



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### September 12, 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**  
[September 12, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the September 12, 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. Noah Tougas – Police Swearing-In
    - i. During the 2022 budget development process, an additional patrol position was created in the Police Department. This new position was budgeted for half of the year to allow voters to decide on the proposed budget. The Police Department leadership took a thoughtful approach to hiring and identified a terrific candidate who holds an active police certification in New Hampshire.
    - ii. Chief Joy offered the following about Noah Tougas: *Officer Noah Tougas comes to the Barrington Police Department after successfully completing the full-time recruit program at NH Police Standards and Training on December 17<sup>th</sup>, 2021. Officer Tougas worked as a full-time Police Officer for the Town of Nottingham prior to being hired by the Town of Barrington. He also served as a part-time officer for NH Marine Patrol from January of 2020 through the summer of 2021. Prior to becoming a police officer, Officer Tougas graduated from Norwich University with a BA (Cum Laude) in Criminal Justice. Noah has shown a tremendous willingness to learn, and I expect that he will be an excellent addition to BPD once he completes his field training phase.*
  - C. Library Trustee Chair, Susan Gaudiello – Library Updates
    - i. The Library Trustee Chair, Susan Gaudiello will provide some important Library updates and some details of the Library's anticipated budget request.
      1. Library Director Transition Plan
      2. Proposed Position Changes and 2023 Budget Impact



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

- i. This application for a building permit on a private road was continued from the August 8, 2022 Select Board meeting.
- ii. The applicant has revised their plan:
- iii. See attached, [20220912\\_C6PR\\_115-11\\_CottageRevisedProposal](#)
- iv. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 3 application, road improvements are required, and the applicants have proposed investing \$28,741 into Cottage Lane which represents 10% of their proposed construction costs (consistent with Option 2 of Section IV, f of the policy).

***Make a motion to authorize the issuance of a building permit for Map 115, Lot 11 as proposed.***

E. Acceptance of SB 401 Road and Bridge Funds

The acceptance of unanticipated funds is governed by [RSA 31:95-b](#). As required, the public hearing notices were published in Foster's Daily Democrat on September 4, 2022. As discussed at the [August 8, 2022](#) meeting, 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.

i. SB 401 Road Funds – \$191,453.24 – **Vote**

1. Public Comment (see Visitor Orientation below)

***Make a motion to accept and expend the SB 401 road funds in the amount of \$191,453.24.***

ii. SB 401 Bridge Funds – \$146,905 – **Vote**

1. Public Comment (see Visitor Orientation below)

***Make a motion to accept and expend the SB 401 bridge funds in the amount of \$146,905.***

F. Acceptance of New Town Hall Grant Funds – FEMA Generator and Equipment – \$125,000 – **Vote**

- i. We were able to secure a \$125,000 grant through the FEMA Emergency Management Performance Grant (EMPG) program to install a whole-building generator and emergency operations center equipment at the new Town Hall.
- ii. See attached, [Barrington Award Letter \\$125,000.00](#)
- iii. Acceptance of unanticipated funds is governed by [RSA 31:95-b](#). As required, this public hearing was published in Foster's Daily Democrat on September 4, 2022.
- iv. Public Comment (see Visitor Orientation below)

***Make a motion to accept and expend the FEMA EMPG Generator and Emergency Operations Center equipment grant in the amount of \$125,000.***

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

***Make a motion to approve the September 12, 2022 consent agenda (A-P) as presented.***

A. [Meeting Minutes August 8, 2022](#)

***Make a motion to approve the August 8, 2022 minutes [as amended].***



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B. Meeting Minutes August 20, 2022

