



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, September 23rd, 2019

The Select Board meeting for Monday, September 23rd, 2019 started at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Ayer, Selectperson Hatch, Selectperson Bailey, Administrator Maclver, and Municipal Office Administrator Tiffany Caudle. Also at the table were members of the Advisory Budget Committee, including Peter Royce, Town Treasurer, Steve Saunders, and Dannen Mannschreck.

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

Private/Class VI Road Building Permit Small Road

6:31pm. Chairperson Knapp opened the public hearing at 6:31pm on issuance of a building permit on Small Road, a private road, for David and Brenda Chevalier, Map 109 Lot 005. The request is for a permit to build a two story single family home of 1,576 square feet.

The lot is a small waterfront lot, the septic system is across the street. In his recommendations, Road Agent Marc Moreau raised concerns regarding potential damage to the road, as well as concentrating runoff from the surrounding lots which runs through the property. Joining their Road Association was also a recommendation of Road Agent Moreau. Per Inspector Huckins, the lot in question was reviewed and approved by the zoning board prior to existing regulations.

PUBLIC COMMENT

6:36pm. Ron St. Jean of 68 Small Road questioned why, when others on Small Road were required to build within the previous building's footprint, is this home an exception? Per Inspector Huckins, at the time of the Zoning Board approval,

there was not a house on the lot. Mr. St. Jean also shared his concern about the runoff from the surrounding properties being obstructed if a building is added to the property. The house which was previously located on the lot did not have a foundation, did not impede water flow. Selectperson Hardekopf noted that the new home will be required to adhere to current regulations. Road Agent Moreau shared that his recommendations included that water be spread across the property as evenly as possible.

There was no further public comment.

Motion to approve the building permit with requirement the owner fulfil the recommendations set forth by the Road Agent and repair any damage to the road prior to the issuance of a Certificate of Occupancy by Selectperson Hardekopf, seconded by Selectperson Bailey. Ayer - aye, Bailey - Aye, Hatch - Aye, Hardekopf – Aye, Knapp – Aye. *The motion Passed.*

APPOINTMENTS

New Library Trustee Alternate

6:43pm. The Library Trustees voted to recommend the appointment of Matt Katchaluba as an alternate member of the Library Trustees for a one-year term (expiring 3/31/20). The Board was asked to approve this appointment.

Motion to approve Matt Katchaluba as an alternate member of the Library Trustees with a one-year term by Selectperson Bailey, seconded by Selectperson Ayer. Roll Call vote: Ayer - aye, Bailey - Aye, Hatch - Aye, Hardekopf – Aye, Knapp – Aye. *The motion Passed.*

Mr. Katchaluba and Chairperson Knapp rose to perform the Oath of Office.

Chairperson Knapp stepped down from the table and recused himself as a TURBOCAM employee.

TURBOCAM Development Agreement and Land Sale

6:47pm. Selectperson Ayer requested a poll of the Board – he conducts maintenance to TURBOCAM properties as a contractor. Does the board see a conflict in his participation in this vote? No conflict was raised.

[This agreement](#) has been reviewed at two previous meetings. TURBOCAM approached the Town to purchase three lots on Redemption Road in order to expand their business in Barrington and [build a ~30,000 square foot training and research facility](#).

Motion to transfer the three lots to TURBOCAM pursuant to the development agreement by Selectperson Bailey, seconded by Selectperson Hatch. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf, Aye.

Selectperson Hardekopf requested comment to the public regarding tax payments to the Town by TURBOCAM. Per Administrator MacIver, no aspect of the agreement with the Town reduces any tax burden on this or any other property owned by TURBOCAM. This agreement requires it be developed and allows previously untaxed land to be added to the tax rolls at its highest and best use, which is the goal. TURBOCAM is the largest single taxpayer in the Town of Barrington.

Chairperson Knapp returned to the table.

[Budget Presentation – Initial/Executive/Personnel/Govt. Building/Misc.](#)

6:51pm. Administrator MacIver offered special thanks to Department Heads and staff at the Town Hall for their preparation for budget sessions. This is the first meeting of the budget process. An electronic copy of the [Budget Binder](#) and all materials are available on the website, and the PDF will be updated as new materials are added or updated. If there are any questions please contact Conner directly; the goal is for everyone to be as informed as possible prior to Town Meeting in March. Sitting with the Board are members of the Advisory Budget Committee, including Peter Royce, Town Treasurer, Steve Saunders, and Dannen Mannschreck. John Morris is not present, and Selectperson George Bailey is also a member.

