



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report May 24, 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](https://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](http://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](mailto: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](https://bit.ly/BarrSB)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 676 749 973#



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### 1. Agenda

- a. See attached, [Agenda 2021-05-24](#)

### 2. Public Hearings

- a. Issuance of building permit on Holiday Lake Shore Drive, a Private Road, for Karen Gould, Kathryn Cohen, and Matthew Peckarsky, Map 261, Lot 31 (continued from 5/10/2021 meeting) – **Vote**
  - i. See attached, [Private Road Agreement – Gould-Cohen-Peckarsky – Map 261 – Lot 31 – 210505](#)
  - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
    1. Repair any rutting caused by delivery traffic to the ADU and regrade the road upon completion.
    2. Join the local road association.
  - iii. At the May 10, 2021 meeting, the Select Board continued this hearing pending review of three items. Please find those items and the available information below.
    1. FEMA Funding
      - a. It appears that the Road Association received ~\$14,000 in individual assistance funding from FEMA. The Association explained that those funds would be used for road maintenance. It seems likely/reasonable that the funds were used to install/replace culvert(s). I have found no records of requirements or permanent easements for such drainage.
      - b. Based on the information, the Association would own any of the drainage infrastructure (culverts or otherwise) for which FEMA funds were used. If the Road Agent identifies significant potential drainage issues with a Class VI/Private Road application, he will recommend specific steps to help protect the road for public safety access.
      - c. The Road Agent reviewed the draining again and offered the following:
        - i. *I have inspected the proposed ADU at 319 Holiday Lakeshore Drive to investigate drainage concerns. I am not witnessing any glaring runoff issues emanating from this property. There is some gravel scouring on the opposite side of the road from the ADU but that is an unconnected issue. The culverts are partially filled and could use some cleaning. Also, the swale at the end of the drive could be enhanced to allow the driveway runoff more unrestricted access to the ditch line, but the water*



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*seems to be going there anyway. No real cause for concern that I am seeing.*

- d. Additionally, we have been in touch with the Road Association, and they do not have any specific concerns. They identified the culvert mentioned in the FEMA repairs and said it looks to be in good shape.
- e. In summary, I have identified no violations or restrictions stemming from the FEMA funding provided in 2007. Marc has reviewed the drainage and sees no glaring runoff issues and the Association has no concerns.

### 2. Ownership Trust

- a. The Town's attorney has reviewed the ownership of the property and the information provided on the Class VI/Private Road Agreement and found no issues.

### 3. Current Use

- a. The owner has met with the Assessor to resolve the current use oversight made by Town staff in 2016/2017. They both felt that the original map submitted in 2017 needs to be updated to reflect current conditions. The property owner has submitted a new map; once the Assessor reviews and approves, a land use change tax will be issued.

- iv. The Select Board is asked to consider authorizing the issuance of a building permit for Map 261, Lot 31 with the condition indicated above.

### 3. Appointments

### 4. Public Comments

### 5. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-05-10](#)

### 6. Staff Report

- a. Administrator MacIver
- b. Municipal Office Administrator Caudle

### 7. Old Business

#### a. Phone System – Discussion

- i. A couple times in the last month, the Police Department has had to notify the community that their phone system was not working. I wanted to make sure to provide the Select Board and community an update to ensure full transparency.



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- ii. First, it is not acceptable to have an essential communication tool such as the phones not be reliable and our employees deserve better. It is also not the level of professionalism our residents expect. Police leadership, the Technology Committee and the Town's managed services provider (Rockport) are committed to resolving all identified deficiencies.
  - iii. Background
    - 1. In 2018, the Technology Committee spearheaded the Town's transition to Office 365 for all software licensing and e-mails Town-wide. This transition moved away from @metrocast.net e-mail accounts to the @barrington.nh.gov accounts we use now. Part of the plan from the outset was to utilize the Office 365 Phone System.
    - 2. In 2019, one of the Select Board's goals was to 'Review the phone infrastructure and develop plans to utilize Office 365's phone system'. At the January 6, 2020 meeting, the Select Board (and community) was notified that the phone system would transition on January 7th.
  - iv. The Technology Committee remains confident that the deficiencies can be resolved, and the system can perform as expected. No action is required by the Board at this time.
- b. Town Clerk Office Availability Adjustment – Discussion
- i. The Town Clerk has expanded the availability of the Town Clerk's Office in order to best accommodate Barrington residents.
  - ii. The Town Clerk's Office is now open for walk-in service on Mondays and Thursdays and remains open for appointments only on Tuesdays and Wednesdays. Appointments can be made online at [bit.ly/BarrTCAppointment](http://bit.ly/BarrTCAppointment). All customers are encouraged to wear a mask.
  - iii. Starting on June 1<sup>st</sup>, Wednesday will be the only day available for appointments only.
  - iv. Hours and Availability starting on June 1<sup>st</sup>
    - 1. Mondays 8:00am to 5:00pm No Appointment Necessary
    - 2. Tuesdays 8:00am to 5:00pm No Appointment Necessary
    - 3. Wednesdays 12:15pm to 4:30pm By Appointment Only
    - 4. Thursdays 8:00am to 5:00pm No Appointment Necessary
- c. Public Works Week Pet Food and Supply Drive – Discussion
- i. See attached, [Pet Food and Supply Drive Flyer](#)



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### 8. New Business

- a. Police Department TASER Replacement – **Vote**
  - i. The Police Department needs to replace the TASERs which are now outside of warranty. Funding is properly budgeted in the Police Equipment Capital Reserve.
  - ii. See attached, [TASER Request](#)
  - iii. Additionally, the Chief would request a waiver from the Town's Purchasing Policy due to the unique nature of the TASER Conductive Electrical Weapons (CEW). The Police Department conducted research when the TASER was purchased and implemented. It is the industry standard nationwide and has extensive scientific and practical history in the law enforcement community. Further, we currently contract with Axon for our Body-Worn Cameras (BWCs) and the long-term plan will be to combine the BWC/CEW purchasing when our contract is due to be renewed (2026).
  - iv. The Select Board is asked to consider waiving the Purchasing Policy and authorizing the use of \$20,954.40 from the Police Equipment Capital Reserve to purchase 12 new TASERs with extended warranties.
  