*Make a motion to approve the August 20, 2022 minutes [as amended].*

C. Previously Submitted/Signed Requests for Signature

- i. Payroll Manifest 2022-132
- ii. Payroll Manifest 2022-132B-Fire
- iii. Payroll Manifest 2022-133
- iv. Payroll Manifest 2022-134
- v. Payroll Manifest 2022-135
- vi. Payroll Manifest 2022-135-B
- vii. Accounts Payable Manifest 2022-233
- viii. Accounts Payable Manifest 2022-234
- ix. Accounts Payable Manifest 2022-235
- x. Accounts Payable Manifest 2022-236
- xi. Meeting Minutes for July 11, 2022 Meeting
- xii. Meeting Minutes for July 25, 2022 Meeting
- xiii. 2022 MS-1
- xiv. Block 5 Contract
- xv. Oath of Office for Jack Gale
- xvi. Oath of Office for Officer Noah Tougas
- xvii. Multi-Hazard Mitigation Plan Update 2022
- xxviii. Tax Payment Agreement and Deed Waiver for Map 19 Lot 89
- xix. Deed Waiver for Map 23 Lot 51-A
- xx. Deed Waiver for Map 104 Lot 128
- xxi. Deed Waiver for Map 220 Lot 48
- xxii. Deed Waiver for Map 262 Lot 1
- xxiii. Deed Waiver for Map 262 Lot 4
- xxiv. Land Use Change Tax Bill and Warrant for Map 223 Lot 26 Sublot 56
- xxv. Land Use Change Tax Bill and Warrant for Map 223 Lot 26 Sublot 57
- xxvi. Land Use Change Tax Bill and Warrant for Map 223 Lot 26 Sublot 58
- xxvii. Land Use Change Tax Bill and Warrant for Map 223 Lot 26 Sublot 59
- xxviii. Land Use Change Tax Bill and Warrant for Map 224 Lot 1 Sublot 10
- xxix. Land Use Change Tax Bill and Warrant for Map 234 Lot 25 Sublot 1
- xxx. Land Use Change Tax Bill and Warrant for Map 234 Lot 25 Sublot 2
- xxxi. Land Use Change Tax Bill and Warrant for Map 234 Lot 91
- xxxii. Land Use Change Tax Bill and Warrant for Map 234 Lot 92
- xxxiii. Land Use Change Tax Bill and Warrant for Map 244 Lot 15 Sublot 2
- xxxiv. Land Use Change Tax Bill and Warrant for Map 257 Lot 23 Sublot 3
- xxxv. Land Use Change Tax Administrative Abatement for Map 223 Lot 25 Sublot 56
- xxxvi. Timber Tax Certification of Yield and Warrant for Map 234 Lot 77
- xxxvii. Administrative Abatement for Map 18 Lot 12
- xxxviii. Administrative Abatement for Map 235 Lot 7

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

D. New Requests for Signature

- i. Payroll Manifest 2022-136



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ii. Accounts Payable Manifest 2022-237

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

E. Primex Workers' Compensation Contribution Assurance Program

- i. The New Hampshire Public Risk Management Exchange (or Primex) provides Barrington property and liability, workers' compensation, and unemployment insurance. Primex offers multi-year contracts through their Contribution Assurance Program (CAP). This program ensures a maximum annual rate increase. Barrington currently participates in the property and liability CAP. Primex has offered the CAP for workers' compensation to Barrington.

ii. See attached, [CAP-Agreement-CY2022-WC-113-0](#)

*Make a motion to accept the offer of the New Hampshire Public Risk Management Exchange to enter into its Workers' Compensation Contribution Assurance Program (CAP) and to adopt and sign all related documents.*

F. Rescind COVID-19 Travel-Screening-Exclusion Policy

- i. The health and safety of employees and the residents they serve is of the utmost importance. During the early phases of the COVID-19 Pandemic, the Select Board adopted policies to ensure safety and fairness for all. This policy was regularly updated to reflect the prevailing guidance of medical professionals. Ultimately, this policy would see five separate versions.
- ii. In August 2022, the Centers for Disease Control and Prevention (CDC) updated their [isolation](#) and [quarantine](#) guidance related to COVID-19. At a high level, this updated guidance is consistent with Barrington's existing Health & Safety Program (part of the Personnel Policies and Procedures). It is recommended that the COVID-19 policy be rescinded and that all employees be encouraged to follow the Health & Safety Program and up-to-date CDC guidance.

