



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report June 14, 2021 Select Board Meeting

Remote Meeting Participation

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

1. Agenda

- a. See attached, [Agenda 2021-06-14](#)

2. Public Hearings

- a. Issuance of building permit on Mica Point Road, a Private Road, for Alicia and James Beaulieu, Map 118, Lot 90 – **Vote**
 - i. See attached, [Private Road Agreement – Beaulieu – Map 118 – Lot 90 – 210608](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Install a crushed stone access along most of the property frontage at an elevation higher than the edge of the pavement (in order to disperse the weight of trucks on the stone, not the edge of the pavement).
 2. Upon completion, remove crushed stone access and construct a drainage swale along the property frontage, draining water towards the left side of the property. Outfall the swale along the left side of the property (some trees may need to be removed).
 3. Grade the property in order to keep runoff away from the road (using swale along frontage and side of lot to the wet area in the back of the lot).
 4. Repair any pavement damage caused during construction activities.
 5. Prominently display house number to aid emergency response.
 6. Join the local road association.
 - iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 118, Lot 90 with the condition indicated above.

3. Appointments

4. Public Comments

5. Review of Minutes – Discussion

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



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- i. A vote will be taken when a quorum of the members present on 5/24 are available.

6. Staff Report

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

7. Old Business

a. Emergency Management Performance Grant Agreement – **Vote**

- i. At the April 12, 2021 meeting, the Select Board voted to authorize the pursuit of a grant to fund our required update to the Emergency Operations Plan. Every five years the Town needs to update the Emergency Operations Plan. Barrington's update is due in 2021. The State Office of Homeland Security and Emergency Management (HSEM) offers grants for the update. Although the grants require a 100% match, those matching funds can be staff time in updating the plan. Historically, the time Department Heads spend during the process satisfies the matching requirement.
- ii. We are glad to report that the grant application has been prequalified. In order to proceed, the Select Board will need to approve the terms of the grant agreement.
- iii. See attached, [EMPG Grant Agreement - Barrington LEOP Update \\$4,500.00](#)
- iv. The Select Board is asked to consider accepting the terms of the Emergency Management Performance Grant as presented in the amount of \$4,500.00 to update the Town's Local Emergency Operations Plan (LEOP). Furthermore, the Board is asked to acknowledge that the total cost of this project will be \$9,000.00, in which the Town will be responsible for a 50% match (\$4,500.00). Additionally, the Select Board is asked to consider authorizing the Town Administrator to sign all documents related to the grant.

b. Recreation Playground Shade Structures Bid Award – **Vote**

- i. At the May 10, 2021 meeting, the Recreation Director discussed the advertisement of an RFP for shade structures at the playground. Two proposals were received by the deadline of June 3, 2021. The RFP and responses can be viewed at: www.barrington.nh.gov/2021RecShadeRFP.
- ii. The Recreation Department's recommendation is to proceed with the Ultiplay, the low bidder, for \$45,211. The second bid was for \$64,912. This project will be funded with the Recreation Revolving with a balance of \$628,365.



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- iii. The Select Board is asked to consider authorizing the award for the playground shade structure RFP to Ultiplay for \$45,211 with funds to come from the Recreation Revolving Fund.

8. New Business

a. First Seacoast Bank \$5,000 Food Pantry Donation – Discussion

- i. First Seacoast Bank was recently awarded a grant through the Federal Home Loan Bank of Boston (FHLB) Jobs for New England COVID Recovery Program. They have chosen the Barrington Community Food Pantry to receive a one-time donation of \$5,000 to help support their mission and provide some relief from the economic impact of the pandemic. First Seacoast Bank shared that supporting their communities remains a top priority and now more than ever, they are appreciative of what the food pantry does to make a positive difference.
- ii. On behalf of the Town and its Select Board, I want to extend our sincere appreciation to the staff and local First Seacoast Bank branch for their efforts and generosity in providing this assistance to the Barrington Community Food Pantry.

b. 2021 Land Sale – Discussion

- i. The Town Lands Committee's mission includes advising the Select Board on how to handle Town-owned property. In 2019 and 2020, the Select Board used the Committee's recommendations to sell nearly two-dozen properties and return them to the tax rolls and collect hundreds of thousands of dollars and past due property taxes, interest, and penalties.
- ii. The Town Lands Committee has reviewed 24 properties (so far) this year. Their review process includes research, visiting the property, talking with neighbors, and deliberating at Committee meetings about what is in the Town's best interest.
- iii. Details of their review can be found at: www.barrington.nh.gov/2021sale.
- iv. In the past, the Conservation Commission has expressed interest in weighing in earlier in the review process. Additionally, more than half of the properties are recommended to be offered to abutters first which would require Conservation Commission review per RSA 41:14-a. I have provided the property list and recommendations to the Conservation Commission Chair, and they will be working on their review at their next couple meetings.
- v. No Select Board action is required at this time, but I wanted to make you all aware of where we are in the process.



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- c. Agenda Template Update – **Vote**
 - i. I have worked with the Chair to develop an updated agenda template with the goal of providing more clear and consistent information to the public regarding Select Board meetings.
 - ii. See attached, [New Agenda Template DRAFT 210610](#)
 - iii. Summary of adjustments:
 - 1. Added Town seal.
 - 2. Added Visitor Orientation with information regarding meeting access, meeting materials, public comment, and special accommodations. This includes links to the Select Board Rules of Procedures, virtual participation instructions, and where to access meeting materials.
 - 3. Numbered agenda items.
 - 4. Added procedural steps such as call to order, pledge of allegiance, agenda review/approval, and adjournment.
 - a. The agenda review and approval will be a formalized opportunity for Board members and the Town Administrator to request the addition or removal of an agenda item. This would also be an opportunity to amend the Consent Agenda.
 - 5. Added a Consent Agenda
 - a. This would include routine and/or procedural items where unanimous consent is anticipated, and discussion is not required; to help keep meetings efficient. For example, minutes, manifests, warrants, exemption/credits, proclamations, intents to cut, and other requests for signature.
 - 6. Added better details and contact information in the footer.
 - iv. The Select Board is asked to consider adopting the new agenda template.

9. Selectperson's Reports and Concerns

- a. Selectperson Ayer
- b. Selectperson Bailey
- c. Selectperson Mannschreck
- d. Vice-Chairperson Saccoccia
- e. Chairperson Knapp

10. Public Comments

11. Non-Public Session

12. June Work Anniversaries

- a. Timothy Boodey • Fire/EMS • 26 Years



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- b. Scott Young • Part-Time Police Officer • 23 Years
- c. Katie Perry • Police Administrative Assistant • 16 Years
- d. Monica Poitras • Recreation Supervisor • 11 Years
- e. John Huckins • Building Inspector/Code Enforcement Officer • 8 Years
- f. Erik Baker • Police Detective • 4 Years
- g. Sean Guile • Fire/EMS • 4 Years
- h. Jacob Cummings • Fire/EMS • 4 Years
- i. Donald Morse • Police Officer • 3 Years
- j. Tiffany Caudle • Municipal Office Administrator • 2 Years
- k. Christopher Cooke • Library Custodian • 1 Year

13. 2021 Select Board Goals

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

14. Upcoming Meetings/Events

- a. June 28, 2021 – Select Board Meeting
- b. July 12, 2021 – Select Board Meeting
- c. July 26, 2021 – Select Board Meeting
- d. August 9, 2021 – Select Board Meeting