The presentation included an explanation of funding sources, tax rate history, Barrington's [Unassigned Fund Balance](#) of approximately \$4,000,000. Barrington's UFB is 13%, within the Department of Revenue's recommendation of 8-17%. Voters decide how to use UFB, and the Town is able to fund capital projects without a significant increased tax burden by voter's approval to use funds from the UFB. The operating budget for 2019 was \$7,124,095; the proposed operating budget for 2020 is \$7,357,782, a difference of \$233,687 or 3.28%. The amount

may change due to requests by dept heads, approval of select board. The impact on the Town's tax rate will be based on changes in revenue and assessed values.

Also included in this budget are the 3% wage increases including 1.25 COLA, 1.75 step or 1.75 top of scale bonus which were authorized by the Select Board at recent meetings. Benefits currently assume a 10% rate increase, however the rates will not be set until approximately March of next year. The 10% rate is for budgetary purposes. The budget also includes funds for the compensation study and portions of the move to the new Town Hall, approved by the voters in March of 2019. There will be repairs required in rented space, moving expenses, and possibly some furniture and equipment will need to be purchased as the Town does not own all that is being used in the current space. These numbers will become more clear as the Town Hall project progresses.

There were no questions from the Select Board or Advisory Budget Committee at this time.

Executive Budget

7:03pm. The budgeted line for the Municipal Office Administrator was moved from the Financial to the Executive budget. Also included are an earned time buyout for the Town Administrator and Municipal Office Administrator, Incident Fund for Compensation Study and Road Study, etc.

Government Buildings

7:04pm. Building maintenance has been reduced to offset increased equipment and limit impact to the budget. Also included are possible rentals/leases to fund repairs and lease requirements at 333 Calef Highway. Vehicle fuel costs have increased based on price and usage, an equipment increase is included due to the new Town Hall, as rented furniture and equipment are being utilized currently.

Questions

7:05pm. Chairperson Knapp and Administrator MacIver clarified line 4111 in the budget that is written as Town Administrator should be corrected to read as Municipal Office Administrator. It will be corrected, the numbers will not change.

Selectperson Hardekopf requested information regarding the earned time buyout. 50% of earned time earned within a year can be bought out. 75% of that 50% was budgeted for the two employees in that line. There is no history as both

are new employees, and the previous Town Administrator did not accrue earned time. It is an estimate of the maximum available amount, and comparable to what is budgeted to other departments with two employees.

Chairperson Knapp requested more information regarding the consulting line. Both the previous Town Administrator and Administrative Assistant are per diem employees. The budget is intended to keep that open as an option.

Chairperson Knapp inquired why the executive incident fund was increased by \$15,000? Phones and other expensive items are anticipated as potential needs. As IT improvements move forward, the Compensation Study is completed, etc. the needs will become more clear. Administrator MacIver requested that this line remain flexible until the end of the budget process, and Advisory Budget Committee Member Saunders shared that the Advisory Budget Committee has decided to hold all input until later in the budget process for that line.

Selectperson Hardekopf asked if the consultant line has been utilized? This is a new line. The previous Town Administrator was consulted one time for approximately two hours, and the previous Administrative Assistant for approximately 10-12 hours in total.

Selectperson Bailey asked about advertising costs increasing. Administrator MacIver encouraged the Board to consider investing in various means to share information, such as mailers, signs, news, etc. That line is budgeted close to what was spent in 2019 to encourage information sharing and transparency.

Selectperson Hardekopf shared that the Town Common previously released by the Recreation Department is no longer being created she feels it's important to find avenues to share information.

ABC Member Saunders shared that all questions were answered previously and satisfactorily by Administrator MacIver at an earlier meeting, and requested Administrator MacIver share timelines for the budget process. All information for the [budget](#) is available online, including a calendar for the process. Each department has a specific date, all are listed on the calendar. Some departments will have a PowerPoint presentation, others will have a discussion. The ABC meets prior to each meeting and develops questions, which are sometimes answered ahead of time and other times during the presentation. With the exception of October 14th and November 11th, which are Federal Holidays there are meetings each Monday between tonight and December 16th.

Any updates to the budget will be sent out electronically, updated on the website, and copies will be made available at each meeting with any changes. At the close of each month department heads will be asked to update their year end estimates to ensure the Select Board and ABC have updated expenditures and year end estimates. Administrator MacIver will also provide the year to date for 2019 for each department to the ABC after the close of September.

Miscellaneous/Warrant Articles

7:19pm. In 2019 Barrington is going through a mandatory 5 year revaluation. The Assessor will be presenting information on October 7th; shortly after that tax rate will be set and will be able to better understand decisions for 2020 and impact on tax rate. Residents will see changed assessed value on their December tax bills. In 2018 equalized ratio was 91% - properties were assessed at 91% of what they sold for, and were thus under assessed.