*Make a motion to rescind the COVID-19 Travel-Screening-Exclusion Policy.*

G. New Hampshire Municipal Association Legislative Policy Conference Voting Delegate

- i. The New Hampshire Municipal Association serves its members, in part, through legislative advocacy. The NHMA policy positions are updated biannually at the Legislative Policy Conference (which is advised by a lengthy subcommittee review process). Proposed additions and changes to the policy positions are brought through committees or submitted as floor proposals. More details and the Proposed 2023-2024 [Legislative Policy Positions](#) and [Legislative Principles](#) are available at: [www.nhmunipal.org/policy-setting-process](http://www.nhmunipal.org/policy-setting-process).
- ii. Each member municipality has one vote on all policy matters. Chair Mannschreck served on one of the subcommittees during the policy setting process and has offered to serve as Barrington's voting delegate at the September 23, 2022 Policy Conference.

*Make a motion to appoint Dannen Mannschreck, Select Board Chair as the Barrington Voting Delegate to the 2022 NHMA Legislative Policy Conference.*

H. Fire Department Forestry Truck Slide-In Unit

- i. See attached, [Fire Department Forestry Truck Request 20220907](#)

*Make a motion to authorize beginning a process to purchase a slide-in pump, water tank, and hose reel for the Forestry Truck utilizing the Fire and Rescue Equipment Capital Reserve.*



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I. Police and Fire Radio Purchases

- i. See attached, [Police and Fire Radio Purchase Proposal Memo 20220907](#)

*Make a motion to appropriate up to \$35,000 from the Emergency Communications Capital Reserve to purchase portable radios through the volume purchasing discount negotiated by Strafford County.*

J. Police Body Cameras, Storage, and Equipment Grant Authorization – SB 401

- i. The Police Department is pursuing a grant made available through SB 401 for body cameras and equipment. In order to submit the paperwork, the Select Board is asked to consider allowing the Town Administrator to sign necessary paperwork. If the grant is received, the Select Board will need to separately accept the funds.

*Make a motion to authorize the Town Administrator to sign as the authorized official all paperwork related to the SB 401 body camera and equipment grant.*

K. Police Department Computer Project Expenditure

- i. The Police Department is requesting to utilize funds from the Police Equipment Capital Reserve for necessary Police computer project equipment.
- ii. See attached, [Computer Project Expenditure Request 20220907](#)

*Make a motion to appropriate up to \$10,000 from the Police Equipment Capital Reserve to purchase computer project equipment as presented.*

L. Police Department Firearms/Use of Force Equipment

- i. The Police Department is requesting to utilize funds from the Police Equipment Capital Reserve for necessary Police firearms/use of force equipment.
- ii. See attached, [Firearms - Use of Force Equipment Expenditure Request 20220907](#)

*Make a motion to appropriate up to \$15,000 from the Police Equipment Capital Reserve to purchase firearms/use of force equipment as presented.*

M. Electricity Generation Contract

- i. The Town's electricity generation rates and contracts are advised by our energy consultant (and resident), Doug Langdon of Axsess Energy. In January of 2022 the Town's most recent 36-month electricity generation contract (\$0.0797/kWh) expired. That contract proved to be very beneficial to the Town. Unfortunately, the energy market has been very unstable since January. After the end of the 36-month contract, the Town reverted to the default Eversource rate. Doug Langdon has continued to monitor the markets and explore potential cost-saving contracts.
- ii. During recent price discovery, the Town was offered \$0.17086/kWh for electricity generation in a 14-month contract. It is important to note that prices change daily. Due to the continued uncertainty in the energy market, a longer contract may introduce additional risk. The benefit of contracted electricity generation is stability and the ability to budget.

