



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, September 9th, 2019

The Select Board meeting for Monday, September, 2019 started at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Ayer, Selectperson Hatch, Administrator MacIver, and Municipal Office Administrator Tiffany Caudle. *Selectperson Bailey was not in attendance.*

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.

APPOINTMENTS

[New Library Presentation](#)

Lindsey Maziarz, Library Trustee President and Roger Gingrich, Barrington Library Foundation Chair presented information regarding the budget, expenses, fundraising including grants and donations, challenges and successes with the project, and how they are working to encourage support and votes for the Town Library project. The presentation included a PowerPoint document, which is viewable on the Town website. If the library were to be approved in 2020, there is a projected 7% increase in material costs and labor due to changes in market demand since the 2019 proposal.

Some donations have been earmarked for specific projects within the new library, which complicates the possibility of removing certain plans from the building if there is a need to further lower the projected cost. The treasurer will provide information to the Select Board about the specifics of earmarked donations including the percentage of donations and projects associated with those donations.

The Library Trustees and Barrington Library Foundation requested the Select Board consider allocating 1.3%, or \$50,000 of the current unassigned fund balance for 2020 to the library. This would need to be presented in a warrant article for voters in the 2020 Town vote.

There is a discrepancy between committed funds vs. collected funds when preparing for the cost and requesting funds; Library Director Melissa Huette explained the articles being presented for warrant article consideration are the amounts that are expected to have been collected at that point.

Prior to the presentation, the Select Board had submitted a list of questions for which answers were provided and can be viewed [here](#).

PUBLIC COMMENT

Melissa Huette, Barrington Library Director shared that there is a widget on the library's desktop site which shows how much money patrons have saved by using the library. Also, September is library sign-up month, and Barrington's Library would appreciate as many eligible patrons sign up for their cards as possible in order to assist them in regaining a previously held trophy for the most sign ups this month! They are encouraging patrons to visit the library, enjoy programs, and see what is available. Some upcoming programs include afternoon story time, which they hope to be more accessible to working families, sensory play for ages 6-36 months, a loon presentation on September 19th, chair yoga the third Tuesday of each month, and an art display is being presented this month by Child Voice, based in Newmarket, New Hampshire.

Matt Towne of 36 Stillwater Way spoke to encourage the Select Board to speak in support of the Town Library project.

REVIEW OF MINUTES

August 26th, 2019

12 minutes into the Select Board Meeting the camera equipment was moved in order to better capture the presentation by the Police Department. The movement caused the equipment to malfunction and the recording ended. We apologize for any inconvenience this may have caused. Motion to approve minutes as written by Selectperson Hardekopf, seconded by Selectperson Hatch. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

August 12th, 2019 - Correction

Please note that the spelling of Leigh Elliott's name was incorrect on page four of the minutes from the Select Board Meeting on August 12th, 2019. We apologize for the error.

STAFF REPORT

Administrator MacIver shared the [Unassigned Fund Balance](#) is available on the Town website, and encouraged all to view the information and documents shared there. Additionally, he explained that the balance was 11.8% in 2012, growing to 17% in 2019. The support for a new Town Hall brought the fund balance down to 12.5%, and it is expected to be further reduced to a more fiscally responsible 12% in the coming year. The excess balance was not only funds that were allocated and unspent, but also due to failed warrant articles during Town votes, as the Select Board cannot choose to spend from the Unassigned Fund Balance, only the voters can.

Police Chief Williams has issued a parking waiver for September 28th for 37 Brooks Road.

September work anniversaries include Amy Inglis (23 years, Inter-Library Loan Librarian), Dana Drake (19 years, Highway Department Crew), Barbara Irvine (16 years, Land Use Administrative Assistant), Deborah Tatham (11 years, Recreation Custodian), James Sanger (4 years, Transfer Station Attendant), Jon-Thomas Harmon (2 years, Firefighter/EMT). Thanks to each of you for your years of service!

