



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report January 4, 2021 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation** (audio and video recording will be taking place)
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

1. Agenda

- a. See attached, [Agenda 2021-01-04](#)

2. Public Hearings

- a. 2021 Proposed Operating Budget - \$7,267,566
 - i. Annual Budget Public Hearing pursuant to RSA 32:5, I and V; RSA 40:13, II-a (c)
 - ii. Warrant Article Language:
 1. *To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$7,267,566? Should this article be defeated, the default budget shall be \$7,170,343, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. [Majority Vote Required]. This article is/is not recommended by the Select Board #-#. This article is/is not recommended by the Advisory Budget Committee #-#. This article will have no impact on 2021 property taxes.*
 - iii. An electronic copy of the comprehensive budget binder can be found at www.barrington.nh.gov/2021budget. Please use the table of contents and bookmarks to navigate the electronic budget binder.
 - iv. See attached, [2021 Proposed Budget Summary by Function 201222](#)
 - v. See attached, [2021 Proposed Budget 201222](#)
 - vi. See attached, [2021 MS636 – Budget Report 201223](#)
 - vii. See attached, [2021 MSDTB – Default Budget 201223](#)
 - viii. See attached, [2021 Budget Public Hearing Presentation 210104](#)
- b. 2021 Proposed Warrant
 - i. See attached, [2021 Warrant Article Requests 201222](#)
 - ii. See attached, [2021 Warrant 201223](#)
- c. Issuance of building permit at on Berry River Road, a Private Road, for James Maravelias and Sarah Barriato, Map 104 Lot 56 – **Vote**
 - i. See attached, [Private Road Agreement – Maravelias-Battiato - Map 104 - Lot 56 – 201221](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

