



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, November 25th, 2019

The Select Board meeting for Monday, November 25th, 2019 began at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Hatch Selectperson Bailey, Selectperson Ayer, Town Administrator Conner MacIver, and Municipal Office Administrator Tiffany Caudle. Town Treasurer and Advisory Budget Committee member Peter was also at the table.

The meeting was called to order by Chairperson Knapp. Chairperson Knapp welcomed all in attendance, led the Pledge of Allegiance, and requested all silence their cell phones.

PUBLIC HEARINGS

Acquisition of Map 223, Lot 29

6:31pm. Chairperson Knapp opened the public hearing on the acquisition of Map 223, Lot 29 pursuant to RSA 41:14-a. The next public hearing will be December 2nd. The Conservation Commission, Planning Board, and Town Lands Committee recommended that the Town acquire this lot, which will be voted on by the Select Board at the December 16th meeting.

There were no Public Comments.

ABC member Dannen Mannschrek joined the table.

Chairperson Knapp closed the public hearing at 6:32pm.

Acquisition of a portion of Map 223, Lot 26

6:33pm. Chairperson Knapp opened the public hearing on the acquisition of a portion of Map 223, Lot 26 pursuant to RSA 41:14-a. The next public hearing will be December 2nd. The Conservation Commission, Planning Board, and Town Lands Committee have recommended that the Town acquire this lot, which will be voted on by the Select Board at the December 16th meeting. This land will house the new Town Hall Building.

PUBLIC COMMENT

6:34pm. Paul Mausteller of 83 Washington Street shared some history of this subdivision, requested information on any restrictions to the lots, taxes owed, tax stamps, etc. The Land Use Change Tax was abated in a recent meeting, the Town is exempt from tax stamps, and the Town will accept the property as-is, with any restrictions in place.

There were no additional Public Comments.

Chairperson Knapp closed the public hearing at 6:38pm.

APPOINTMENTS

2020 Census Presentation

6:39pm. Richard Perrin, Partnership Specialist with the US Census Bureau, presented information about the upcoming 2020 US Census. Included were a brief history, reasons to complete the census as accurately and completely as possible, and the security of the information shared in the process. Ways to respond were shared, as well as the information that will be requested and the timeline of completion. The Bureau plans to hire as many as 13,000 NH workers in various roles in order to complete the Census.

Appointment to Recreation Commission

6:53pm. Doug Langdon, currently an alternate on the Recreation Commission, has asked for consideration as a full member of the Commission following Dennis Haug vacating the position.

Motion to appoint Doug Langdon to the Recreation Commission for a term of three years, ending in March of 2023 by Selectperson Hardekopf, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Budget Presentation - Tax

6:54pm. Tax Collector Linda Markiewicz presented the proposed budget and up-to-date expenditures. Increases to certain lines, including training, mileage, and mortgage searches were explained, as well as a \$1,000 decrease to postage due to lower use. The funds received from the [Moose Plate Grant](#) to be used for preservation of an historic tax record were also discussed. In the future, the Select

Board may be asked to consider a warrant article to begin a reserve fund for preservation of historical Town documents.

Budget Presentation – Town Clerk

7pm. Town Clerk Kimberly Kerekes presented the proposed budget and up-to-date expenditures. Some new furniture has been budgeted in anticipation of the move to the new Town Hall. The current printers are at their end-of-life and are budgeted for replacement. In 2020 (as in 2019), the Town Clerk's office will have two part-time positions and two full-time positions, with an anticipated change to three full-time positions in future years. Next year there will be four (4) elections, with the Primary having been set for February 11th, 2020. An increase of \$500 in printing/coding costs to \$7,800 has been requested to ensure enough ballots are available for each election. The AccuVote voting machines in use by the Town are no longer manufactured, but are still supported. The cost in the printing/coding line includes maintenance and coding to these machines.

R.M. Edgerly and Son Funeral Home Proclamation – 180 years

7:09pm. Established in 1839 in Rochester, NH, R.M. Edgerly & Son, Inc. is currently the oldest family-owned funeral home in New Hampshire, and one of the oldest in the country. The funeral home will be celebrating their 180th anniversary on December 5th. Joel Sherburne will attend their celebration and present the proclamation in thanks to their 180 years of service to the residents of the Town of Barrington.

Motion to approve the proclamation by Selectperson Hardekopf, seconded by Selectperson Hatch. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

PUBLIC COMMENT

7:10pm. Paul Mausteller asked why the postage has remained the same though postage costs and taxable properties have increased. Administrator Maclver explained different practices have been employed that have increased efficiency.

Mr. Mausteller also questioned historical differences in lines and was encouraged to submit specific questions to Town Hall for review and response.

There were no further public comments.

REVIEW OF MEETING MINUTES

7:14pm. Motion to approve meeting minutes for November 18th, 2019 as written by Selectperson Hardekopf, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Abstain, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

STAFF REPORTS

Property Tax Bills

7:15pm. Property Tax bills were mailed on November 12th, and are due on December 16th. If any residents have questions, they are encouraged to review the [information available](#) on Barrington's website or contact Town Hall directly.

