



## BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, September 30<sup>th</sup>, 2019

The Select Board meeting for Monday, September 30<sup>th</sup>, 2019 started at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Ayer, Selectperson Hatch, Selectperson Bailey, Administrator MacIver, 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, requested all silence their cell phones, and reminded all that this meeting is both video and audio recorded.

### APPOINTMENTS

#### Budget Presentation – Recreation

**6:31pm.** Recreation Director Tara Barker and Recreation Commission Chair Lisa Allis presented. The Recreation Department is suggesting an overall decrease in the operating budget. There are four line items with recommended increases, including employee salaries and benefits, facilities maintenance (increase of \$12), software security (increase of \$396.25), and office supplies (increase of \$48).

Some lines have not been utilized in the past year but are still being requested. Per Recreation Director Barker, these were mileage lines, and were not utilized either due to that position not being filled for the year, or the mileage not having been submitted. Expected mileage expenditures for the year were not available at the meeting.

The software currently being used by the Recreation Department, Vermont Systems, is very specific to Recreation and covers IT security, finances, and other services.

Burns Security, the security system used by Recreation, also covers the Food Pantry.

The Recreation Department will be meeting with Greenplay to ensure the information in the Revolving Fund document is clear and updated prior to publishing, as month and year guidelines were expected to have been put into place. Building Blocks will be put into place when the strategic plan is adopted.

The assistant Recreation Director did meet with the Trails Committee to discuss programming.

The Budget Committee would like some clarification about expenses being charged correctly to the revolving fund vs. Town funds. There has not been a separate audit on the Recreation Revolving Fund, as it is not counted as a major fund in Town. Adding this fund to audit would increase the contract by \$800-\$1400, as the Town would be billed hourly by the auditor. The 2018 audit recommended stronger internal controls for the Recreation Funds; the Finance Office has reviewed processes at the Recreation Department and is creating recommendations to implement and strengthen the controls in place. The ABC would like to ensure expenses are being tracked and charged appropriately. Administrator MacIver clarified that all funds going into and coming out of Recreation are accounted for, that software used in Vermont Systems vs. the Town's system sometimes do not balance immediately due to different timeframes.

The Select Board agreed that the Recreation Revolving Fund be audited to establish a baseline and assist in improving the process. As a consensus was gained no vote was necessary.

### Hard Rock Update

**6:54pm.** The Hard Rock development site requires a significant amount of work to allow it to reach its highest and best use, so an agreement was made with Hard Rock to share the proceeds of material excavation between the Town and the developer. New Hampshire Department of Environmental Services (NHDES) and Hard Rock have been working together for a year to develop an appropriate hydrogeological study and ensure the protection of the natural features in the area of the project. Arleigh Greene of Hard Rock spoke to the board in regards to recent updates. The cost to complete the study as recommended by NHDES will

cost approximately \$110,000. This cost was not anticipated nor prepared for when the project was budgeted, and Hard Rock would like to propose agreeing to pay for the study with the expectation that the costs be recovered in proceeds of future material sales. If when the study is completed the project is found to interfere with aquifers beyond the ability to proceed with development, there will be no burden to the Town. The estimated value of material is \$.25/yard with approximately 1.5 million yards of material to be excavated. The Town will need an agreement signed that if DES will not approve the excavation, Hard Rock will absorb all costs. The Select Board also requested a reasonable accounting of spent funds.

Motion to approve the agreement that Hard Rock will pay for the study, not to exceed \$110,000 without further discussion with the Select Board, with the cost to be recuperated by Hard Rock via proceeds from excavated materials by Chairperson Knapp, seconded by Selectperson Hatch. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.

Town Administrator MacIver will reach out to the Town's attorney to develop an amendment with wording to include the cost sharing agreement change due to this vote.

### **PUBLIC COMMENT**

**7:10pm.** There were no public comments.

### **REVIEW OF MINUTES**

**7:11pm.** Motion to accept meeting minutes for [September 23, 2019](#) as written by Selectperson Bailey, seconded by Selectperson Hardekopf. Roll Call vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Selectperson Bailey has requested a copy be sent via email separate from the Town Administrator's Report.