*Make a motion to authorize entering a 14-month electricity generation contract brokered by Axsess Energy at the prevailing rate on September 13, 2022.*





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### N. Update NHMA Legal Inquiries List

- i. The New Hampshire Municipal Association (NHMA) offers free legal consultation for general Town business/functions. The Town of Barrington maintains a list of those municipal officials who can contact NHMA for legal advice.
- ii. See attached, [New Hampshire Municipal Legal Inquires List 20220815](#)

*Make a motion to update the New Hampshire Municipal Association Legal Inquires List as presented and authorize the Select Board Chair to sign.*

### O. Pond Hill Road Tree Trimming

- i. The tree canopy along Pond Hill Road is thick and many trees are overhanging the road. The Road Agent has budgeted for the necessary work which is expected to cost \$15,000. The Purchasing Policy requires any single purchase of goods or services over \$10,000 to be advertised for sealed bid. The Road Agent is requesting a waiver of the Purchasing Policy in order to continue utilizing Urban Tree.
- ii. From Marc: *Finding three viable tree companies with reasonable pricing, and that can do it in the near future is the challenge. Urban Tree has served us well for the money historically and they have been reliable. They have always answered the bell without taking advantage of us*

*Make a motion to waive the Purchasing Policy and allow the Road Agent to utilize Urban Tree for tree removal on Pond Hill Road at a cost of \$15,000 (properly budgeted).*

### P. Zoning Board of Adjustment Fees Updated with Rules of Procedures

- i. See attached, [2022 ZBA Rules of Procedure Memo to Select Board](#)

*Make a motion to update the Zoning Board of Adjustment fee structure as proposed by the ZBA in their Rules of Procedures at the August 17, 2022 meeting.*

## 7. Appointments

### A. Energy Committee

#### i. Daniel Federico – Discussion

1. See attached, [20220822 AppEnergyComm Federico](#)
2. Mr. Federico is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

#### ii. Jack Bingham – Discussion

1. See attached, [20220816 AppEnergyComm Bingham](#)
2. Mr. Bingham is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2024 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

#### iii. Leah Harrington – Discussion

1. See attached, [20220825 AppEnergyComm Harrington](#)
2. Ms. Harrington is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2025 is proposed.



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3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

iv. Doug Bogen – Discussion

1. See attached, [20220826 AppEnergyComm Bogen](#)
2. Mr. Bogen is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2024 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

v. Alyssa Papineau – Discussion

1. See attached, [20220830 AppEnergyComm Papineau](#)
2. Ms. Papineau is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

B. Advisory Budget Committee

i. Peter Royce – Discussion

1. See attached, [20220816 AppABC Royce](#)
2. Mr. Royce is interested in being reappointed to the Advisory Budget Committee. He is a member in good standing. A full appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

ii. Bill Irving – Discussion

1. See attached, [20220805 AppABC Irving](#)
2. Mr. Irving is interested in being appointed to the Advisory Budget Committee. He served on the Rollinsford Budget Committee for six years and recently moved to Barrington. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 3, 2022 meeting.

8. Staff Report

A. Administrator MacIver

i. September Work Anniversaries

1. Timothy Boodey • Firefighter/EMT • 28 Years
2. Jon Janelle • Firefighter/EMT • 27 Years
3. Amy Inglis • Inter-Library Loan Librarian • 26 Years
4. Dana Drake • Highway Department Crew • 22 Years
5. Barbara Irvine • Land Use Administrative Assistant • 19 Years
6. James Sanger • Transfer Station Attendant • 7 Years
7. Jon-Thomas Harmon • Firefighter/EMT • 5 Years
8. Sarah Bailey • Assistant Recreation Director • 3 Years
9. Crystal Merkey • Deputy Tax Collector/Finance Officer • 1 Year



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### ii. New Town Hall – 4 Signature Drive

