



BARRINGTON, NH SELECT BOARD MINUTES
MONDAY, JULY 8th, 2019

The Select Board meeting for Monday, July 8th, 2019 started at 6:30 p.m. Present were Selectperson Ayer, Selectperson Bailey, Selectperson Hatch, Selectperson Hardekopf, Chairperson Knapp, Administrator Maclver, and Clerk Tiffany Caudle.

Chairperson Knapp welcomed all who attended, led the Pledge of Allegiance, and requested all silence their cell phones.

PUBLIC HEARINGS –

Private/Class VI Road Building Permit 674 Berry River Road -

Chairperson Knapp opened public hearing at 6:32pm on issuance of a building permit at 674 Berry River Road, a private road, for James S. Shaw, and Priscilla A. Shaw, Map 104, Lot 72. The request is for the addition of a 9'x20' room.

Selectperson Hatch asked if septic can handle another bedroom. Inspector Huckins clarified it is for an additional room, not bedroom. Selectperson Bailey questioned meeting the setback/shoreline requirements. Building Inspector Huckins will have information forthcoming from surveyors.

Selectperson Bailey recommended final review can be done by Building Inspector Huckins. Selectperson Hardekopf asked if Inspector Huckins is amenable to this option. Inspector Huckins agreed, added that the state permit for shoreline is in process this week. Selectperson Hardekopf motioned to approve pending receipt of copy of plot plan, shoreline protections review, road grading conditions as indicated by Dana Drake, and with approval of building inspector's review of two aforementioned documents. Selectperson Bailey seconded. Chairperson Knapp called for a vote, all aye. Motion passed.

Public hearing closed at 6:37pm.

Private/Class VI Road Building Permit 39 Bassett Drive -

Public hearing opened at 6:38pm on issuance of building permit at 39 Bassett Drive for Christina and Michael Konopko, Map 241 Lot 7. Includes 1100 square foot accessory dwelling unit. Motion by Selectperson Hardekopf to accept with no Certificate of Occupancy issuance until road is graded as outlined in May 28th, 2019 review by Highway Department. Seconded by Selectperson Bailey. Inspector John Huckins explained if any damage is done to the road, the applicant will be required to repair. Selectperson Ayer explained this is for any damage done during construction, such as to a culvert, not repair beforehand. Chairperson Knapp called for a vote, all aye. Motion Passed.

Public hearing closed at 6:44pm.

APPOINTMENTS -

Introduction of Tiffany Caudle, Municipal Office Administrator by Town Administrator Maclver.

PUBLIC COMMENTS –

There were no public comments.

REVIEW OF MINUTES – June 24, 2019 – Selectperson Bailey moved to accept the minutes, seconded by Chairperson Knapp. The motion passed.

STAFF REPORT

All boards meeting on August 12th has been sent to all groups. Requested a limit of 10 minute presentations. Administrator Mclver requested approval for light refreshments as appreciation for citizens doing work for the Town as volunteers. Selectperson Knapp motioned to approve light refreshments for all boards meeting with a cap of \$100. Selectperson Hardekopf seconded, Chairperson Knapp called for a roll call vote – Bailey – aye, Ayer – aye, Hardekopf – aye, Hatch – aye, Knapp- aye, motion passed.

There are two open positions in the Recreation Department, newly created Program Coordinator position, and Administrative Assistant position. Admin position is covered through the summer, a part time employee will be needed in the fall. Also shared July work anniversaries, Jim Chase celebrating 28 years, Paul Haggemiller in FD 5 years. Full list available in Administrator's Report.

Clerk Caudle requested signatures on Payroll Manifest dated 7/3/19, Accounts Payable Manifest dated 7/3/19, Abatement #10, Notice of Intent to Cut Wood or Timber, and a Raffle Permit from The Barrington Women's Club.

OLD BUSINESS

Chairperson Knapp recused himself from the board as an employee of TURBOCAM, and stepped away from the table.

