



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

January 23, 2023 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**
[January 23, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the January 23, 2023 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 January 23, 2023 consent agenda (A-H) as presented.
 - A. [Meeting Minutes January 10, 2023](#)
Make a motion to approve the January 10, 2023 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Employment Contract
 - ii. Application for Current Use Assessment for Map 111, Lots 10 & 11
 - iii. Accounts Payable 2023-203
 - iv. Payroll Manifest 2023-102
 - v. Payroll Manifest 2023-102-B
 - vi. 2023-MS636 (Proposed Budget)
 - vii. 2023-MSDTB (Default Budget)
 - viii. 2023-Warrant
 - ix. Administrative Abatement for Map 212, Lot 3, Sublot 1
 - x. Timber Warrant for Map 224, Lot 49
 - xi. Timber Warrant for Map 234, Lot 57
 - xii. Timber Warrant for Map 234, Lot 57 Sublot 2
 - xiii. Approved Meeting Minutes for December 5, 2023
 - xiv. Approved Meeting Minutes for December 12, 2023***Make a motion to authorize and sign the above-referenced documents (i-xiv).***



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- C. New Requests for Signature
 - i. Accounts Payable 2023-204
 - ii. Payroll Manifest 2023-103

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

- D. Greenhill Bridge Replacement NHDOT Bid Award
 - i. The Greenhill Bridge replacement project was advertised in late 2022 and the Town received two proposals.
 - 1. Cold River Bridges, LLC - \$2,137,137.50
 - 2. CPM Constructors, Inc. - \$2,487,057.50
 - ii. As an NHDOT State Bridge Aid project, 80% funding comes from the State. The State has authorized proceeding with the low bidder, Cold River Bridges.
 - iii. In 2020, the Town established a Greenhill Bridge replacement non-lapsing account with \$400,000. The remainder of the Town's 20% will come from the Bridge and Culvert Capital Reserve.
 - iv. The construction schedule would be:
 - 1. April 3, 2023 – Contractor Takes Site
 - 2. June 12, 2023 – Close Bridge to Traffic
 - 3. October 10, 2023 – Open Bridge to Traffic
 - 4. October 27, 2023 – Substantial Completion
 - 5. November 17, 2023 – Final Completion

Make a motion to award the Greenhill Bridge replacement project to Cold River Bridges for \$2,137,137.50 and to appropriate up to \$400,000 from the Greenhill Bridge Non-Lapsing account and up to \$50,000 from the Bridge and Culvert Capital Reserve.

- E. Reaffirm Town Financial Policies
 - i. The Town's most recent financial audit found that all of the Town's financial policies were consistent with best practices. They recommended no changes to the policies. That said, they recommended reaffirming the policies every three to five years. Consistent with that recommendation, the Select Board is asked to reaffirm the following policies:
 - 1. See attached, [Investment Policy](#)
 - 2. See attached, [Purchasing Policy](#)
 - 3. See attached, [Fixed Asset Policy](#)
 - 4. See attached, [Fund Balance Policy](#)
 - 5. See attached, [Deposit Policy](#)
 - 6. See attached, [Disposal Policy](#)

Make a motion to reaffirm the following financial policies: Investment, Purchasing, Fixed Asset, Fund Balance, Deposit, and Disposal.

- F. Tax Map Maintenance Contract
 - i. CAI maintains Barrington's tax maps and hosts the online GIS tax map tool. The contract runs from April through March.
 - ii. See attached, [2024 BarringtonNH MaintenanceContract](#)

Make a motion to approve the 2024 Barrington Maintenance Contract with CAI.



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G. Update Appointments to Boards Procedure

- i. As we prepare for the next round of appointments and reappointments, we have reviewed the current Appointments to Boards Procedure and have proposed two minor changes. Appointment and reappointment requests for 2023 are due to the Select Board Office no later than February 20, 2023 and will be considered for Discussion at the February 27, 2023 Select Board meeting and for a vote at the March 6, 2023 meeting.
- ii. The changes to the procedure includes the addition of the Energy Committee and a requirement to complete the application using a legal name (as requested by a concerned resident).
- iii. See attached, [Select Board Appointments to Boards Procedure DRAFT Red-Lined 20230119](#)

Make a motion to approve the updated Select Board Appointments to Boards Procedure as presented.

H. Plowing Conservation Parking Areas

- i. There has been a request to have the Highway Department (as time and equipment allows) plow the Conservation parking lots.
- ii. See attached, [plowing memo BOS](#)
- iii. In 2019, the Select Board adopted a Highway Billing Policy which would require that the Conservation Commission pay the Town (from the Conservation Fund) for the Highway Department services. The rate would be 140% of staff time plus FEMA equipment rates.
- iv. I have discussed the proposal with the Road Agent, and he feels that he would have the staff and equipment to clear the parking areas following storms. It would be important to keep in mind that this would not happen until the day(s) following a storm and the Road Agent would not utilize overtime to accomplish the task.

Make a motion to authorize the Highway Department to plow Conservation parking areas as time and equipment allows.