Clerk Caudle requested signatures for the following:

- Payroll manifest dated 9/1/19
- Accounts Payable Manifest 2019-72 dated 9/4/19
- Raffle permit for 2a Tactical LLC, Veteran's Count, and Warriors at 45 North

OLD BUSINESS

Town Facility Camera Policy – Second Reading

All previously requested updates were completed, including grammatical changes. Motion to approve as drafted by Selectperson Hardekopf, seconded by Chairperson Knapp. Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

In-House Paramedic Transports – Second Reading

No changes were recommended to this policy at the first reading at the Select Board meeting on August 26th, 2019. This policy was proposed as a means to save the Town money and fill a need by utilizing paramedics already employed by the

Town. The cost of an outside agency being called for an intercept with a transport costs the Town \$175-\$400 per instance. The suggestion is to pay in-house paramedics \$100 per call to incentivize their answering calls when not on duty, while requiring they adhere to the policy as written and decrease response time. It is not expected to negatively impact the Town's relationship with outside agencies.

Selectperson Hardekopf requested the compensation study results before making a decision on payment for these services, and raised a concern about the high flat fee in comparison to the hourly rate for shifts, including overtime rates. Chief Walker does not expect the demand to cause any issue with a paramedic accepting these calls over their full-time positions.

Administrator MacIver encouraged the Select Board to consider the \$100 rate, citing the cost to the Town currently in comparison to the proposed rate and decreasing response time for the interest of patients.

Motion to approve policy as written with further discussion around stipend by Chairperson Knapp, seconded by Selectperson Ayer. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Administrator MacIver requested specific information needed for a future vote. Selectperson Hardekopf requested the current seacoast area rate of pay, overtime rate, multiplied by 2.5 hours as well as the number of intercepts. Chief Walker shared MacGregor is called approximately three times monthly, Frisbie approximately six-seven per month, and Dover approximately six monthly. Administrator MacIver and Chief Walker will prepare additional answers for the September 23rd meeting.

2020 Budget Top-Of-Scale Bonuses

At the last meeting the Select Board approved a 3% wage increase for Town employees. Last year top of scale employees were paid a bonus in lieu of the 1.75% step increase. In 2020 ten employees will be at the top of the wage scale, an increase of two from last year.

Selectperson Hardekopf shared her support for this measure as an incentive to retain top-of-scale employees, with two payments six months apart. Administrator MacIver clarifies that the Select Board is voting to authorize this

increase, the ultimate decision falls to the Town's voters to approve or disapprove the budget next year. Motion to approve, to be paid in two installments over the year by Selectperson Hardekopf, seconded by Selectperson Hatch. Ayer – no, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Lowbed Trailer Replacement

The current lowbed trailer has been deemed deficient to haul equipment safely and has been removed from service. The Highway Department will be renting a trailer as needed until a replacement is purchased. The Road Agent and Highway Support Assistant have researched [replacement options](#) for the trailer, and the Board was asked to consider moving forward with purchasing a replacement. Current staff will not need training on how to operate the air brakes, as they currently use them. In looking at purchasing hydraulic ramps, Selectpersons Hardekopf and Ayer shared their concern for work injuries, belief that the additional cost of ramps would be worthwhile. Selectperson Hatch stated a purchase of a 20-ton trailer would be preferred to support transport of an excavator, which the Town may also purchase. There are multiple options for funding, and waiting until March to replace the equipment would require the Highway Department to rent through winter. The current trailer is not expected to have any trade-in value. The Town's purchasing policy requires any purchases over \$10,000 to be put out for bid unless the policy is waived by the Select Board. Selectperson Hardekopf shared her support to put this purchase in the hands of the Road Agent.

This will be brought to the Board for vote at the September 23rd meeting, with additional specifications, costs, and possible Request for Bid to be shared at that time.

Highway Department Excavator

The use of an excavator for maintenance and improvements to the Town's Road has led to one being rented at a total cost exceeding \$100,000 in the past 5+/- years. Road Agent Moreau is of the opinion it is in the Town's best interest to [purchase an excavator](#). The Town does own some equipment that could be replaced by the excavator if additional heads are purchased. The Town owns a mower which has had repeated mechanical issues requiring repair. The excavator could replace this machine, which may be able to be traded in or otherwise sold. The machine the Road Agent believes would be optimal has proven to be a challenge to find in the area. The machine in the presented

information is lighter than preferred. Chairperson Knapp requested the possibility of new and used options be included in the bid. Administrator MacIver and Road Agent Moreau will complete more research and create a Request for Bid for review at a future meeting.