1. As scheduled, we moved into the new Town Hall during the week of August 22<sup>nd</sup>. We are so fortunate to have so many dedicated and hardworking employees in our wonderful Town. During the move, the Highway Department and Town Hall staff deserve special recognition.
2. The Highway Department was the primary Town Hall moving crew. They navigated the Town's belongings, big and small, around the multiple stories and confined spaces of the old Town Hall. At the new Town Hall, they took great care to protect the walls, floors, doors, and more. They were also assisted by a couple Fire Department employees!
3. In the months leading up to the move, the Town Hall staff worked tirelessly to pack and prepare to move from an office the Town has occupied for more than a decade. During the move, those same employees loaded their personal vehicles and made many trips between the two buildings. They are working well above and beyond their normal job roles and are doing so with smiles and enthusiasm.
4. We very much appreciate the patience of the residents impacted from the move. As of August 29<sup>th</sup>, we are up and running in the new Town Hall. The contractor continues to work on an ever-shrinking punch list and staff continue to settle into their new spaces.
5. On September 6<sup>th</sup> we hosted the first public meeting in the new Town Hall meeting room. IT was broken in with a nearly five-hour Planning Board meeting. We continue to offer virtual participation and will work to improve the experience as we utilize the space. Residents are encouraged to offer feedback about the experience attending in person or virtually.
  - a. To see the calendar of upcoming meetings, visit: [www.barrington.nh.gov/calendar](http://www.barrington.nh.gov/calendar). All virtual meetings can be accessed at the following hyperlinks:
    - i. Select Board: [www.barrington.nh.gov/sbmeeting](http://www.barrington.nh.gov/sbmeeting)
    - ii. Planning Board: [www.barrington.nh.gov/pbmeeting](http://www.barrington.nh.gov/pbmeeting)
    - iii. Zoning Board: [www.barrington.gov/zbmeeting](http://www.barrington.gov/zbmeeting)
6. An Open House is scheduled for Tuesday, October 18<sup>th</sup> from 8:00am to 7:00pm. More details to follow.

### iii. Swains Lake Dam Gate Structure Repairs

1. This summer the Road Agent commissioned an underwater survey and inspection of the Swains Lake Dam Gate. This inspection was a follow-up to the concrete repairs which were recently performed above the water level. The inspection identified deterioration of the gate structure which will require significant repairs. The current cost estimate is \$100,000. During the 2023 budget development process, we will be asking the Select Board to propose a larger-than-normal contribution to the Dam Capital Reserve in order to have funds available for this project. This project is in addition to the planned earthen repairs which includes the installation of a rip rap filter.





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2. This repair project will require scheduling in conjunction with the annual drawdown activities in 2023. More project details and any deviation from the normal [Swains Lake Drawdown Plan](#) will be advertised as fall 2023 approaches.
- iv. Recreation Administrative Assistant Hours Increase
  1. The Town's operating budget funds three positions in the Recreation Department; full-time Director, full-time Assistant Director, and part-time (25 hours per week) Administrative Assistant. The remainder of the program leadership and staff is funded utilizing the Recreation Revolving Fund which is comprised of program user fees. The Recreation Commission recently voted to utilize the Recreation Revolving Fund in order to expand the Administrative Assistant position to 34 hours per week. The additional hours and included single-person health benefit better meets the needs of the Recreation Department as they continue to expand their program offerings. No action is required by the Select Board and the Recreation Department operating budget request will continue to reflect the wages and benefits of a 25 hour per week Administrative Assistant position.
- v. Richardson Pond Dam 2023 Construction Project Funding
  1. As the Richardson Pond Dam project moves into the design engineering phase, it is important to identify construction funding. The Conservation Commission and Select Board Chairs met to discuss a possible cost share between the Conservation Fund and a separate warrant article (potentially using unassigned fund balance). There are more details which are needed, but the Select Board and voters should expect an ongoing discussion of funding for this project and the potential for a separate warrant article.
- vi. Class VI and Private Road Building Policy
  1. At the August 8, 2022 meeting, the Select Board discussed a potential future review of the Class VI and Private Road Building Policy. On September 2<sup>nd</sup>, the Chair received a letter requesting a committee with citizen/business involvement to review the policy.
  2. See attached, [Class VI and Private Road Policy Committee Request 20220902](#)
  3. The Select Board is asked to review the letter and consider the idea of commissioning a policy review committee. At the Select Board's discretion the topic will be added to the October 3<sup>rd</sup> agenda.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. 2022 Wage Study Preliminary Results – 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 (MRI).