### **STAFF REPORTS**

**7:12pm. Municipal Office Administrator Tiffany Caudle requested signatures for:**

- Payroll manifest for check dated 9/26/19
- Notice of Intent to cut wood or timber on parcel ID 241-0027
- Accounts payable manifest 2019-78

- Deed with no covenants for 781 Berry River Rd, parcel ID 104-0044, to return the property after the previous owner repaid all back taxes and fees
- The Town's Assessor's agent has requested the Select Board sign an abatement denial for Timber Tax 18-027-08, parcel ID 230-006
- Oath of office for Regina Lytle, for a two year term as Deputy Town Clerk

## **OLD BUSINESS**

### **Holy Rosary Credit Union/Christmas Dove Road Name**

**7:13pm.** Community Way was requested, raised no concerns with the E911 Committee. Motion to accept Community Way by Selectperson Ayer, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

### **Goodwill Conservation Easement**

**7:15pm.** The Board requested the Town's Attorney review the [easement agreement at](#) the meeting on September 23<sup>rd</sup>. After review, the attorney had no concerns with the agreement. To clarify some main points, Administrator MacIver shared that regular maintenance requires written approval from the easement holder, but shall be issued, non-commercial timber harvest can be done without permission of the easement holder, and building of features (e.g. parking lots) requires permission from the easement holder. The Town is responsible for maintenance, and the Conservation Commission is primarily paying for maintenance and improvements utilizing grants, with some funds from Conservation's accounts. Chairperson Knapp raised a concern regarding a previous report that the dam needs significant repairs, and that those costs are being prepared for. Pam Failing of the Conservation Commission, who is a civil engineer, is looking into the required improvements to the dam, and will be asked for an update as soon as possible. If the Highway Department or another Department were used to assist in the maintenance or repair, a transfer of funds from the Conservation Commission would be required to pay for the work done.

Selectperson Bailey motioned to accept the agreement as written, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

## **NEW BUSINESS**

### **Tax Office Printer Replacement**

**7:22pm.** Two months ago the Tax Office printer/scanner/copier failed after nearly ten years of use. The Tax Collector has requested a new printer be purchased at a cost of approximately \$4,700 in 2019 and removed from the 2020 budget. The current agreement with Seacoast Business Machines would cover this additional machine with no added cost, which is currently approximately \$2000 per year. Leasing is also an option, but would increase the overall cost and is not recommended by the service company. Administrator MacIver is comfortable that the unit as recommended, would be sufficient for the Tax Collector's use, and not excessive. There are currently three major printers in service, with some additional legacy units which will not be replaced if they fail, nor will they be moved to the new Town Hall. Currently the Tax Office is sharing a printer with other departments, which could be an issue with the increased demand in the coming months. The printers in the Town Clerk's office are tailored to their needs and are a challenge for the Tax Office to utilize. Larger printers with greater capacity and options for use will be centralized in the new Town Hall building for multiple offices to utilize.

Selectperson Bailey motioned to approve the purchase of the printer as proposed, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – No. *The motion passed.*

### **Event Request for Ramsdell Field**

**7:34pm.** The Town received a request from two former residents (Mariah Dale and Ashleigh Belcher) to host a Halloween party on the Ramsdell Lane field. The Town does not currently have a facility-use policy/brochure. The requestors were asked to provide additional information in order to review the request, and provided [this information](#). The Board was asked to consider the request. The Board raised concerns regarding no information provided if the requestors are over the age of 18, no insurance was provided, no information about providing a portable restroom, nor funding for cleanup.

*No motion was made, the request was denied by consensus.*

### **New Town Hall IT Infrastructure**

**7:38pm.** The Technology Committee previously recommended the Select Board preclude Information Technology from the Town Hall RFQ in favor of working with

the Town's current IT services provider, Rockport Technology Group. The Committee met with Rockport to discuss information for the Town Hall, and unanimously recommends entering a contract for design, engineering, and installation in the new Town Hall for IT. The cost will not be known until the floor plan for the new Town Hall is developed. Rockport did provide [a quote for a smaller project](#), which was found to be very reasonable to comparable projects. The Select Board must approve the final cost.

Motion to allow Administrator MacIver and the Technology Committee to develop and enter into a contract with Rockport Technology Group for infrastructure engineering, design, and installation for the new Town Hall by Selectperson Ayer, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

#### **[Request to Authorize Marybeth Walker to Sign Exemption/Credit Applications](#)**

**7:44pm.** Previously Amanda Noyes, the Assessing Administrative Assistant, was authorized by the Select Board to sign exemption and credit applications. Amanda pre-populated the majority of the Solar Exemptions, and has requested Marybeth, as the Town's Assessor, be allowed to review and approve them this year in order to allow for proper internal controls. In other communities this is standard practice. The person reviewing the documents should be familiar with the content; there are no additional current Town employees familiar enough to review and process the forms. This is a one-time request due to the Solar Exemptions change and the deadline having been extended. There are approximately 60 documents to be reviewed and signed, with an approximate value of \$1000 in exemptions. The time required to complete this task is not expected to exceed 1-2 hours.