Sale of Town Owned Land – Map 234, Lot 1.4 – Per RSA 41:14-a

On April 8, 2019, the Select Board voted to authorize the sale of Map 233, Lot 0077 and Map 234 Lot 0001 Plot 0002. TURBOCAM would like to purchase this third lot to avoid wetlands and wetland buffers. This is the last step of a six-week process pursuant to RSA 41:14-a; tonight's action is to vote to allow sale of this property. Further details regarding the sale itself will be discussed at a future meeting. No additional comments. Motion to approve by Selectperson Bailey, seconded by Selectperson Ayer. Roll call vote: Ayer - aye, Bailey - Aye, Hatch - Aye, Hardekopf - Aye. The motion passed.

Tree Clearing and Lot Preparation - The Board has been asked by TURBOCAM to consider authorizing work on Town-owned lots to allow tree clearing and lot preparation in order to stay on schedule for the building project later in 2019. TURBOCAM will be required to provide proof of liability insurance and to accept any and all risk for work performed on the Town-owned lots. Selectperson Ayer moved to authorize the work, Selectperson Bailey seconded. Administrator MacIver clarified that trees can be cut but not stumped until proper permits are received. No additional comments. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye. The motion passed.

Chairperson Knapp returned to the table.

Excavator Rental Extension –

The Board was asked to consider authorizing the extension of the excavator rental for up to three more months. Acting Road Agent Rick Walker spoke to the current use of the excavator, would like to move forward with next year's paving list. There is enough work currently to get through the end of September. Motion to

approve extension for excavator rental for up to three months by Selectperson Hardekopf, seconded by Selectperson Bailey, the motion passed.

NEW BUSINESS

Public Safety Building Camera System –

When planning for the Police Department renovation project, a need to update the camera security system internally and externally became clear. Three cameras were included in the renovation plan, would like to upgrade all cameras to digital from analog and expand to cover entire building, benefit is open ceilings make access easier and price lower. Quote received for \$9,301 by CEN-COM. Air handling units bid came in lower than anticipated, so budgeted funds are available in that line. Selectperson Hardekopf asked if a written policy for image retention exists – Deputy Chief Joy stated it is maintained until it is overwritten. Selectperson Hardekopf requested a policy be written, and outside of building must be posted if there is recording. Deputy Chief Joy stated it is currently posted outside of building, also noted that outside of building and majority of interior is video only. Two rooms contain audio recording as well, and all are clearly marked. Rockport (outside IT consultant) has been involved from the beginning. Chairperson Knapp asked if the current equipment is on the backup generator, discussed limits of panoramic cameras. Chief Walker had discussed this system with Chief Williams, it is large enough to expand to the Fire Department in the future. Selectperson Hardekopf motioned to accept proposal pending verification that backup generator will be tied to equipment, that within 90 days there will be a written policy and procedure regarding saving video, and that panoramic camera would cover 180*, not intermittently. Selectperson Bailey seconded. Motion passed.

Administrator Maclver noted that later this summer the police department will be presenting details for the use of body or dash cameras. It will be a useful opportunity to utilize knowledge learned in that process.

Police Locker Bids –

The anticipated cost of the Police firearms/personal duty lockers required sealed bids pursuant to the Barrington Purchasing Policy. Two bids were received and opened Monday, July 8th at noon by Selectperson Hatch, Administrator Maclver, and Clerk Caudle. The bids were from Tiffin Metal and Donegan Systems. Tiffin

has been recommended by staff with a bid of \$12,941, Donegan's bid was \$24,050. Tiffin's bid does not include installation, Donegan's lockers would require installation. Recommendation is that the Town Building Preservation and Rehabilitation Capital Reserve be used, as the Town is still under anticipated budgeted cost for renovation. Current budget is \$60,959.63, with a balance of \$81,179.44. The anticipated project cost was \$80,000. Total cost, including lockers, is currently \$73,900.63. Selectperson Hardekopf motioned to award the bid to Tiffin Metal and use the Town Building Preservation and Rehabilitation Capital Reserve account for \$12,941 to purchase lockers. Seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. Motion passed.