A bond article is expected for a new library to replace the 3,700 sq. ft. facility with a 13,120 sq. ft. library and community center. The estimated total project cost is \$4,734,617, and the Library Foundation has collected \$242,197 with an additional \$248,780 committed. The number will be more clear later in process, as architects develop project further. The Select Board can choose to alter the bond request based on what is committed vs. what is collected. A 10% contingency is built into the projected amount. If the committed amount is not collected, the Town will be required to cover the difference. The warrant article will be worded to cover total project cost, the request for a bond is separate. The warrant article explains an expectation of private funding, and requests a bond in the amount of the difference. The Town would not be able to borrow that money if it is not collected.

There were no additional questions about the library.

The replacement of Greenhill Bridge is a state bridge aid project approved for fiscal year 2022, funded by the State at 80%. The total cost is 1,954,0796, with the Town's portion appx \$400,000.

Reoccurring warrant articles include paving and related road work, Highway Equipment Capital Reserve, Bridge and Culvert Capital Reserve, Emergency Communication Capital Reserve, Fire Truck Capital Reserve, Fire Rescue

Equipment Capital Reserve, Tricentennial Celebration Expendable Fund, Library Technology Capital Reserve and Cemetery Capital Reserve. There are no changes in the amounts from the previous year.

Public Comment

7:28pm. ABC Member Peter Royce asked if the Bridge Capital Reserve will be depleted after the completion of the Mallego Road project. Administrator MacIver responded that the money for the Mallego Road project was appropriated at the 2018 Town Vote, and is separate from the reserve. The Town has a number of large bridge and culvert projects that will need to be funded by the Town, and are not eligible for alternate assistance. The account was increased by \$25,000 from the previous year.

There was no further Public Comment. Members of the ABC were offered the opportunity to step down from the table.

Selectperson Hardekopf noted her appreciation in regards to the research the Library has completed in researching additional sources of funding for the project since the last meeting.

REVIEW OF MINUTES

7:35pm. Motion to accept meeting minutes as written by Selectperson Hardekopf, seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Bailey – Present (abstained as not present for previous minutes), Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

OLD BUSINESS

In-House Paramedic Transports Rate Setting

7:36 pm. The Board was asked to approve a set stipend to encourage the use of In-House Paramedic Transport pursuant to the [In-House Paramedic Transport Policy](#). The Fire Chief was asked to research the average rate of paramedics in the surrounding area, and calculated the stipend as the average overtime rate at 2.5 hours, amounting to \$86.45.

Selectperson Hardekopf motioned to accept \$86.45 per incident and as set forth in the In-House Paramedic Transport Policy, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.

Low-Bed Trailer Replacement

7:37pm. After reviewing all options, Road Agent Marc Moreau does not believe air assisted ramps are necessary when considering the cost vs. benefit. Selectperson Ayer shared that he is comfortable with the Road Agent's choice of trailer.

The Highway Equipment Capital Reserve Account currently has a balance of approximately \$200,000, and would be used to fund this purchase.

Selectperson Hardekopf motioned to approve the purchase of a 20-ton trailer with standard spring assist ramps with funds of \$18,856 to be spent from the Highway Equipment Capital Reserve Account, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.

Holy Credit Union/Christmas Dove Road Name

7:41pm. Names for the new road leading to the Christmas Dove are expected to be submitted on 9/24. The road has been closed and the new entrance opened and marked, meeting the satisfaction of the Fire Chief. Three names have been requested for review first by the E911 Road Naming Committee and then for Select Board consideration on 9/30. Selectperson Bailey has asked that *Front Street* be considered for that location. Selectperson Hardekopf requested the use of the word "Community" be considered, if nothing similar is in Town. The use of the suffix "Square" would not be fitting the planned development of the property. State law is clear the Board of Selectmen have authority to name any road in the community. Past boards have allowed the developers the opportunity to propose names and barring conflict have been allowed to proceed. Chief Walker asked that any requests beyond those proposed by the developers also be forwarded to the E911 committee for review.

There were no additional comments.

Clerk of the Works/Owners Representative

7:45pm. The Town Hall Building Committee has recommended employing the services of an owner's representative for the construction project. The [Request for Proposal](#) is due to be advertised tomorrow 9/24, due by October 15th and is written to allow an individual or firm to apply. The Board will review the Committee's recommendations at the October 21st or October 28th meeting.

Chairperson Knapp would like to consider the funding source, states that he believes it should be part of \$1.9 million budget. The Committee would like to see what responses are received prior to requesting a specific funding source. That decision would be made by the Select Board. Any concerns residents have could be directed to the Clerk of the Works, could be made clear in the scope of services when negotiating the contract. The RFP will be advertised in various places, including the [Town website](#), [NH Municipal Association Classifieds](#), and various construction related websites.

Motion to approve the draft RFP to include notations by Chairperson Knapp and Selectperson Hardekopf by Selectperson Bailey, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Administrator MacIver recommended that the Town Hall Building Committee be tasked with reviewing and presenting the RFP information. The Select Board agreed.