Mutual Aid Appreciation

7:16pm. Administrator Maclver, on behalf of Fire Chief Rick Walker, expressed thanks to Lee, Durham, Madbury, Nottingham, Somersworth, Dover, Northwood, Strafford, Newfields, Newmarket, Epping, and Berwick, Maine for their assistance during the fire on Ross Road on Friday, November 15th. Mutual Aid is essential to the safety and support of this and surrounding communities.

Municipal Office Administrator Caudle requested signatures for:

7:17pm.

- Payroll Manifests 2019-93 and 2019 93a, for check date 11/21/19
- AP Manifest 2019-92 for period ending 11/20/19
- One Deed with no Covenants returning property to the previous owner following payment of all taxes and fees owed

NEW BUSINESS

300th Anniversary Special Event Insurance Waiver

7:18pm. Fire Chief Rick Walker requested a waiver from the requirement for the Town to carry additional liability insurance for some celebratory events. The anticipated cost of the insurance would be approximately \$300 per event, causing an additional burden on fundraising, as monthly events are being considered. Each event would be considered, and vendors would still be required to carry their own

insurance. Supplemental insurance would be carried for any event involving alcohol. If the Select Board approves the waiver, each event would be covered under the Town's insurance policy.

Motion to allow for a waiver to the Town's policy on insurance for special events by Selectperson Hardekopf, seconded by Selectperson Ayer. Roll call: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Electronic Time and Attendance

7:22pm. After a review of multiple options, the Finance Office has suggested AccuFund's time and attendance platform be utilized by the Town's employees, which grows to approximately 150 during the summer months. AccuFund is the Town's current financial software; this would require an additional module. There would be a one-time upfront cost for software and implementation of \$5,854.25, and a yearly maintenance fee of \$6,748.75. \$2,500 of that cost is for electronic time and attendance, the remainder is for hosting financial data in the cloud to allow for remote access, which is currently unavailable. This would also include hosting all financial data through AccuFund. Each department would be able to select from a variety of clock in/out options to suit their needs including a reader and fobs. Administrator MacIver will reach out to AccuFund and request a 30% reduction for the first year. This will be reviewed again at an upcoming meeting.

Community Development Block Grant (CDBG) – Lee Oaks Cooperative

7:50pm. Lee Oaks Cooperative, a member-owned cooperative in Barrington, is experiencing issues with their well and septic systems. The Select Board was asked to consider applying for a Community Development Block Grant through the Community Development Finance Authority (CDFA) on their behalf. The Town would not be responsible for any costs or liability for this grant. The Board was asked to submit questions for consideration prior to the December 16th meeting, when three public hearings will be held prior to a Select Board vote.

Winter Contractor Two-Week Minimum

8:04pm. The Select Board was asked to consider implementing a new practice, where regular winter maintenance contractors in good standing are guaranteed a **minimum of ten hours** for each two-week period. The guarantee equates to a \$31,000 cost to the town, and is a guaranteed minimum, not in addition to hours worked.

Motion to approve the proposed guaranteed minimum winter maintenance practice by Selectperson Hardekopf, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Nay, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

SELECT PERSONS REPORT

8:11pm.

Selectperson Ayer attended the recent Conservation Commission meeting, where they discussed the Forestry Plan, and requested additional information. The Town Lands committee has not met since the previous report.

Selectperson Bailey attended a Library Trustees meeting, where they discussed evaluation of employees, attendance and utilization of resources at the library, and upcoming events, including the upcoming [Gingerbread House Competition](#).

Selectperson Hatch attended the most recent Zoning Board meeting, where two variances were granted, one after the applicant had made considerable attempts to conform to the requirements. She was unable to attend the School Board meeting.

Selectperson Hardekopf was unable to attend the most recent Recreation Commission meeting as it conflicted with a Select Board meeting. She requested the minutes for the most recent three Recreation Commission meetings be posted on the Town's website.

Chairperson Knapp attended the most recent Planning Board meeting but was unable to stay for the duration. Included was the first public meeting for the solar ordinance. Cases before the board on December 3rd include TurboCam and Wildlife Encounters.

PUBLIC COMMENT

8:19pm. Paul Mausteller asked if the Technology Committee could look into what function in the electronic time and attendance program would be lost if the Town were to host or find another company to host the data, and questioned privacy standards in SharePoint.

Administrator Maclver explained that the State of New Hampshire has not authorized Office 365 for use with [CJIS](#). Barrington, along with other New Hampshire communities, have written to the State requesting approval.

Mr. Mausteller also shared that arsenic standards will be changing January 1st, and CDFA holds [regular workshops](#) to learn about Community Development Block Grants. At Mr. Mausteller's request, Administrator MacIver also explained that the Recreation Commission meetings and Select Board meetings typically alternate; however, during budget and Deliberative Session preparations, the Select Board meetings are weekly. He also discussed DOT requirements for hourly limits for plowing.

There were no further public comments.

ADJOURNMENT

8:27pm. Motion to adjourn by Selectperson Bailey, Seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.
The motion passed.

Chairperson A. Knapp

Selectperson G. Bailey

Vice-Chairperson T. Hardekopf

Selectperson D. Ayer

Selectperson D. Hatch

Date Minutes Were Approved

THESE MINUTES WERE APPROVED BY THE SELECT BOARD AT THE DECEMBER 2ND, 2019 MEETING. A SIGNED COPY IS AVAILABLE AT THE TOWN HALL.