- b. Public Safety Radio Communications Study – **Vote**
  - i. The Police, Fire, and Highway Departments all rely on radio communications to varying degrees. Each system is different, but they share the need for improvements/replacements. Over the past few months, the Technology Committee has been discussing the best way to approach these upgrades. It was agreed that hiring an expert consultant would allow the Town to make the most informed decisions.
  - ii. What we did not know at the time is that long-time resident Normand Boucher is such an expert consultant. Mr. Boucher's company, [Communications Design Consulting Group](#) (CDCG) has provided services to local, county, state, and private organizations across the country.
  - iii. On April 20, 2021, I met with Mr. Boucher and we discussed the desired scope and the experience of CDCG. To my surprise, Mr. Boucher offered to provide his services to the Town for \$1.
  - iv. On May 3, 2021, CDCG provided the attached proposal.
    1. See attached, [CDCG Proposal Barrington Radio Consultant 3may2021](#)
  - v. On May 11, 2021, the Technology Committee met with Mr. Boucher to review the proposal and prepare a recommendation to move forward. The Technology Committee unanimously recommends proceeding with the proposal. The Technology Committee also extended their deep appreciation to Mr. Boucher for his generosity in offering these services at no cost.



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- vi. The Select Board is asked to consider authorizing the acceptance of the CDCG proposal for a radio communications study.
- c. Stars and Stripes for Barrington Utility Pole Utilization Application – **Vote**
  - i. Each year a local organization, [Stars and Stripes for Barrington](#), places American flags on utility poles from the Middle School to the Public Safety Building. The flags typically go up in time for Memorial Day and are taken down after Veterans' Day.
  - ii. The poles are privately owned by Eversource and Consolidated Communications and these organizations ask for the support of the community in order to approve the placement application.
  - iii. See attached, [Flag Application 2021](#)
  - iv. The Select Board is asked to consider approving the submittal of the application for Stars and Stipes for Barrington to place American flags on utility poles.
- d. Reverse Involuntary Lot Merger – Map 265, Lot 9 – **Vote**
  - i. State statute continues to require municipalities to authorize the reversal of involuntary lot mergers at the property owner's request.
  - ii. See attached, [20210524 InvolMergRevers 265-0009 Tsakiris](#)
  - iii. Staff has reviewed the request and confirmed that the lots were involuntarily merged.
  - iv. The Select Board is asked to consider authorizing the reversal of the involuntary lot merger on Map 265, Lot 9.
- e. Donate Expanded ROW on Tax-Deeded Property to NHDOT on 202 – Discussion
  - i. The Town took 46 Small Road last year by tax-deeding. This lot has ~850' frontage on 202. The Town Lands Committee will recommend the sale of this lot later this year. While reviewing the lot, the Lands Committee noticed the NHDOT ROW gets narrower about halfway through the lot. The Committee recommended asking if NHDOT was interested in expanding the ROW while the lot remained under Town ownership.
  - ii. See attached, [Map 106-17 – 46 Small Road 210518](#)
  - iii. In conversations with NHDOT, they would be interested. Before proceeding, I wanted to know if there were any objections from the Select Board? If the Select Board is interested in proceeding, a future vote will be required.

### 9. Selectperson's Reports and Concerns

- a. Selectperson Ayer
- b. Selectperson Bailey
- c. Selectperson Mannschreck



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- d. Vice-Chairperson Saccoccia
- e. Chairperson Knapp

### 10. Public Comments

### 11. Non-Public Session

### 12. May Work Anniversaries

- a. Donald Millette • Firefighter • 23 Years
- b. Kimberly Kerekes • Town Clerk • 21 Years
- c. Antonio Maggio • EMS Chief • 19 Years
- d. Wendy Rowe • Assistant Library Director • 17 Years
- e. Matthew Parker • Firefighter/EMT • 8 Years
- f. John Abbott • Deputy Building Inspector • 6 Years
- g. Jeffrey Roub • Firefighter/EMT • 6 Years
- h. Charles Kilgour • Transfer Station Attendant • 3 Years
- i. Richard Wentworth • Transfer Station Attendant • 3 Years
- j. Joseph Spinney • Firefighter • 3 Years
- k. Jeremy Bacon • Firefighter/EMT • 2 Years
- l. Regina Lytle • Town Clerk Assistant • 2 Years

### 13. 2021 Select Board Goals

- a. See attached, [2021 Select Board Goals](#)

### 14. Upcoming Meetings/Events

- a. June 14, 2021 – Select Board Meeting
- b. June 28, 2021 – Select Board Meeting
- c. July 12, 2021 – Select Board Meeting
- d. July 26, 2021 – Select Board Meeting