1. Take care to grade the property frontage away from the road to prevent water runoff being directed onto the road.
 2. Add 15-inch culvert under the driveway near the house.
 3. Do not build up grades within 10 feet of the side property boundaries so no new runoff is directed onto abutting property.
 4. Upon completion of construction, the road in front of the property should be graded to correct any rutting incidental to the construction.
 5. Join the local Road Association.
- iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 104, Lot 56 with the conditions indicated above.
3. Appointments
- a. Budget and Warrant Finalization – Select Board – **Vote**
 - i. Increases to the operating budget or separate warrant articles would require an additional public hearing on Monday, January 18, 2021.
 - ii. The Advisory Budget Committee recommendations will be made at the January 5, 2021 ABC meeting.
 - iii. The Select Board is asked to record a recommendation vote for each warrant article.
4. Review of Minutes – **Vote**
- a. See attached, [Minutes 2020-12-07](#)
 - b. See attached, Minutes 2020-12-14**
 - c. See attached, Minutes 2020-12-28**
5. Old Business
- a. Sale of Map 22-1 Per RSA 41:14-a – **Vote**
 - i. See attached, [RSA 41-14-a Notice - Map 22 Lot 1 - with Attachments](#)
 - ii. See attached, [RSA 41-14-a 22-1 Conservation Commission Recommendation 201204](#)
 - iii. See attached, [RSA 41-14-a 22-1 and 262-14-9 Planning Board Recommendation](#)
 - iv. The Select Board is asked to consider selling Map 22-1 to Pumpkin Hollow Park for \$12,265.04 which represents the full amount of taxes, interest, and penalties owed to the Town. The new owner must accept this property with the tenant in place.
 - b. Sale of Map 262-14-9 Per RSA 41:14-a – **Vote**
 - i. See attached, [RSA 41-14-a Notice - Map 262 Lot 14 Sublot 9 - with Attachments](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- ii. See attached, [RSA 41-14-a 262-14-9 Conservation Commission Recommendation 201204](#)
 - iii. See attached, [RSA 41-14-a 22-1 and 262-14-9 Planning Board Recommendation](#)
 - iv. The Select Board is asked to consider selling Map 262-14-9 to Tracy Hardekopf for \$57,000. The buyer and purchase price were identified during the public auction on December 12, 2020.
- c. Deliberative Session Preparation – Discussion
- i. The Town Clerk, Moderator and I continue to prepare for Deliberative Session on January 30th. At the Board's direction, precautions will include:
 1. Requested COVID screening at the entrance to include temperature checks
 2. Recording contact information for anyone who does not check in with the Supervisors (for contact tracing)
 3. A physical barrier (plexiglass) between the masked and non-masked participants
 4. Separate microphones for masked and non-masked participants
 5. Select Board Members seated at least six feet apart
 6. As much airflow in the room as possible
 - ii. We are also improving the audio/visual component to make sure that residents can see and hear what is being discussed. We also plan to live stream the event, but there are no plans to accept comments or questions virtually. This is at the advice of our attorney due to the State law that only registered voters speak.
- d. Swains Lake Drawdown Plan – Discussion
- i. On July 13, 2020, the Select Board approved the creation of a Drawdown Plan for the Swains Lake Dam.
 - ii. On November 9, 2020 the Select Board reviewed a draft which was submitted for review and comment. The primary additions were contacts in Table 2.
 - iii. The plan has been finalized
 1. See attached, [Swains Lake Dam Drawdown Plan 201223](#)
6. New Business
- a. Community Development Block Grant Application Award – **Vote**
 - i. On December 3, 2020, the Town advertised a request for CDBG writing proposals. The Town received two proposals:
 1. See attached, [Strafford Regional Planning Commission CDBG Proposal](#)
 2. See attached, [Donna Lane CDBG Proposal](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- ii. Both proposals made the grant writing fee contingent on a successful award, leaving no financial liability to the Town. Both fees were deemed reasonable.
 - iii. The Town is currently working with Donna Lane on the Lee Oaks CDBG. Based on past positive experience, I recommend the Board award the CDBG application writing scope to Donna Lane.
 - iv. The Select Board is asked to consider awarding Donna Lane the CDBG application writing scope.
- b. Transfer Station Contractor Policy Review – Discussion
- i. The Transfer Station and Recycling Center Review Committee met on December 18th to develop a draft policy for contractor use of the facility.
 - ii. The group based their policy on the Contractor Application for the Town of Hampton.
 1. See attached, [Hampton Contractor Application](#)
 - iii. The group recommended the following changes:
 1. The description of the truck was not necessary
 2. Contractors, subcontractors, and haulers of volume loads all should be subject to the policy
 3. Advance warning can be given to contractors by mailing them the form once approved by the Board.
 4. Appointments will not be required.
 5. The document should include a request that loads be covered to prevent roadside litter.
 6. The document should emphasize that the dumpster area should be picked up after any disposal.
 - iv. A draft policy for Barrington will be available by December 31st for review at the January 4th Select Board meeting.
- c. Deputy Treasurer Appointment – **Vote**
- i. The Town Treasurer has been working with the Municipal Office Administrator to train her for the essential duties of Town Treasurer. This was supported by the Select Board by including ‘ability to serve as Deputy Treasurer’ in the Municipal Office Administrator’s job description. Additionally, this model has been reviewed without objection by the Town’s auditor and lawyer.
 - ii. Pursuant to RSA 41:29-a, Peter Royce, Town Treasurer, has recommended Tiffany Caudle to be appointed as Deputy Treasurer.
 - iii. The Select Board is asked to consider approving the appointment of Tiffany Caudle as Deputy Treasurer.

7. January Work Anniversaries



TOWN OF BARRINGTON

NEW HAMPSHIRE

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- a. Tyler Rand • Fire/EMS • 12 Years
- b. Cody Guile • Fire/EMS • 4 Years
- c. Amy Doherty • Finance Administrator • 2 Years
- d. Erin O’Dea • Recreation Administrative Assistant • 1 Year

8. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

9. Upcoming Meetings/Events

- a. January 18, 2021 – TENTATIVE Select Board Meeting – Budget and Warrant Article Public Hearing
- b. January 25, 2021 – Select Board Meeting
- c. January 30, 2021 – Deliberative Session (Barrington Middle School)