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- ii. MRI has completed the data collection and preliminary analysis. They collected data on 45 separate position classifications from 15 comparable communities. The primary target across positions was the 60<sup>th</sup> percentile. In general, the data showed that a correction to the pay plan is warranted in order to bring the pay scale for each position in line with the labor market. It is important to note that the focus of the wage study was developing an updated wage matrix (pay plan) and appropriately assigning (classifying) positions to grades. After the new pay and classification plan is finalized, incumbent employees are assigned to the appropriate step in the new pay plan, resulting in individualized wage changes.
- iii. On average, the minimum wage rate in Barrington is 9.39% below the identified target of comparable communities and the maximum wage rate is 5.45% below the identified target. This separation from the identified target is similar to the 2019 results and implementation resulted in an average employee wage increase of 8.5%.
- iv. The final Salary Market Analysis Report will be presented at the October 3, 2022 Select Board meeting. The proposed changes will be included in the initial budget presentation and the Select Board will be asked to finalize any planned wage adjustments by mid-October.

### B. Energy Committee – Discussion

- i. At the August 8, 2022 meeting, the Select Board established an Energy Committee. Multiple applications were received, and the Select Board is currently in the process making appointments.
- ii. The Select Board is asked to consider making changes to the draft committee charge:
- iii. See attached, [Barrington Energy Committee Charge 20220815](#)
- iv. Additionally, the Select Board is asked to consider appointing a Select Board liaison to support the committee.
- v. Finally, the Select Board should consider establishing conflict of interest parameters for the committee which balances the value and experience of community members/industry professionals and the real or perceived conflict of interest.

### C. Public Safety Building Expansion/Renovation Update – Discussion

- i. Chief Joy and Chief Walker will provide an update on the Public Safety Building feasibility study. Preliminary findings have shown that a project at 774 Franklin Pierce Highway is possible. The Chiefs plan to develop a proposal to ask voters to fund the project at Town Meeting in 2023.

### D. 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.



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- 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. On [August 20, 2022](#) the Town held the Deliberative Session. At this session, the participants exercised their authority to amend the petitioned warrant article to read:
  1. *To see if the Town will vote to encourage the Select Board to continue the employment of Conner MacIver and Peter Royce in their current positions with the Town of Barrington, and to recognize the many contributions the two have made to the Town throughout their tenures.*
- v. 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](#)

### E. Recreation Field Improvements – **Vote**

- i. At the April 11, 2022 meeting, the Select Board discussed a recreation grant opportunity which would make facility improvements to the field and playground space on Ramsdell Lane. Part of that project included expanding and leveling the field space to make it more functional. At that same time, the Recreation and Highway Departments began exploring the feasibility of utilizing limited reuse soils as fill.
- ii. At the May 9, 2022 meeting, staff explained that the limited reuse soils would not be an option for that location. The Recreation and Highway Departments have continued to review the scope and priorities and have developed a plan with a smaller scope which will still dramatically improve the functionality of the field space.
- iii. The Highway Department has fill (clean) and loam stockpiled at the Highway Garage with no committed purpose. It would benefit the Highway Department to find a home for this material. Also, it is beneficial to the Highway Department to have projects which they can work on in-between road construction and winter maintenance activities. The Road Agent is ready and willing to coordinate and execute this project between now and June 2023.



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- iv. After review by the Select Board the Recreation Commission will take separate action to provide all necessary funding (through the Revolving Fund) for all materials which will be needed to complete the project (rip rap, geotextiles, fencing, etc.).

***Make a motion to authorize the Highway Department to assist the Recreation Department with field improvements which will result in shared benefits between the two departments.***

### F. 2022 Land Sale Auction – **Vote**

- 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 a 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 20220808](#)
- ii. At the July 11, 2022 meeting, the Select Board voted to sign the contract for auction services.
- iii. On August 25, 2022 staff met with NH Tax Deed & Property Auctions to discuss the properties and the strategy for advertising and selling them. Of particular interest was the options to selling The Homestead. The Town's goal would be to sell the entire property all together, to one purchaser. The auctioneer recommended a backup plan or a two-phase approach. The first phase would be to auction the entire property and identify the highest bid. The second phase would be to auction The Homestead in four groupings of lots (requiring the purchaser to merge the lots or seek separate Planning Board approval). The highest bids for each of the four groupings would be added together and the property would be sold for the highest total price. The auctioneer has successfully sold properties like this before.
- iv. The auction would be scheduled for November 5, 2022 with a rain date of November 12, 2022.