Motion to authorize Marybeth Walker to review and approve the Solar Exemptions for one year to avoid a conflict of interest by Selectperson Ayer, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

#### **COMMUNITY UPDATE**

##### **[New Town Hall Design/Build Firm Selection](#)**

**7:55pm.** All four firms which responded to the RFQ were questioned today. The Town Hall Building Committee will meet Wednesday to discuss a recommendation, and that recommendation will be presented to the Select

Board at the 10/7 meeting. All responses are available on the Town's website. Chairperson Knapp would like to recognize and thank the Town Hall Building Committee, as each member spent about five hours of their time to review and meet with all firms.

### Assessor's Agent

**7:57pm.** The Town's Assessor's Agent, Marybeth Walker, will present revaluation results, exemptions, and proposals to present to voters for exemption and credit adjustments at the Select Board meeting on 10/7.

### SELECT PERSONS REPORT

**7:58pm.** Selectperson Ayer shared that the Town Lands Committee met with the Town's Forester, Timothy Nolin, who has requested to meet with Conner regarding projects and procedures. The Board decided to have a Forester of Record, and while no projects have been proposed at this point, he will need to be paid when they do occur. The services will be paid by the Conservation Commission through the Conservation Fund, and that conversation will need to be completed with the Conservation Committee prior to the onset of work.

Selectperson Bailey was unable to attend the Library meeting.

Selectperson Hatch shared the next zoning board meeting is set for 10/16, with one case scheduled at this time.

Selectperson Hardekopf will attend a co-board meeting on 10/1 with Barrington's School Board and Oyster River. She also shared the School Board's Advisory Budget Committee is looking for new members.

Chairperson Knapp attended the Technology Committee meeting on 9/24, where they discussed the new Town Hall plans with Rockport. There is a Planning Board meeting tomorrow, where they will discuss a plan by Drew Pond, LLC. To serve 20 townhouse units off route 9, as well as an application for a one year extension for a cell phone tower. Chairperson Knapp requested information about Cemsites, where we are in the process of updating to this software, also a discussion in the future about moving to a biweekly pay schedule.

Selectperson Ayer supports moving to a biweekly pay schedule, considering electronic time cards and asking the Technology Committee for advice.



Selectperson Bailey requested department heads speak with employees for feedback, and Selectperson Hardekopf reminded all that permission from the State is required in order to process employee pay biweekly.

Administrator Maclver responded that data entry has been more time intensive than anticipated with Cemsites, and has been the cause of delay due to the significant volume of information and the choice to enter it in-house. The Town will begin to collect data regarding a biweekly pay cycle, and the Finance Department has already done a significant amount of research on the subject, the cost is not as high as anticipated, but there would be additional costs associated with it. The current financial software, Accufund, does have software that could be used for electronic time and attendance. There is budget available to implement the transition in 2020, and a presentation to the Board specific to time and attendance and biweekly pay will occur.

Selectperson Bailey requested an update on Mallego Road. The bridge is scheduled to open on 10/16, paving was started today.

#### **PUBLIC COMMENT**

**8:07pm.** Roger Gingrich of Peabody Way asked if the cost of the IT infrastructure for the Town Hall Building is a cost embedded in the bond, or is that an additional cost? Per Administrator Maclver it is part of the project cost; \$875,000 is a bond, \$1.9 million is the total cost, and that cost was carefully considered in the cost of the building from the outset of the plan.

There were no further public comments.

#### **NON-PUBLIC SESSION**

**8:09pm.** Chairperson Knapp motioned to enter non-public session per RSA 91-A:3 II for personnel, legal, and reputation, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

**9:28pm.** Selectperson Hatch motioned to exit non-public session seconded by Chairperson Knapp. Roll call vote, Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*



**9:28pm.** Chairperson Knapp moved to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed, seconded by Selectperson Bailey. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

**ADJOURNMENT**

**9:29pm.** Chairperson Knapp motioned to adjourn, seconded by Selectperson Bailey. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*