7. Appointments

8. Staff Report

A. Administrator MacIver

- i. January Work Anniversaries
 1. Tyler Rand • Fire/EMS • 14 Years
 2. Cody Guile • Fire/EMS • 6 Years
 3. Erin O'Dea • Recreation Administrative Assistant • 3 Years
- ii. 2023 Town Meeting Information
 1. Warrant: www.barrington.nh.gov/2023warrant
 2. Budget Binder: www.barrington.nh.gov/2023budget
 3. Advisory Budget Committee Minutes and Recommendations
 - a. See attached, [Advisory Budget Committee Minutes 20230111](#)
 4. [2023 Open Offices](#) (for elected positions)
 5. Deliberative Session: Saturday, February 4, 2023 at 9am (BMS)
 6. Town Meeting (Ballot Session): Tuesday, March 14, 2023 from 8am-7pm (BMS)



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B. Municipal Office Administrator Caudle

9. Old Business

A. 2023 Warrant and Deliberative Session Preparation – Discussion

- i. As indicated above, detailed information about the 2023 warrant is available at: www.barrington.nh.gov/2023warrant. This page is in addition to the webpage with detailed information about the 2023 budget: www.barrington.nh.gov/2023budget. We encourage all residents to use these resources to prepare themselves for Barrington's Town Meeting. The first session will be the Deliberative Session on February 4, 2023 and the second session will be the Ballot Session on March 14, 2023.
- ii. I have prepared a schedule and assigned Select Board introductions.
 1. See attached, [2023 Deliberative Session Schedule](#)
- iii. I have included in each of your printed packets the PowerPoint slides you will be presenting at Deliberative Session.
- iv. There will be a Select Board meeting scheduled immediately following the conclusion of Deliberative Session in order to update the recommendation votes on any warrant article which was amended during the session.

10. New Business

A. 2023 Warrant Information Postcard – Discussion

- i. A voter guide was suggested in discussion with Department Heads and residents regarding informing voters of the topics to be decided at Town Meeting. Over the past few years, we have created a webpage to organize the objective information about articles on the warrant. It was discussed that many residents are unaware of the www.barrington.nh.gov/2023warrant webpage and others do not seek or access that information online.
- ii. In lieu of mailing a physical copy of a voter guide to all residents, it was suggested that every door direct mail could be used to mail voters a postcard. The card could inform residents of the March 14th vote (with a few highlights) and could direct residents to an online voter guide. There could also be a note that physical copies of the voter guide could be obtained from the Town Hall, Library, etc.
- iii. The town mailed a 6.5" x 9" postcard to voters in 2019 ahead of the Town Hall vote. This cost the Town \$1,599 for 4,025 addresses. A cost increase is likely, but this gives an idea of the approximate cost.
- iv. If the Select Board were interested, I would propose scheduling a postcard to hit mailboxes approximately two weeks prior to the Town Meeting vote. This outreach effort would obviously occur in tandem with additional efforts to inform voters ahead of voting day.
- v. The Select Board is asked to consider the proposal to mail informative postcards to residents ahead of the March 14th Town Meeting vote.

B. Road Naming Request – Gooseneck Lane to Sergeant Way – Discussion

- i. The Town recently received a request to consider changing the name of Gooseneck Lane to Sergeant Way in honor of Jesse Sherrill. Pursuant to [RSA 231:133](#), the Select Board may approve road name changes.
- ii. The name of Sergeant Way was considered for conflicts by the Road Naming Committee and E911. There were no conflicts.



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- iii. There are 18 properties with addresses on Gooseneck Lane, including Jesse Sherrill's family. The road name change would require each of those property addresses to change.
- iv. If the Select Board further considers this request, it is recommended that a letter be sent to each property owner on Gooseneck Lane describing the proposed name change and inviting them to anonymously support or object to the proposal.
- v. The Select Board is asked to consider how to proceed.

C. School Demographic Study Cost Share – Discussion

- i. At a recent School Board meeting they discussed the completion of a demography study. The School Board voted to complete this study at a cost of \$6,520. The question was raised regarding whether the Town would consider sharing this cost as the information gathered may also be beneficial to the Town's planning.
- ii. See attached, [NESDEC - SAU 74 Barrington NH Demog AGR signed](#)
- iii. The Select Board is asked to consider the request to fund part of the School's demographic study.

D. Speed Limit Reduction Request – Mica Point – Discussion

- i. There has been a request to reduce the speed limit on Mica Point Road.
- ii. See attached, [Mica Point Speed Limit Reduction Request – 20221219](#)
- iii. Pursuant to [RSA 265:63](#), the Select Board may alter speed limits on Town roads, following an engineering or traffic investigation. The statute does not allow the speed limit to be reduced below 25 miles per hour.
- iv. The Select Board is asked to consider proceeding with a traffic study on Mica Point Road for the purpose of a requested speed limit reduction.

E. Transfer Station Trash Bag Price Increase – **Vote**

- i. The Transfer Station and Recycling Center Review Committee has been evaluating the rising costs of municipal solid waste (transportation and disposal) and the Town's [pay-as-you-throw](#) model. The price for residents to purchase trash bags has not changed since 1998!
- ii. See attached, [Committee recommendation for Selectboard Trash Bag Price increase](#)
- iii. See attached, [Transfer Station and Recycling Center Rules and Regulations Draft 2023](#)
- iv. See attached, [Transfer Station User Fee Final Draft Jan 2023](#)

Make a motion to support the recommendation of the Transfer Station and Recycling Center Review Committee and increase large bags from \$14 to \$17 and small bags from \$9 to \$12 effective January 24, 2023.

F. 2022 Annual Report of the Select Board

- i. See attached, [2022 Select Board Annual Report](#)
- ii. The Select Board is asked to consider reviewing the draft 2022 report to be included in the annual Town Report.

11. Select Board Member Reports and Concerns

- A. Select Board Member Cappiello
- B. Select Board Member Gibson
- C. Select Board Member Saccoccia



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- 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. February 13, 2023 • February 27, 2023 • March 6, 2023 • March 20, 2023 • April 10, 2023

B. Upcoming Events

i. February 4, 2022 (Saturday) – Deliberative Session – Barrington Middle School

ii. March 14, 2022 (Tuesday) – Ballot Session – Barrington Middle School

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
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 193 013 548#

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/TA20230123. 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.



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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.