***Make a motion to authorize the two-phased auction of The Homestead as proposed by the auctioneer.***

## 10. New Business

### A. Childhood Cancer Awareness Proclamation – **Vote**

- i. September 25<sup>th</sup> to October 1<sup>st</sup> is Childhood Cancer Awareness Week.
- ii. See attached, [Barrington Childhood Cancer Awareness Proclamation 2022](#)

***Make a motion to proclaim September 25<sup>th</sup> to October 1<sup>st</sup> as Childhood Cancer Awareness Week in Barrington.***

### B. Lakeside Oaks Culvert Replacement FEMA Application and Project Engineering – **Vote**

- i. In 2020, during the development of the [Swains Lake Drawdown Plan](#), the deficiencies of the metal culverts under Lakeside Oaks Drive were identified. At that time, the Select Board authorized the pursuit of a FEMA Hazard Mitigation application to help fund the important infrastructure project. Although, that application was unsuccessful, FEMA acknowledged the project was eligible and encouraged the Town to reapply during the next funding round. In order to make a more competitive application, we would like to complete a full engineered design and work on securing the necessary easements for the project. Regardless of FEMA funding, this is a critical infrastructure project which will require the proposed engineering and easements.
- ii. See attached, [Lakeside Oaks Proposal Memo 20220901](#)



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- iii. See attached, [20220829 CMA-TaskOrder 17-LakesideOaksCulvert](#)
- iv. The current balance of the Bridge and Culvert Capital Reserve is \$417,327.

***Make a motion to appropriate up to \$70,000 from the Bridge and Culvert Capital Reserve and authorize CMA Engineers Task Order #17 for engineering, easements, and FEMA grant application for the Lakeside Oaks culvert replacement project.***

### C. Winter Contractor Rates – **Vote**

- i. The Road Agent is proposing to increase the winter contractor rates. Winter contractors are an essential tool for effective winter maintenance activities in Barrington. The Town is fortunate to have a group of long-standing and dedicated contractors with the equipment and availability to serve the Town through the winter. The Select Board has consistently supported this model and the contractors that work for the Town. In 2019, the Select Board instituted a guaranteed minimum of ten hours every two-weeks during the twenty weeks of winter. This practice helps ensure the overhead costs of winter contractors are covered during the variability of the on-call contracted arrangement. In conjunction with this guaranteed minimum, Marc and Erin instituted an improved services contract and route tracking sheet. This proved to be an effective tool in reducing the salt and sand consumption throughout the winter.
- ii. In 2020 the rates were last updated. In 2021, the Select Board authorized a fuel allowance in order to correct for the variable fuel rates impacted by the economy.

- 1. See attached, [Winter Contractor Rate Increase Memo 2022](#)

***Make a motion to increase the winter contractor rates from \$95 to \$105 for heavy trucks and from \$68 to \$75 for pickups with a plow as recommended by the Road Agent.***

### D. School Impact Fee Change Recommendation – **Vote**

- i. Pursuant to the Town's Zoning Ordinance, the Planning Board must solicit a recommendation from the Select Board prior to making any changes to impact fees. The Planning Board is proposing to remove the existing school impact fee.
- ii. See attached, [School Impact Fee Change Memo 20220907](#)

***Make a motion to send a letter to the Planning Board expressing support for the proposed change to the school impact fees.***

### 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.***





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### 14. Adjournment

#### A. Upcoming Meetings

- i. October 3, 2022 • October 17, 2022 • October 24, 2022 • November 7, 2022

#### B. Upcoming Events

- i. 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

- New Town Hall Meeting Room
- 4 Signature Drive, 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/TA20220912](http://www.barrington.nh.gov/TA20220912). 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.