



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, November 4th, 2019

The Select Board meeting for Monday, November 4th, 2019 began at 5:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Bailey, Selectperson Ayer, Town Administrator Conner MacIver, and Municipal Office Administrator Tiffany Caudle.

NON-PUBLIC SESSION

5:33pm. Motion to enter nonpublic for reasons of personnel and reputation by Chairperson Knapp, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

6:30pm. 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.***

Selectperson Hatch joined the meeting during Non-Public Session.

6:30pm. Motion to seal non-public minutes indefinitely to avoid adversely affecting the reputation of those discussed by Chairperson Knapp, seconded by Selectperson Hardekopf. Roll call vote, Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

After a brief recess to allow the public to join the room, the public portion of 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.

Town Treasurer and ABC member Peter Royce joined the table.

PUBLIC HEARINGS

Village Place Road Acceptance

6:40pm. The Planning Board approved the [site plan](#) for this project on September 4th, 2013 per [RSA 674:40-a III](#). The developer has [prepared a deed](#) which would transfer ownership of the roads and drainage structures to the Town. The deed has been reviewed and approved by the Town's counsel and engineer. Phase Three will not be presented for acceptance until October of 2021. A street accepted under this section will have the status of public highway, class V.

Selectperson Ayer requested that as he no longer holds a financial interest in the project, he be allowed to vote. The Board had no objections.

Public Comment

Fire Chief Walker requested assurance the cisterns and drainage infrastructure have also been transferred to the Town in the deed. Chairperson Knapp reviewed the document and confirmed they are included.

Motion to accept Village Place Drive and Breezy way, to exclude phase three by Selectperson Hardekopf, seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

APPOINTMENTS

Land Use and Planning Budget

6:44pm. Town Administrator Maclver presented Land Use and Planning's budget. Up-to-date year end budget is currently unavailable, money will be left over in the budget.

The Planner position was moved from the Financial Administration budget to the Planning budget, appearing to significantly increase the budget but only moving from one department to another. The Land Use line was not used, a total of \$5000. The copier/lease line has increased \$300, and the printing line, formerly \$500, is no longer used. The actual budget change for that portion is -\$200.

After a review of the three-year averages for each line, the ABC recommended reducing line 4560 to \$1,800 and line 4571 to \$800, with no objections from Administrator Maclver, those lines will be reduced.

Building and Assessing Budget

6:47pm. Code Enforcement Officer John Huckins presented the Building and Assessing budget. The Building Equipment and Vehicle Maintenance line has a requested increase to \$1,700 due to maintenance needs as well as a need for new tires in 2020. A \$50 increase is requested in the printing costs line, where costs are shared with the Planning Department. Verizon has negotiated costs with the Town, resulting in a reduction in costs. The line is set at \$750 for the next year, to cover the cost of a phone replacement if needed. There is an anticipated increased need in the mileage expenses line, facilitating the increase to \$400 in the line from \$250. The Buildings Conferences and Training line is currently underspent due to alternate training in the department, but the line will be used in the future. Desks and chairs will be needed in the new building for the Assessing Department, at a cost of \$2200. An unexpected cost was for code books; they were written referencing the Code Standards, so the Code Standards books had to be purchased.

Furniture needs for the new Town Hall building are currently being reviewed, with a plan to utilize what the Town currently owns while supplementing with new furniture purchased through secondhand, surplus, and other sales.

Fire/EMS Budget Follow-Up

7:11pm. Fire Chief Rick Walker presented a requested budget breakdown based on EMS per diem hours, including a [visual graph](#) and [written breakdown](#). The request is to add 24 hours to allow for 6 nights of coverage. Responder points have been reduced to more accurately reflect the cost. The ABC recommended funds be spent from the Ambulance Revolving Fund in order to reduce the balance; adding one night's worth of hours from the Revolving Fund and the two additional nights added to the budget would allow one person on staff seven nights per week, compared to the four nights covered currently. Two 24 hour shifts would be paid by the Ambulance Revolving Fund, and five from the Operating Budget.

Concerns were raised about using the Ambulance Revolving Fund for staffing causing a short balance when a new ambulance is needed.

PUBLIC COMMENT

7:30pm. There were no public comments.

STAFF REPORTS

Tax Rate

7:31pm. Barrington's Tax Rate has been set by the state at \$22.67, down from \$24.78 in 2018. Increased value of properties caused the decrease in the rate. \$16.56 is funding education, \$3.69 municipal costs, and \$2.64 is applied to county funds. The Town's portion dropped from \$4.23 to \$3.69, accounting for the full amount of valuation increase. A paper explaining the tax rate is available online, and a version of the paper will be included as an insert in the December tax bills, likely on colored paper.

