

SELECT BOARD MINUTES
MONDAY, MAY 6, 2019

The Select Board meeting for Monday, May 6, 2019 started at 6:30 p.m. Present were Selectperson Ayer, Selectperson Bailey, Selectperson Hardekopf, Selectperson Hatch, Chairperson Knapp, Administrator Scruton, Deputy Administrator MacIver and Clerk McNeil.

Chairperson Knapp welcomed everyone, led in the Pledge of Allegiance and asked everyone to silence their cell phones.

Selectperson Hardekopf and Deputy Town Administrator MacIver noted that this is Administrator Scruton's last Select Board meeting. They thanked him for his service and will miss the history that he brought to the position.

APPOINTMENTS

Julie Santer – Isaac's Turn – Julie Santer notified the office that she would not be attending the meeting.

PUBLIC COMMENTS

There was no public comment.

REVIEW OF MINUTES – APRIL 22, 2019 – Selectperson Hatch moved to accept the minutes as amended, seconded by Selectperson Hardekopf. The motion passes.

STAFF REPORTS:

General Information

1. The town came to an agreement to purchase a small piece of property on Wildcat Road to be used as a turn-a-round. The project is expected to be completed by August 1st.
2. A joint meeting with the Conservation Commission and Recreation Commission is scheduled for May 20th with review of the MOU's, a presentation by Green Play on the strategic plan, internal billing and the recommendation for the auditor on the Conservation Fund.
3. The auditors are in the office this week.
4. The Turbocam project is going before the Planning Board on May 21st for design review.

5. The Town of Barrington and the Strafford Road Agent have agreed to the following paving responsibilities: Barrington will pave 264' of Pond Hill Road which is in Strafford and Barrington will pave 304' of Lorraine's Lane which is in Barrington.
6. The Dept. of Environmental Services has notified Major Waldrons and the Town regarding an Alteration of Terrain concern and potential wetlands impacts at Major Waldrons.
7. The Library will be sponsoring a Babysitting Certification Course on Saturday, May 11th.
8. The Dept. of Environmental Services recommends Barrington have a member of the Oyster River Local Advisory Comm. and a member on the Lamprey River Local Advisory Comm.
9. The Town has offered Administrator Scruton a per-diem position as an Administrative Advisor.
10. Paving work started on May 1, 2019. The following roads are the first ones scheduled for work: Second Crown Pt., Locke Hill Lane, Fogarty Road, Woodhaven Drive and Edgewater Drive. Selectperson Ayer made a suggestion on Locke Hill Lane. It was noted to ask the engineer if he agreed with Selectperson Ayer's suggestion. Selectperson Hardekopf was concerned if any change would affect the bond. Deputy Town Administrator MacIver will have an update for the next meeting.
11. The town currently has \$1,179,319.61 in outstanding property taxes. This amount includes all prior years. The lien date for past due taxes for 2018 will be on June 17th. The 2019 First Half Property Tax Warrant will be signed this evening with property tax bills going out the week of May 13th.
12. The Building Committee appointment request forms are due May 15th. Selectperson Bailey feels that the Board should have an alternate appointment to the committee and he would like to be the alternate, seconded by Selectperson Hatch. The motion carries.
13. April 30th was the last day to register your dog with the town clerk. The unregistered dogs list will be going to the Police Department soon.
14. The following employees had work anniversaries: Kim Kerekes (19 years), Tony Maggio (17 years), Wendy Rowe (15 years), John Scruton (8 years), Matthew Parker (6 years), John Abbott (4 years), Charles Kilgour (1 year) and Richard Wentworth (1 year). Deputy Town Administrator thanked Administrator Scruton for his years of service as this is his last Selectmen's meeting.

Clerk McNeil

Clerk McNeil requested signatures on the following: A Proclamation for the 50th Anniversary of Municipal Clerks Week – May 5 – 11, 2019, One Intent to Cut, Warrant for First Half 2019 Property Taxes in the amount of \$12,605,486, Payroll Manifest dated 4/48, vendor manifest dated 5/1, and the Auditor Agreement.

OLD BUSINESS

Isinglass River Protection Signs – it was the consensus of the Board to have the Highway Department install the signs, with no charge.