Frisbie Intercept Memorandum of Understanding –

There are no substantive changes to this annual renewal. The Board was asked to consider authorizing the Town Administrator to sign the proposed memorandum of understanding. Chief Walker explains currently, Frisbie bills Medicaid on our behalf, that will be changing. Barrington will end up with a higher monetary return. Selectperson Hardekopf asked about HIPAA compliance. Requirements are in place now for non-Medicaid patients, all records are being disposed of per state requirements. Only Medicaid intercepts would be charged, approximately 6-8 per month. MacGregor charges the town \$200, Dover charges \$400. Majority of intercepts are done by Frisbie, but who is called depends on best interest of the patient. Selectperson Hardekopf motioned to allow Town Administrator to sign MOU with Select Board's understanding we are ready to comply with HIPAA to do our internal billing. Knapp seconded. Motion passed.

Meetinghouse Tree Work –

Eversource is replacing transmission structures in Barrington to improve reliability. Eversource will be using Meetinghouse Road in Barrington to access a portion of their transmission line right of way. Eversource has requested permission to remove certain trees in the Town's right of way in order to access the utility infrastructure with the necessary equipment. The Board was asked to consider authorizing Eversource to remove trees in the right of way of Meetinghouse Road. Trees do not need to be stumped, and stone fences are 15-20 feet away. Selectperson Hardekopf motioned to authorize Eversource to remove trees on Meetinghouse Road right of way. Seconded by Selectperson

Bailey. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.
Motion passed.

2019 Sand Bid -

The Town of Barrington requires 4,000 yards of sand for winter maintenance. The Board was asked to review RFP for advertisement, and asked to award the bid at the July 22nd Select Board meeting. Uniform consensus requested and given. Bids will be opened in public on July 17th at noon.

Fire/EMS Weekend Shift Differential –

Fire Chief Walker requested approval to implement a weekend and holiday shift differential of one dollar per hour for his employees. The Town Administrator supports the implementation of this shift differential in order to ensure coverage on holidays and weekends. The use of part-time help on weekends and holidays avoids overtime as well as the Chief covering shifts. Holidays would include New Year, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. Approximate cost to town would be \$2800/year. There is a challenge of obtaining and keeping employees across the board due to current employment environment. Motion by Selectperson Ayer to approve. Seconded by Selectperson Hardekopf. Roll call vote – Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. Motion passed.

Will be instituted as soon as practical; working in conjunction with Finance Dept.

Use of Equipment for Community Events -

The Town has been asked to participate in community fundraising events for various organizations. Participation in each event has nominal costs to the Town in the form of personnel time and equipment fuel. It is important to the Department Heads and Town Administrator that they be involved with the community. The Board is asked to consider authorizing the Town Administrator and/or Department Heads to approve the use of equipment and personnel for community events. Fire and Police departments are requested 2 or more times per month to participate in community events. It is used as a bridge to the community, beneficial to build relationships and encourage children to go to emergency departments, also to enter these fields. Chief Walker requested the Board allow a policy to be created to review and accept these requests, any requests over a certain cost would need to come before the Board. Request from

Board to also consider actual cost from budget. No insurance cost anticipated. Discussion regarding sharing resources with other communities to maintain working relationships, mutual aid. Draft policy will be presented at future meeting.

SELECTPERSON'S REPORT AND CONCERNS

Selectperson Ayer attended the recent Conservation Commission meeting.

Selectperson Bailey: The Library Trustee's meeting was cancelled. Will attend upcoming meeting.

Selectperson Hatch did not have a ZBA meeting this month and School Board only has one meeting per month in the summer. They will send her a list of when they're having meetings.

Selectperson Hardekopf did not attend the Recreation or School Board meetings.

Chairperson Knapp will attend the Planning Board meeting tomorrow. Town Hall Building Committee is working to develop a design for the project. Considering RFQ's from other design projects. Will have review by Board, Department Heads, IT Services Provider. Town Hall Building Committee has a goal to bring a proposal to August 26th meeting.

PUBLIC COMMENTS – There was no public comment.

Selectperson Hardekopf moved to go into non-public session at 8:05 p.m., per RSA 91-A:3 II for personnel, seconded by Selectperson Bailey. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passed.

Selectperson Hatch moved to come out of non-public session at 8:35 p.m., seconded by Chairperson Knapp. Chairperson Knapp asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. The motion passed.

Chairperson Knapp moved to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed. Selectperson Bailey seconded. The motion passed.

Chairperson Knapp moved to adjourn, seconded by Selectperson Hardekopf. The motion passed, meeting adjourned at 8:36p.m.