



## **BARRINGTON, NH SELECT BOARD MINUTES**

MONDAY, October 28<sup>th</sup>, 2019

The Select Board meeting for Monday, October 28<sup>th</sup>, 2019 began at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Hatch, Selectperson Bailey, Selectperson Ayer, Town Administrator Conner MacIver, and Municipal Office Administrator Tiffany Caudle. Also at the table were Advisory Budget Committee member Steve Saunders and Town Treasurer Peter Royce.

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**

**6:31pm.** There were no public hearings.

### **APPOINTMENTS**

#### **Library Budget Presentation**

**6:32pm.** Library Director Melissa Huette and Library Trustee Chairperson Lindsey Maziarz presented the budget with a [PowerPoint presentation](#).

The first portion of the presentation focused on those items with a significant increase or decrease, and the cause of the change. The Library utilizes grants to provide some services, some of which changed requirements or were not applied for due to alternate funding sources. There has been an increase in fees charged to the library due to an increase in use and the cost of digital media.

Also included in the budget are the funds to install automatic door openers at the main entrance, at a total estimated cost of \$4,472. Though not legally required, Director Huette explained it would improve access for patrons. If a new library were to be approved and built in the future, the doors would improve access to the departments that would utilize that space.

The later portion of the presentation pertained to the proposed new library and community center. Planned staffing changes in the first year would be limited to the custodian; after a year various data would be analyzed and proposals regarding additional staffing changes would be made. The Board and ABC requested the Library consider this increased cost, as well as other increased costs such as additional utilities costs, when presenting the total anticipated costs.

After discussion, the recommendation to the Library was to consider only collected funds, not committed funds when requesting an amount to be put forth in the warrant article for Town Meeting to fund the new Library project.

#### Library Foundation – Warrant Article Request

**7:13pm.** Roger Gingrich, President of the Barrington Library Foundation, submitted a Warrant Article request to withdraw \$200,000 from the Unassigned Fund Balance to apply to a Capital Reserve Fund for the Library project. The intent is to reduce the tax impact on the Town the first year, when the middle school bond will be in its final year of repayment. The need for transparency regarding all anticipated costs to taxpayers was emphasized by the Board as well as the ABC. Mr. Gingrich shared that additional information regarding anticipated tax burdens have been added to the [Q&A section](#) of the Barrington Library Foundation web site.

#### PUBLIC COMMENT

**7:28pm.** Marie Harris of Lois Lane encouraged the Select Board and residents to look at previous opposition to Town building projects which were ultimately approved, and vote to approve a new Town Library and Community Center in the next Town Meeting.

George Bailey of 19 Chesley Drive spoke to his displeasure with the Select Board decision made last meeting regarding the increase to the Disabled Veteran's Tax Credit, and his intention to submit a petition warrant article per [RSA 39:3](#) to increase the credit to its maximum \$4,000 per year.

There were no further Public Comments.

## **STAFF REPORTS**

### **Primex Insurance Rates**

**7:34pm.** New Rates for Primex have been received, including [property and liability](#), [workers' compensation](#) and [unemployment compensation](#) insurance.

Further information will be shared with the board when it is received.

Selectperson Hardekopf requested an exploration into options to reduce the rate, such as purchasing liability notes or showing proof of staff certifications.

### **Cemsites**

**7:38pm.** Information regarding the implementation of Cemsites was requested at the Select Board meeting on October 7<sup>th</sup>. Data input has proven to be the greatest hurdle; not all historical data will be accessible when it is launched in the Spring of 2020. The data is currently in various locations and formats, which is causing a delay in its access and input. The Town's annual cost to use the product is \$1,600. Administrator MacIver will explore the possibility of paying for data entry to speed up the process.

### **Revaluation**

**7:45pm.** A [Revaluation FAQ](#) has been created and added to the website, which covers some information already discussed as well as additional information that may be helpful for members of the community. Included is information regarding the tax impact on properties not on Town-maintained roads as well as available credits and exemptions.

