renovated, or left as is. Although we did not anticipate this expense during budget development, I believe the approved budget can accommodate the expense. I would propose coding the expense to the Incident Fund and monitoring available surplus through the end of the budget year.

***Make a motion to authorize proceeding with an electrical study at the Public Safety Building utilizing the Incident Fund.***

#### B. Municipal Solar Opportunities and a Barrington Energy Committee – Discussion

- i. The Select Board has discussed pursuing municipal solar opportunities. There is a great article from NHMA which addresses the 'Need to Know' of municipal solar: <https://www.nhmunipal.org/town-city-article/what-every-new-hampshire-town-city-needs-know-about-solar-energy-today>.
- ii. I would recommend the Select Board consider creating an energy committee with the charge of advising the Select Board and community on municipal solar and other energy-related topics.

### 11. Select Board Member Reports and Concerns

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

### 12. Public Comment (see Visitor Orientation below)

### 13. Nonpublic Session (if required)

- A. Personnel and Reputation

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

### 14. Adjournment

- A. Upcoming Meetings

- i. August 22, 2022 • September 12, 2022 • October 3, 2022 • October 17, 2022





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### B. Upcoming Events

- i. August 20, 2022 (Saturday) – Petitioned Special Town Meeting Deliberative Session
  1. Barrington Middle School (51 Haley Drive) – 9:00am
  2. More information available at [www.barrington.nh.gov/2022stm](http://www.barrington.nh.gov/2022stm).
- ii. October 18, 2022 (Tuesday) – Petitioned Special Town Meeting Vote
  1. New Town Hall (4 Signature Drive) – 8:00am-7:00pm
  2. More information available at [www.barrington.nh.gov/2022stm](http://www.barrington.nh.gov/2022stm).

### 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/TA20220808](http://www.barrington.nh.gov/TA20220808). 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.