



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, December 16th, 2019

The Select Board meeting for Monday, December 16th, 2019 began at 6:30 p.m. Present at the table were Chairperson Knapp, Selectperson Hardekopf, Selectperson Bailey, Selectperson Ayer, and Town Administrator MacIver. The meeting began in the multipurpose room of the Early Childhood Learning Center to allow for additional members of the public to join.

The meeting was called to order by Chairperson Knapp. Chairperson Knapp welcomed all in attendance, and after a flag ceremony presented by members of Barrington Scouts BSA, led the Pledge of Allegiance.

Police Ceremony

6:30pm. A ceremony was held recognizing the retirement of Police Chief Robert Williams, as well as the appointment and swearing in Deputy Chief George Joy as Barrington's new Police Chief. Thank you to Chief Williams, and congratulations to Chief Joy!

The meeting reconvened in the meeting room following a short recess, and members of the Advisory Budget Committee Peter Royce, Dannen Mannshreck, John Morris, and Municipal Office Administrator Tiffany Caudle joined the table.

PUBLIC HEARINGS

Community Development Block Grant Application

6:52pm. Community Development Block Grant (CDBG) Administrator Donna Lane, who is working with Lee Oaks Cooperative and the Town to complete this grant application, provided information about the Community Development Block Grant and how the funds will be used in the Lee Oaks. She explained that each septic system is shared by two homes in the community, and it is likely that three septic systems will need to be replaced, affecting six homes. Information packets regarding the CDBG application were available. Ms. Lane read Section I from the attached Appendix A Script for the CDBG Application.

Chairperson Knapp asked for public comment. There were no public comments. The public hearing closed at 6:55pm.

Housing and Community Development Plan

6:55pm. Donna Lane presented the goals proposed for the plan. She explained income data was gathered based on a household income survey of homes within the park, and the only work to be paid for by the grant funds would be to water lines and septic systems. Information packets regarding the Housing and Community Development Plan were available. Ms. Lane read Section II from the attached Appendix A Script for the CDBG Application.

Chairperson Knapp asked for public comment. There were no public comments. The public hearing closed at 6:58pm.

Residential Anti-displacement and Relocation Assistance Plan

6:58pm. Ms. Lane explained that in order to ask CDBG for plans, this plan must be created; there is no expectation of any residents to be relocated while this work is completed. Information packets regarding the Residential Anti-displacement and Relocation Assistance Plan were available. Ms. Lane read Section III from the attached Appendix A Script for the CDBG Application.

Chairperson Knapp asked for public comment. There were no public comments. The public hearing closed at 7pm.

7pm. Motion to accept the completion of the three public hearings and allow the Select Board to vote on accepting the Community Development Block Grant on behalf of Lee Oaks Cooperative by Selectperson Ayer, seconded by Selectperson Bailey. Roll Call Vote: Ayer – aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

7:01pm. Motion to adopt the Housing and Community Development Plan as written by Selectperson Ayer, seconded by Selectperson Bailey. Roll Call Vote: Ayer – aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

7:01pm. Motion to adopt the Residential Anti-displacement and Relocation Assistance Plan as written by Selectperson Ayer, seconded by Selectperson Hardekopf. Roll Call Vote: Ayer – aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

7:02pm. Motion to approve the submittal of the CDBG application and authorize Town Administrator Maclver to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Town Administrator to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto by Selectperson Ayer, seconded by Selectperson Bailey. Roll Call Vote: Ayer – aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

APPOINTMENTS

Kyle Garland – Technology Committee Appointment

7:02pm. The Board was asked to consider the appointment of Kyle Garland to the Technology Committee for a three-year-term.

Motion to appoint Kyle Garland to a three-year-term on the Technology Committee by Selectperson Ayer, seconded by Selectperson Bailey. Roll Call Vote: Ayer – aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

7:02pm. *The board agreed by consensus to adjust the order of the agenda to discuss new business next.*

7:02pm. *As an employee of TURBOCAM, Chairperson Knapp recused himself from the discussion and stepped away from the table.*

NEW BUSINESS

TURBOCAM Use of Map 234 Lots 1.5 and 1.6

7:03pm. Development of Map 234 Lots 1.2 and 1.4 will generate excess material. TURBOCAM has offered to use the excess material to level portions of Lots 1.5 and 1.6, currently owned by the Town, preparing them for future development. Lot 1.5 is under agreement to be purchased and developed by TURBOCAM no later than December 31st, 2022. Lot 1.6 is currently expected to be retained by the Town for recreational use.

Eliot Wilkins, a representative from TURBOCAM, provided a rendering of the proposed levelling and explained a road would also need to be built up to allow access to the lots.

Motion to allow movement of materials pending testing of materials for contaminants by Selectperson Hardekopf seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hardekopf – Aye. ***The motion passed.***

7:12pm. Chairperson Knapp returned to the table.

APPOINTMENTS

Budget and Warrant Article Finalization

7:12pm. The Select Board agreed by consensus to work backwards from Article 7 to Article 3 while reviewing the [2020 Proposed Warrant Articles](#).