[Holy Rosary Credit Union/Christmas Dove Road Name](#)

Holy Rosary Credit Union and the Christmas Dove are considering proposing “Central Square” as the name of the newly constructed road. The Board was asked to consider this name ahead of the formal request on September 23rd. Selectpersons Hardekopf and Hatch voiced their opposition, Selectperson Ayer his support. Chairperson Ayer is not opposed to the name. Selectperson Hatch recommended they look at local inspiration, Selectperson Hardekopf believes the Townspeople would prefer a more Christmas-themed name. Administrator MacIver shared that the developer is looking to distance the road from the Christmas theme. E-911 committee must be consulted prior to approval, Selectperson Hatch requested several names be presented on the 23rd, which Administrator MacIver will share with Holy Rosary and the Christmas Dove.

NEW BUSINESS

[Town Clerk Staffing and Succession Management](#)

The Town Clerk presented the Select Board with a staffing succession plan in early 2018 to allow for proper training of her successor with minimal impact to staff or Town residents. The state does not allow the certification process to begin until having worked a certain amount of hours in the Town Clerk’s office. The Board was asked to consider moving towards the next step of the plan. One employee is expected to retire in July of 2020, which would allow this change at that time.

By statute, a Town Clerk is able to set their own hours, and a Deputy Town Clerk is also able to do so by statute. In order to better provide service, extended hours are offered on Wednesdays, which necessitated the removal of Friday hours. Some Town Clerk tasks must be completed when State offices are open due to the availability of customer service, which limits what services can be provided evenings and weekends. The Town Clerk does stay open to serve any residents who arrive prior to close until their needs are met.

Motion by Selectperson Hardekopf to approve as proposed upon notice of vacating of position, seconded by Selectperson Hatch. Ayer – no, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Fire Department Staffing Proposal

Fire Chief Walker has developed a plan to expand Fire/EMS coverage for the Town, as well as to attract and retain qualified personnel. The Board was asked to consider the proposal for two full-time Fire/EMT personnel as a warrant article in the 2020 election.

The proposal is to add two positions with rotating eight week schedules averaging 42 hours per week. It will cost the Town approximately \$160,000 each year. Chief Walker shared that the Town will face a challenge to fill the need in upcoming years. The system as it's worked in years past is not drawing the candidates needed. The Town answers approximately 1,100 calls per year currently, typically one per day by the Fire Department. 40 years ago, the Town answered approximately 5 calls per month. Barrington answers more calls in mutual aid agreements than received.

Selectperson Hardekopf voiced her belief that it would be unfair to address an issue with one department while the other departments would need to wait. Also, possibly devaluing on-call and volunteer force by hiring two full time positions, and that providing mutual aid more than received indicates we may not need the positions. Chief Walker disagreed, stated the fire service as a whole is changing and the Town has an obligation to provide necessary services.

Chairperson Knapp tabled this topic for a later discussion, pending further questions directed to Administrator MacIver and Chief Walker and consideration of the information provided.

Fire Department Tanker

The Fire Department's Tanker is scheduled to be replaced in 2020. The pump has failed, and is expected to cost \$10,000 to repair. The truck is going to be traded in in a year, with a trade-in value of approximately \$10,000-\$15,000. The Board was asked to discuss the tanker and pump replacement options with Chief Walker. There is a committee looking into either replacing the truck or replacing the cab and chassis, which would save the town approximately \$75,000. Chief Walker asked the Select Board to waive the Town's purchasing policy to enable him to make a decision on the pump replacement quickly and return the tanker to service as soon as possible. Motion to waive the Town's purchasing policy and allow Chief Walker to make the decision regarding choosing a mechanic to

replace the pump on the tanker truck by Selectperson Hardekopf, seconded by Chairperson Knapp. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Partial Payment Refunds

15 properties were tax deeded on August 29th. Three properties had made partial payments towards the 2016 lien, which, by state statute, must be refunded to the prior property owner. The Select Board was formally notified of the payments by the Tax Collector on September 3rd, 2019. The Select Board was asked to direct the Town's Treasurer to refund the partial 2016 lien payments.