2018 Financial Audit

7:35pm. The Town has completed its financial Audit for the 2018 financials. No significant issues were found, with only a few recommendations. The Finance Department had already begun a proactive approach to addressing some of the concerns, including cash handling/receiving in Town.

New Hampshire Municipal Association Nomination

7:38pm. Town Administrator MacIver has been nominated to the NHMA Board of Directors for a three-year term to end in 2022. The vote will take place on November 14th at the NHMA conference. Monthly meetings and other participation will be expected, sometimes during working hours. Administrator MacIver will have no issue meeting the 40 hours worked expectation with the Town. Mileage will either be reimbursed through NHMA or paid personally.

Richardson Pond Dam Update

7:41pm. In May of 2016, NH Department of Environmental Services sent Barrington a Letter of Deficiency in regards to the Richardson Pond Dam. While the majority of the first slate of requirements have been met, the requirement set for the Town employing an engineer has not been met, and a request for an extension of the deadline is in progress. The Town will need to hire an engineer to provide a full assessment including a hydrology and hydraulics study, a benchmark for a 50-year storm, and a design for the current dam. The Town could remove two feet of the dam, so it is not in the jurisdiction of DES, or rebuild to meet their requirements. Administrator MacIver, Selectperson Bailey, and Selectperson Ayer will attend the Conservation Commission meeting on

November 7th to discuss the state of the dam as well as the funding source for the project. Currently the Highway Department has been providing some of the maintenance. The consensus of the Board is that the Conservation Commission is expected to cover the cost of the maintenance of Richardson Pond Dam.

Fire Chief Walker shared with the Board that when the Town was considering acquiring the land, he raised concerns about emergency management with the dam as well as the costs of ownership.

Memorandum of Understanding Draft

7:45pm. Administrator MacIver has completed a draft Memorandum of Understanding for the Town-School Collaboration. This MOU defines which tasks the Town or School Board are responsible for. After reviewing the document, Superintendent Daniel Moulis shared with Administrator MacIver that he did not feel it was consistent with it not being a contracted/employee relationship. Administrator MacIver is unsure if or when the MOU will go before the School Board for consideration. The School Board meeting scheduled for November 5th was cancelled.

November Work Anniversaries

7:52pm.

- a. Jonathan Janelle • Firefighter • 21 Years
- b. Erin Paradis • Highway and Transfer Station Support Assistant • 11 Years
- c. Richard Smith • Firefighter • 7 Years
- d. David Balian • Welfare Caseworker • 7 Years
- e. Robert Williams • Police Chief • 4 Years

Barrington Town Employees – Veterans

7:53pm. Thank you for your service!

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| a. Erik Baker | g. Donald Millette |
| b. Tyler Currier | h. Jake Roger |
| c. Scott Young | i. Tyler Slankard |
| d. Sam Surawski | j. Richard Smith |
| e. Michael Bayer | k. Chris Wareing |
| f. Sean Guile | |

Municipal Office Administrator Caudle requested signatures for:

7:54pm.

- AP Summary Check Register 2019-88 for period ending 10/30/2019
- Payroll Manifest for period ending 10/27/2019
- One corrected Deed With No Covenants returning a property to the previous owner following payment of all taxes owed
- Four Land Use Change Tax Warrants

NEW BUSINESS

Forestry Grant Acceptance

8:01pm. The Fire Department has been awarded a \$1,600 grant for forestry equipment. The Board was asked to consider accepting the forestry grant.

Motion to accept the Forestry Grant by Selectperson Hardekopf, seconded by Chairperson Knapp. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

SELECT PERSONS REPORT

8:24pm. ***Selectperson Ayer*** will be attending the Conservation Commission meeting on November 7th.

Selectperson Bailey raised a concern about a foundation certification on Church Street. He requested Code Enforcement Officer Huckins verify the setbacks are being met. Inspector Huckins is comfortable with the survey as approved by the surveyor.

Chairperson Knapp polled the Board. The consensus of the other members of the Board was to decline pursuing the setback measurement further.

Selectperson Hatch shared there are two hearings scheduled for the 20th of November with the Zoning Board, both for variances.

Selectperson Hardekopf has not attended a Recreation Commission meeting.

Chairperson Knapp will attend a Planning Board meeting on November 5th.

PUBLIC COMMENT

8:13pm. Casey O'Brien of 24 Hall Road shared that as the General Contractor for the Church Street project, he has formally filed a written complaint to

Administrator MacIver. He requested assurance there will be no further action by the Board, which the Board confirmed.

Mr. O'Brien also stated his concern for Highway taking responsibility for the plowing for the schools, the additional wear and tear on the employees completing the work as well as the costs.

There were no further public comments.

ADJOURNMENT

8:16pm. Motion to adjourn by Chairperson Knapp, Seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – Aye, Hatch – Aye, Hardekopf – Aye, Knapp – Aye.
The motion passed.

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