Article 7: Library and Community Center Capital Reserve Fund - \$200,000

7:15pm. The Article has been rescinded by the requesting group. No further action by the Board was necessary.

Article 5: Operating Budget - \$7,300,847

7:16pm. The total increase from 2019 as proposed is 2.48%. If any changes to the operating budget are made at the hearing on January 6th, a second hearing would be required on January 20th.

Motion to approve the operating budget as written with understanding on January 6th Selectperson Ayer reserves the right to present and discuss changes, seconded by Chairperson Knapp. Ayer- Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Article 4: Stormwater Asset Management - \$30,000

7:19pm. Motion to approve as written by Selectperson Ayer, Seconded by Selectperson Hardekopf. Roll Call vote: Ayer- Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Article 3: Library and Community Center Bond - \$4,239,877

7:20pm. The total appropriation for the proposed budget has been adjusted to \$4,239,877 million following a meeting of the Library Trustees. The ABC had previously voted to not support the proposed project by a margin of 3-2. They have not met to discuss and vote on the updated amount. The owner's contingency (\$300,000) has been removed, as well as \$136,000 from Furniture, Fixtures, and Equipment (FF&E) to lower the budget. Lindsey Maziarz, Chairperson of the Library Trustees, spoke to specific lines and explained that if there are shortcomings to expected donations or unexpected costs, the expectation is that

the library plans will change. ABC member John Morris raised concerns regarding additional risk to the Town by removal of the owner's contingency. ABC Member Peter Royce recommended the \$241,000 in donated funds be transferred to the possession of the Library Trustees from the Library Foundation. Administrator MacIver shared the Library Trustees will be providing a detailed accounting of the available funds. Selectperson Hardekopf strongly encouraged the Library Foundation to apply for grants, especially those focusing on childhood literacy.

Administrator MacIver noted that the ABC will hold a meeting on January 2nd to complete reviews and finalize recommendations of all warrant articles.

Motion to approve article three and bring forward to the voters by Selectperson Hardekopf, seconded by Selectperson Bailey. Roll Call vote: Ayer – No, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

7:45pm. *The Select Board chose by consensus to postpone voting to recommend any articles until January 6th, following the ABC's completed review of all warrant articles.*

PUBLIC COMMENT

7:47pm. There were no public comments.

REVIEW OF MINUTES – December 9th, 2019

7:47pm. Motion to approve minutes for the December 9th, 2019 meeting by Selectperson Bailey, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

STAFF REPORTS

Municipal Office Administrator Caudle requested signatures for:

7:48pm.

- An Administrative property tax abatement in the amount of \$450
- A/P manifest for check date 12/12/19
- Payroll manifest for check date 12/12/19

OLD BUSINESS

Map 223, Lot 29

7:48pm. Per RSA 41:14-a, this is the final step in the process for the Town to acquire this lot, following prior public hearings. This lot has been offered to the Town for no cost, or \$1 at a maximum. Motion to approve and authorize Administrator MacIver to negotiate terms of the sale by Selectperson Bailey, seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Map 223 Lot 26

7:50pm. Per RSA 41:14-a, this is the final step in the process for the Town to acquire this lot, following prior public hearings. This lot has been offered to the Town for no cost, or \$1 at a maximum. Motion to approve acquisition of lot 6 by Selectperson Bailey, Seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Electronic Timesheet Attendance

7:51pm. Since the previous discussion, the Advisory Budget and Technology Committees have recommended adoption of the proposed Electronic Time and Attendance system.

Motion to move forward with electronic time and attendance so long as within the contract there is an exit plan to maintain and retain all data should the contract with the agency be severed by Selectperson Hardekopf, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

OLD BUSINESS

Sale of Three Lots to TURBOCAM

7:53pm. *As an employee of TURBOCAM, Chairperson Knapp recused himself and stepped away from the table.*

The final step of the process is to vote to close the sale of the lots. The buyer's attorney requested the Town Administrator be authorized to sign closing Map 233 Lot 77 and Map 234 lots 1.2 and 1.4, as in the final moments before closing the documents will need to be signed. The closing is expected to be held on Tuesday, December 17th or later in the week.

Motion to authorize Town Administrator MacIver to sign closing documents for Map 233 Lot 77 and Map 234 lots 1.2 and 1.4, for the amounts approved in previous meetings by Vice-Chairperson Hardekopf, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hardekopf – Aye. ***The motion passed.***

7:56pm. *Chairperson Knapp returned to his seat at the table.*

NEW BUSINESS

Purchase of Used Propane Generators

7:57pm. The Select Board was asked to encumber the funds for two used propane generators that the Town was recently made aware are available for purchase for \$7,500 each. Fire Chief Rick Walker and Administrator MacIver assured the Select board that research will be completed to decide if it is in the Town's best interest to pursue purchase. Multiple funding sources are available, including the Fire Rescue Equipment Capital Reserve, 2019 Unexpended Operating Budget Appropriations, and the 2020 Operating Budget. Additional funds would be needed for installation and transportation costs.