### **Stonehouse Forest Trails**

**7:51pm.** SELT held a celebration on October 19<sup>th</sup> for the opening of the newly developed [Stonehouse Forest](#).

### **Greater Barrington Chamber of Commerce Annual Dinner**

**7:52pm.** The annual dinner will be held on [November 9<sup>th</sup> at 5:30pm](#). The Barrington Trails Committee is being recognized as the Citizen of the Year, and Cornerstone VNA as the Business Leader of the Year.

### **Service Connected Total Disability Credit**

**7:53pm.** The Board motioned and voted at the [October 21<sup>st</sup> meeting](#) to bring forward a warrant article to increase the Service Connected Total Disability Credit to \$2550. The votes were 2-1-1 in support of the motion. Due to New Hampshire

law, the motion was passed as a majority of voting members voted in the affirmative.

The Board declined any further action, so the warrant article will be prepared.

### Map 223 Lot 29 Update

**7:55pm.** At the Select Board Meeting on October 21<sup>st</sup>, the Select Board expressed interest in accepting the lot, but requested assurance the developer was sure of the reasons for the decision to return the lot to Barrington's ownership, which have now been confirmed. The process of acquisition for the lot will proceed pursuant to RSA 41:14-a.

The property currently has an outstanding \$4,700 Land Use Change Tax and ½ of the property tax bill. If the Town were to accept the property, the amount owed would need to be paid prior to acquisition or abated.

Motion to abate all owed taxes upon acquisition of the property on Map 223 Lot 29 by Selectperson Hardekopf, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### Passing of Former Select Board Member

**8pm.** Longtime resident W. Richard Burrows, a member of Barrington's Select Board in the 1970's and 1980's and active member of the Barrington Community, passed away two days ago.

### Municipal Office Administrator Caudle requested signatures for (8:01pm):

- AP Summary Check Register 2019-84 for period ending 10/23/19
- Payroll Manifest 2019-87
- 1 Deed With No Covenants returning a property to the previous owner following payment of all taxes owed

### REVIEW OF MINUTES

**8:02pm.** Motion to approve meeting minutes for October 21<sup>st</sup>, 2019 with corrections by Selectperson Hardekopf, seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Bailey – Aye, Hatch - Abstain, Hardekopf – Aye, Knapp – Aye. The motion passed

## **OLD BUSINESS**

### **Clerk of the Works Recommendation**

**8:04pm.** The Town Hall Building Committee recommended to not award the Clerk of the Works position, and instead for the Town Administrator to serve as the owner's representative. The expectation is visits to the site are to be scheduled on a weekly or biweekly basis.

Motion to assign Administrator MacIver as the Town's Owner's Representative for the Town Hall Building Project by Selectperson Bailey, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch - Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### **Tax Record Preservation Grant Acceptance**

**8:08pm.** Linda Markiewicz, Barrington's Tax Collector, applied for and was awarded a \$3,705 grant for tax record preservation, funded by the [New Hampshire Moose Plate Conservation & Heritage Program](#). The Board was asked to accept the grant in order to preserve a tax record book for the years of 1849-1858. There is no cost to the Town. This program was also a funding source for part of the Goodwill Conservation Area Expansion.

Motion to accept the grant by Selectperson Hardekopf, Seconded by Selectperson Hatch. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### **Updated Goodwill Conservation Deed Amendment**

**8:11pm.** After approval by the Select Board at the September 30<sup>th</sup> meeting, the NH Department of Environmental Services proposed changes to the Goodwill Conservation Easement Deed Amendment. The Board was asked to consider approving the Amendment with the changes proposed by NHDES.

Motion to approve the amendment with the proposed changes by Selectperson Ayer, seconded by Selectperson Bailey. Ayer – Aye Bailey – Aye, Hatch – Aye, Hardekopf – Aye. ***The motion passed.***

## **NEW BUSINESS**

### **Recreation Administrative Assistant Regrade 12 to 14**

**8:15pm.** The Recreation Administrative Assistant position has been mostly vacant since April. The Board was asked to consider regrading the position from a Grade 12 to Grade 14, to be more in line with all other Administrative Assistant positions in Barrington and attract additional candidates. Utilizing factors presented by the compensation study, the essential functions of this position were compared to Building and Assessing Administrative Assistant and the Municipal Office Administrator positions and was shown to score less of an impact to both in three and six essential factors out of ten, respectively.