Motion to direct the Town's Treasurer to refund \$1,000 to prior owners of Map 17, Lot 122, Sub-Lot 3 for partial payment of the 2016 lien by Chairperson Knapp, Seconded by Selectperson Hardekopf. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Motion to direct the Town's Treasurer to refund \$300 to prior owners of Map 104, Lot 44, for partial payment of the 2016 lien by Chairperson Knapp, Seconded by Selectperson Ayer. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Motion to direct the Town's Treasurer to refund \$200 to prior owners of Map 19, Lot 44, Sub-Lot B for partial payment of the 2016 lien by Chairperson Knapp, Seconded by Selectperson Hardekopf. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

Transfer of Tax-Deeded Mobile Home

A suitable buyer has been identified by the Barrington Oaks Cooperative for a Town-owned property on Bluebird Lane, which was recently vacated. The Board was asked to consider transferring the property to Barrington Oaks Cooperative to be sold and allow for the collection of property taxes.

Motion to transfer the mobile home located at 57 Bluebird Lane to Barrington Oaks Cooperative by Chairperson Knapp, Seconded by Selectperson Hardekopf. Ayer – aye, Hatch – aye, Hardekopf -aye, Knapp – aye. *The motion passed.*

Compensation Study Award

The Town received one response to the request for proposals for the compensation study, after advertising in multiple venues and with a month allowed to respond. [Municipal Resources, Incorporated responded with a bid of \\$15,000](#). The Compensation Study Task Force met to review the proposal and was satisfied both with the proposal and the price. The Board was asked to consider awarding the project to Municipal Resources Incorporated as well as to allow the Town Administrator to negotiate the details of the contract.

Motion to allow the Town Administrator to enter into contract with MRI with a bid of \$15,000 by Chairperson Knapp, seconded by Selectperson Hatch. Ayer – aye, Hatch – aye, Hardekopf – aye, Knapp – aye. *The motion passed.*

SELECTPERSON'S REPORT AND CONCERNS

Selectperson Ayer attended the Conservation meeting. Planning Board will be reviewing the Wildlife Encounters Site Plan on Beauty Hill Road. The rough account balance in the Conservation Fund includes approximately \$323,000.

Selectperson Hatch plans to attend the next Zoning Board meeting, which was for an item which was continued from the last meeting.

Chairperson Knapp reported on a meeting with Holy Rosary Credit Union and the Christmas Dove, and their discussion surrounding possible road names and future plans for the area. Holy Rosary is planning to develop a commercial branch in that area as well as residences in the back of the property. They have expressed their wish for the Town to be a part of the process, and inquired about needs for the Town which might be served in that area. Chairperson Knapp provided examples from other small towns which they might consider altering for Barrington. The Town did provide Holy Rosary with the previously completed village plans for that area of Town.

The Planning Board met and reviewed the plans for Wildlife Encounters on Beauty Hill and possible use for Agri-Tourism. They may need special permitting in order to allow some animals to be housed at the facility in Barrington. Holy Rosary and the Christmas Dove have a meeting scheduled with Recreation and the Library to discuss plans for that area on October 1st.

The Town Hall Building Committee has put the RFQ out for submissions. There is a meeting next Thursday, 9/19 at 1pm to open bids. 9 firms attended the pre-

submission meeting. The Town Hall Building Committee is also reviewing an RFP for a Clerk of the Works position which will be brought to the board September 23rd.

Selectperson Hardekopf would like the Select Board to review the parking ordinance, and how to be less regulating with the policy. Also would like to adjust the single elderly exemption when reviewing next year's revenues, in order to come in line with other municipalities. October 7th the assessor from Corchoran will attend the Select Board meeting and will be able to discuss this as well as other exemptions. Additionally, the Board will be asked to discuss recrafting the solar exemption, and Selectperson Bailey had previously requested an increase to the disabled veteran exemption. Selectperson Hardekopf would like information about what income is provided to fully disabled veterans to better consider the exemption. Administrator MacIver will seek out this information for the October 9th meeting.

PUBLIC COMMENT

There was no public comment.

NON-PUBLIC SESSION

Chairperson Knapp moved to enter non-public session at 10:28pm., per RSA 91-A:3 II for reputation, seconded by Selectperson Hatch. Roll call vote: Ayer – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Selectperson Ayer motioned to exit non-public session at 10:49p.m., 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

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