Motion to encumber \$25,000 from the 2019 operating budget for further discussion prior to purchase by Chairperson Knapp, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Close Ambulance Department Subaccount

8:13pm. This General Fund subaccount is no longer used; with a current balance of \$2,853.50 the Fire Chief and Town Treasurer support transferring the balance to the General Fund. The Select Board was asked to consider approving the transfer as well as closing the subaccount.

Motion to close the account and direct the Town Treasurer to move the balance to the General Fund by Selectperson Hardekopf, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Call Force Disbursement

8:14pm. The Select Board requested a review of the available end-of-year balance to provide a disbursement to call firefighters in Barrington based on the total number of hours accumulated. Disbursement is \$2.50/point as recommended by

Fire Chief Walker. The disbursement would increase the value of a point from \$15 to \$17.50.

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

SELECT PERSONS REPORT

8:17pm.

Selectperson Ayer attended a Town Lands meeting on Saturday and relayed that there is a significant amount of work to do over winter regarding recommendations to Town-owned lands. The committee went for a walk behind the Highway garage, where it was clear there is a significant amount of overgrowth.

Selectperson Bailey was asked to attend the upcoming Zoning Board meeting and plans to comment on behalf of Selectperson Hatch if she is unable to attend.

Selectperson Hardekopf shared that the Recreation commission meeting took place at 6pm this evening and thanked the Commission for all minutes being made available since the previous meeting.

Chairperson Knapp will attend the Planning Board meeting tomorrow.

PUBLIC COMMENT

8:19pm. Justin Purpora of Brewster Road asked who will ensure TURBOCAM follows through with what they agree to regarding land development? He understood an athletic field was to be added to the property, but that has not yet been completed.

Administrator MacIver clarified that in one development agreement, one lot was reserved for recreational use, but there is no known document binding TURBOCAM to develop into fields. Additionally, they were indicated to be goals, not requirements, of the agreement.

Note: The video of the meeting following this point is unavailable due to technical difficulties.

John Huckins, Code Enforcement Officer, shared that he was chairperson of the Planning Board at the time of the agreement; the space was intended at that time to be left as recreational space, not developed. The Town was given the option to utilize but has not done so.

Deputy Chief George Joy thanked Highway and Transfer Station Administrative Assistant Erin Paradis and Road Agent Marc Moreau for their assistance with a situation the previous week.

There were no further public comments. Public comment closed at 8:26pm.

ADJOURNMENT

8:26pm. Motion to adjourn by Selectperson Bailey, Seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Chairperson A. Knapp

Selectperson G. Bailey

Vice-Chairperson T. Hardekopf

Selectperson D. Ayer

NOT PRESENT
Selectperson D. Hatch

Date Minutes Were Approved

The meeting minutes for December 16th, 2019 were approved by the Select Board by a vote of 3-0 at the January 6th, 2020 Select Board Meeting. A signed copy is available for viewing at the Town Hall.

SCRIPT

APPENDIX A TOWN OF BARRINGTON CDBG Application

Public Hearings

December 16, 2019, 6:30pm

(Please note in the minutes that informational packets were available)

Selectmen Open Public Hearing on the Proposed Project – Water System Improvements at Lee Oak Cooperative

Section I

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facilities Grant. The funds will, in part, finance water improvements including upgrading the existing water source as well as adding a new water main at Lee Oak Cooperative, a 69 unit manufactured housing park located on Newtown Plains Road in Barrington. In addition, some septic systems will/may be replaced as part of the project – this has been added to the project scope since the posting of the public hearings. The majority of the residents at the Park are of low and moderate income.

This project conforms with Barrington's Housing and Community Development Plan's Goal of:

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and long-term goal).

ASK FOR PUBLIC COMMENT (the minutes must reflect that the public was asked for comments – even if there is no public there)

Selectmen Close Public Hearing

Selectmen Open Public Hearing on Housing and Community Development Plan

Section II

The proposed Housing and Community Development Plan outlines goals for Barrington.

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development (Short-term and long-term goal).

Goal: Encourage the protection, enhancement and renovation of significant historic and architectural resources in the community. Preserve and promote the town's historically and culturally significant structures. (Short-term and long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary

and that meet DES regulations. (Short-term and long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and long-term goal).

These goals are consistent with Barrington's Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

ASK FOR PUBLIC COMMENT

Selectmen Close Public Hearing

Selectmen Open Public Hearing Residential Antidisplacement and Relocation Assistance Plan

Section III

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

ASK FOR PUBLIC COMMENT

Selectmen Close Public Hearing

VOTING

Selectmen vote to adopt the Housing and Community Development Plan.

Selectmen vote to adopt the Residential Antidisplacement and Relocation Assistance Plan.

Selectmen vote to approve the submittal of the application **and vote to authorize the Town Administrator to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Town Administrator to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto.**