Mini Excavator – Erin Paradis put together phone quotes for month to month rental, for outright purchase and the price for an operator and equipment at an hourly rate. Rick Walker reviewed the information submitted. He recommends renting the excavator on a month to month basis. The next Road Agent can make his own recommendation next year. A project list for the rented excavator was presented through this year and into the summer of 2020. The life expectancy of a mini excavator would be 15 to 20 years. Selectperson Hardekopf moved to lease the mini-excavator month to month for four months and if needed longer come back to the Board, seconded Selectperson Bailey. The motion passes.

Job Description Review

Office Administrator/Municipal Office Administrator – This is a new position/description. Selectperson Bailey would like to add travel means to the job description to travel to meetings. Selectperson Hardekopf suggested hiring on a part-time basis at first and come back to the Board for more hours. She also felt that there may be cross coverage in the new building. Selectperson Bailey feels the position should be full time now. Deputy Town Administrator noted the number of staff in the office prior to his being employed. Selectperson Knapp moved to support part-time up to 30 hours at grade 14 and revisit in three months for full-time, seconded by Selectperson Hatch. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – nay, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passes.

Highway/Transfer Station Administrative Assistant – The job description has changed since this position was first established. Several recommendations were noted. Administrator Scruton noted that the task by the Board was to reflect what is currently being done for the job descriptions. Deputy Administrator MacIver noted that some of the titles of the job descriptions should be changed

to capture what the position is – it was recommended to change the title to Highway and Transfer Station Support Assistant. Rick Walker noted that the town is fortunate to have the current administrative assistant. He depends heavily on Erin Paradis and so does the highway crew. She is a tremendous asset. The Board should embrace all that she can do and operate in various functions. Mrs. Paradis noted the driveway permit process. Rick Walker stated that confidential information goes with many jobs and should be a must in most jobs. Selectperson Bailey suggested in the job description that an administrative position should not be responsible for plowing. Selectperson Bailey noted that he had no intention of taking away anything that anyone does. The job description will be updated and will have a final review.

Deputy Tax Collector/Revenue Clerk Job Description – One change under the Pine Grove Cemetery function is to change “Fire Chief to Cemetery Trustees” under Supervision Received. Chairperson Knapp moved to accept the job description as amended, seconded by Selectperson Hardekopf. The motion passes.

Select Board Goals – Selectperson Hardekopf moved accepted as written, seconded by Chairperson Ayer. The motion passes.

There was a brief recess.

NEW BUSINESS

Sale of Town-Owned Property – A group of 13 lots were advertised for sale. Attached is the list of bids and by whom.

Dan Brochu, 75 Polly Ann Park, Dover, NH had a question regarding the bid amounts for Map 103 Lot 0052.

Financial Policies Review (Investment and Deposit) (First Reading)

Deposit Policy - one spelling change, make sure we are always insured for what the courier carries and the amount of money at the town clerk and tax collector's draw - \$100 each drawer. A second reading at the next meeting.

Investment Policy – An updated copy will be available at the next meeting.

Highway Department Internal Billing Policy (First Reading) – several recommended changes will be incorporated into the Policy. There will be a

second reading at the next meeting. There was discussion regarding external work – driveway culvert work.

Fire Department Line Adjustment – Deputy Town Administrator MacIver noted a memo to Lynne Murphy from Chief Walker requesting the following changes

- Line 01-4220-01-4112 P/T Hourly – remove \$39,200 making that line \$18,000
- Line 01-4220-01-4121 Responder Stipend – add \$39,200
- Line 01-4220-01-4121 – rename as Responder points

The Board supported this request.

Deliberative Session Date – The Select Board Deliberative session will be on the first Saturday in February and the School Board Deliberative session will be the second Saturday in February. Chairperson Knapp moved to support these dates, seconded by Selectperson Hardekopf. The motion passes.

Road Agent Hiring Process – The job has been posted and applications have been received. The Board would like to view all the applications. A packet will be available at the May 20th meeting.

SELECTPERSON'S REPORT AND CONCERNS

Selectperson Ayer attended the recent Conservation Commission meeting. The Town Lands Committee has met, and they would like to set up a regular schedule to meet. The Lands Committee will be getting a thumb drive from John Wallace with information regarding town owned parcels

Selectperson Bailey did not attend any meetings.