Based on the essential functions of the position, Selectperson Hardekopf suggested the position be regraded to a grade 13, with a range of \$15.57-\$19.17 per hour, and to await the compensation study findings to consider further action.

Motion to regrade the Recreation Administrative Assistant position to 13 by Selectperson Hardekopf, Seconded by Selectperson Hatch. Roll Call Vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### **Revaluation/Exemption/Credit Details in Tax Bills**

**8:20pm.** Administrator MacIver has requested the Select Board consider including an informational sheet in the December Tax Bill pertaining to the 2019 revaluation and exemptions/credits available. The cost would be less than \$400, which is primarily printing costs. There will be no additional cost for postage.

Motion to approve up to \$500 to include an informational sheet as proposed included with the December Tax Bill by Selectperson Hardekopf, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

## **NEW BUSINESS – NOT ON AGENDA**

### **Abandoned Remains**

**8:21pm.** The Cremation Society received abandoned, unidentified remains with ties to Barrington. The Board was asked to waive the costs of a cremation site in Pine Grove Cemetery.

Chairperson Knapp motioned to waive the costs of a cremation site, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### **SELECT PERSONS REPORT**

**8:24pm. Selectperson Ayer** shared that the Conservation Commission has questions about the intent/purpose of the Town Forester. Administrator MacIver and the Chair of the Town Lands Committee will attend an upcoming Conservation Commission meeting to discuss the Town Forester's role as well as responsibility of maintenance costs of the Town's dams.

**Selectperson Bailey** had nothing to report, but did ask for the names of the Conservation Commission members. They are Chairperson Ken Grossman, Anne Melvin, Charlie Briggs, Marika Wilde, Doug Bogen, Pam Failing, and Glenn Gould.

**Selectperson Hatch** reported the Zoning meeting scheduled for November will be cancelled as all requirements will be able to be met without further Board action. She will attend the School Board meeting on November 19<sup>th</sup>.

**Selectperson Hardekopf** was unable to attend the Recreation Commission meeting, and plans to attend the School Board meeting on November 5<sup>th</sup>. The session between the two meetings will be a working budget session.

**Chairperson Knapp** had nothing to report.

### **PUBLIC COMMENT**

**8:29pm.** Deputy Police Chief George Joy shared that during last Saturday's National Drug Takeback Day, Barrington Police collected two large boxes of prescription drugs, which have now been disposed of at Pease. Thanks to the community for coming out!

Casey O'Brien 24 Hall Road shared that he had been the sole applicant for Clerk of the Works, and agrees with the decision to not move forward with that position. He also shared his concerns about companies and individuals becoming hesitant to submit proposals to Barrington due to the time taken to make decisions as well as bids not being accepted or not closed.

Lindsey Maziarz, Chairperson of the Library Trustees reminded all that the Just Desserts event is this Saturday, November 2<sup>nd</sup>, from 4pm-6pm. Tickets are \$5 each.

There were no further public comments.

### **NON-PUBLIC SESSION**

**8:33pm.** Motion to enter nonpublic for reasons of personnel and reputation by Chairperson Knapp, second Selectperson Ayer. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

**8:59pm.** Motion to exit non-public session by Chairperson Knapp, seconded by Selectperson Bailey. Roll call vote, Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

**9:00pm.** Motion to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed by Chairperson Knapp, seconded by Selectperson Hatch. Roll call vote, Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

### **ADJOURNMENT**

**9:01pm.** Motion to adjourn by Selectperson Bailey, Seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

***These minutes were approved and signed at the November 18<sup>th</sup>, 2019 Select Board Meeting. A signed copy is available at Town Hall.***