Goodwill Conservation Easement Amendment

7:57pm. The original easement for the Goodwill property was [amended to reflect changes](#) and the addition of three properties. The Town will be removed as executory interest holder, as after gaining ownership of the properties that title became redundant. The Board was asked to review the [amendment](#) and consider it for approval.

Chairperson Knapp raised a concern with the wording in some of the document, Southeast Land Trust (SELT) being listed.

John Wallace, a member of the Conservation Commission, explained SELT holds the conservation easement, as it is Town-owned property. The Town owns the properties *or* conservation easements on several conserved properties within Town. The easement holder ensures that the land is used in a manner consistent with the terms of the conservation agreement. An easement is a formal agreement to ensure land is conserved, and this was the cheapest and easiest way to protect the recently added lands. The grant money received to purchase the lands required they are permanently conserved. The Town does not give up all rights to the land, SELT reviews any plans and approves or denies those plans

based on the terms of the easement. A third party typically holds these easements to ensure proper and conflict-free management.

Motion to forward to the Town's attorney for advice and consultation by Selectperson Bailey, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

The Board has two options on 9/30 – to vote to include any minor recommendations from the attorney and approve, or to wait for final feedback from the attorney.

STAFF REPORTS

Compensation Study

8:15pm. The MRI Contract has begun, and the process is expected to be completed by end of December. Staff orientation will be in October. The study will include at least one, possibly more additional presentations to the Select Board.

There were no questions from the Select Board.

Town Hall Request for Qualifications Responses

8:16pm. The Town Hall Request for Qualifications Responses were due on 9/19. Four responses were received. The Town Hall Building Committee will review and announce the finalists on 9/25. Finalists will be scheduled for interviews on 9/31 and 10/1. The firm will be recommended to the Select Board at the October 7th Select Board Meeting. The building committee will be meeting at 7:30 am on 9/24 to develop questions for the interview process.

There were no questions from the Select Board.

Road Safety Audit – Route 125 and Beauty Hill Road

8:18pm. Barrington Police Department worked with NH Department of Transportation to complete a road safety audit for the intersection of 125 and Beauty Hill Road. The Town will not be paying for the service, it is a service provided by NH DOT. The project was selected based on concerns presented by residents as well as crash data. The group visited the site two weeks ago to examine and discuss the intersection. One option discussed was adjusting the right turn lane on the southbound intersection to not obstruct the view of those

entering from Beauty Hill Road. The report is anticipated to be completed in December.

Job Opportunities

8:20pm. Two part-time positions are opening at the Transfer Station, any interested should view the position details [online](#).

For Signature

8:21pm. Municipal Office Admin Caudle requested signatures on the following items:

- Payroll Manifest for check date 9/19/2019
- AP Manifest 2019-76 Dated 9/18/2019
- Raffle permit for The Friends of the Barrington Library to expire on 12/6/19
- Two deeds with no covenants – one for parcel 017-0029-000r located at 132 Roberts Road, the second for parcel 123-001, located at 577 McDaniel Shore Road. Both are properties that were deeded and the owners have now paid all past due taxes.

SELECT PERSONS REPORT

8:22pm. Selectperson Ayer was unable to attend the Conservation and Town Lands meetings.

Selectperson Bailey shared the library meeting was rescheduled to 9/24.

Selectperson Hatch shared that the Zoning Board met, approved one request and continued the other.

Selectperson Hardekopf attended most recent Recreation Commission meeting. Trunk or Treat will occur on 10/19, a signup form will be available through 10/17. Participants are encouraged to bring 200 pieces of candy. They also approved future strategic goals, and intends to make additional requests of the company that completed the study.

Chairperson Knapp attended the Planning Board meeting, where they reviewed the lot on Small Road which was approved this evening. There are three cases

before the Planning Board on October 1st. There will be a follow-up discussion around the Wildlife Encounters site. The Tech Committee meeting 9/24 evening, and a Town Hall Building Committee meeting 9/24 morning

Selectperson Bailey requested a report on the Recreation Revolving fund be included in next week's presentation from the Recreation Commission. Per Administrator MacIver, the plan is to have all listed information by Wednesday.

Selectperson Hardekopf shared there will be a presentation at 6:30 on 10/8 at the Early Childhood Learning Center by a nonpartisan, nonprofit group regarding the history of school funding.

NON-PUBLIC SESSION

8:30pm. Selectperson Ayer moved to enter non-public session per RSA 91-A:3 II for personnel and reputation, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

10:49pm. Selectperson Ayer motioned to exit non-public session seconded by Chairperson Knapp. Roll call vote, Ayer – 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, seconded by Selectperson Hardekopf. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

ADJOURNMENT

10:50pm. Selectperson Hatch motioned to adjourn, seconded by Selectperson Hardekopf. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*