Selectperson Hatch will be attending a ZBA meeting this week where there are three cases.

Selectperson Hardekopf will be attending the School Board meeting.

Chairperson Knapp will not be attending the Planning Board meeting.

Selectperson Ayer will be attending in his place. It was brought to Chairperson Knapp's attention that a driveway owned by the Hatch's was paved when R & D Construction was paving Second Crown Point Road. Selectperson Hatch took exception to the comment and noted that it was paid for by the Hatch's. The

driveway that was paved is also used by the town to store sand/salt to be used in the North Barrington. It was noted that it may need to be spelled out in a bid that no private work could be done until all the Town's work has been completed.

PUBLIC COMMENT

Rick Walker commented on the appointment that canceled – Julie Santer. He spoke with the property owner. The property owner received a building permit three years ago through the Private Road Policy. A condition was that an apron be paved on Isaacs Turn where it comes off Ayers Cove Drive to protect the tar portion from breaking down on a town road. The owner has finished building a new house and is in the process of obtaining a certificate of occupancy. The building inspector won't sign off until the apron is in place. The owner asked if he can't get it paved soon could he get a written quote from a contractor and post a bond for that amount, so he could get his certificate of occupancy. Ayers Cove Drive was just resurfaced this week. Selectperson Hardekopf suggested a quote plus 20% and have the work done in 60 days. Rick Walker will also talk with the Town's engineer. Selectperson Bailey expressed thanks to John Huckins for sticking with the Town's policy.

Selectperson Hardekopf moved to go into non-public session per RSA 91-A:3 II for personnel and reputation at 9:27 p.m. seconded by Selectperson Bailey.

Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passes.

Chairperson Knapp moved to exit non-public session at 9:58pm. This motion was seconded by Selectperson Hardekopf. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passes.

Chairperson Knapp moved to seal the non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed. This motion was seconded by Selectperson Bailey. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passes.

Selectperson Ayer made a motion to adjourn at 10:00pm. This motion was seconded by Selectperson Bailey. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passes.

Sale of Town - Owned Property

Map 101 Lot 0018 – Berry River Road - .21 acres

\$300 – Christina Cullen

\$563 – Jeff Estes

Map 102 Lot 0019 – Berry River Road - .42 acres

\$1,357 - Andrew Heidebrecht

Map 102 Lot 0045 – Berry River Road - .34 acres

\$357 – Jeff Estes

\$400 – Christina Cullen

Map 102 Lot 0051 – Berry River Road - .23 acres

\$127 – Jeff Estes

Map 102 Lot 0053 Plots 0001 & 0002 – Berry River Road

\$2,101 – Jeff Estes

Map 102 Lot 0068 – Berry River Road - .12 acres

\$1,237 – Andrew Heidebrecht

\$200 – Christina Cullen

Map 102 Lot 0090 – Berry River Road - .28 acres

\$100 – Christina Cullen

\$327 – Estes

Map 103 Lot 0004

\$3,057 – Heidebrecht

\$700 – Jeff Estes

Map 103 Lots 0008 & 0009 – Berry River Road - .46

\$8,000 – Thomas Simpson

\$3,000 – Daniel Brochu

\$1,600 – Christina Cullen

\$3,127 – Jeff Estes

\$3,655 – Patrick & Melissa Lessard

Map 103 Lot 0049 – Berry River Road - .33 acres
\$1,600 – Christina Cullen
\$6,000 – Daniel Brochu
\$127 – Jeff Estes
\$156 – MacNeil/Kennedy

Map 103 Lot 0052 – Long Shores Drive - .54
\$6,001 – Michael Monteiro
\$6,000 – Daniel Brochu
\$1,600 – Christina Cullen
\$5,155 – Patrick and Melissa Lessard
\$1,552 – MacNeil/Kennedy

Map 104 Lot 0086 – Berry River Road - .21 acres
\$5,600 – William Fisher
\$2,800 – Daniel Brochu
\$600 – Christina Cullen

Map 261 Lot 0016 – Holiday Lake Shore Drive - .18
\$300 – Daniel Brochu
\$127 – Jeff Estes
\$330 – Karen Gould