



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### September 13, 2021 Select Board Meeting

**Information regarding Meeting Access, Meeting Materials, Public Comment, Nonpublic Session, and Special Accommodations can be found in the Visitor Orientation section located at the end of this report.**

1. Call to Order
  - A. Roll Call Attendance
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**  
[September 13, 2021 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the September 13, 2021 agenda [as amended].***
4. Public Hearings
  - A. Issuance of a Building Permit on Union Lake Road, a Class VI Road, for Jason & Leah Price, Map 113, Lot 40 – **Vote**
    - i. See attached, [20210907\\_UnionLake\\_113-40\\_Packet](#)
    - ii. Department Heads and the Planning Board have reviewed the request and recommend the Select Board support the following requirements:
      1. Any damage to the road as a result of the construction should be corrected upon completion of construction.
      2. Join the local road association in order to be able to support the maintenance of the road and have input on decisions regarding road maintenance.***Make a motion to authorize the issuance of a building permit for Map 113, Lot 40 with the conditions indicated.***
5. Consent Agenda (requires unanimous approval) – **Vote**  
***Make a motion to approve the September 13, 2021 consent agenda (A-E) as presented.***
  - A. [Meeting Minutes August 23, 2021](#)  
***Make a motion to approve the August 23, 2021 minutes [as amended].***
  - B. Previously Submitted/Signed Requests for Signature
    - i. Minutes for August 9, 2021 Select Board Meeting
    - ii. Private Road Agreement for Map 102 Lot 77
    - iii. Accounts Payable Manifest 2021-235
    - iv. Accounts Payable Manifest 2021-236
    - v. Payroll Manifest 2021-134
    - vi. Payroll Manifest 2021-135
    - vii. 2021 MS-1***Make a motion to authorize and sign the above-referenced documents (i-vii).***
  - C. New Requests for Signature
    - i. Payroll Manifest 2021-136
    - ii. Payroll Manifest 2021-136B



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- iii. Accounts Payable Manifest 2021-237
- iv. Certification of Yield & Warrant for Timber Map 217 Lot 13

*Make a motion to authorize and sign the above-referenced documents (i-iv).*

## D. 2021 Tax Deeding – Evictions

- i. Each year, the Tax Collector must present deeds to the Select Board for properties which have outstanding balances dating back three or more years. This process is prescribed in RSA 80:77. In 2021, a property is eligible for tax-deeding if it has an unpaid balance on the 2018 lien.
- ii. The Tax Collector issued seven Tax Collector Deeds on August 26, 2021. A list of the properties is attached below.
- iii. See attached, [2021 Tax-Deeded Properties 20210826](#)
- iv. We have completed the steps necessary to move forward with evictions (as advised by the Town's attorney). The Town currently owns each of these properties and there is continued liability with having them occupied. One of the final steps is for the Select Board to vote to authorize the eviction notices for the seven tax-deeded properties identified above.

*Make a motion to authorize the issuance of eviction notices for the seven properties take by Tax Collector's deed on August 26, 2021.*

## E. FY22 Highway Safety Grant Acceptance

- i. Each year the Police Department pursues Highway Safety Grant funding. This grant program includes a local match requirement which is properly budgeted in account number 01-4210-01-4820. The FY22 grant agreement has been received and requires Select Board review and approval.
  - 1. See attached, [Barrington FY22 Grant Agreement Combined](#)
- ii. The grant total is \$12,859 with a \$3,214.75 local match.

*Make a motion to accept and expend the FY22 Highway Safety Grant Agreement and authorize the Town Administrator or Human Resources Administrator to sign all required documents.*

## 6. Appointments

### A. Strafford Regional Planning Commission Reappointment – Steve Diamond – Discussion

- i. Steve Diamond's appointment to the Strafford Regional Planning Commission has expired and he is seeking reappointment.
- ii. See attached, [Barrington 2021 Appointment Request Letter Diamond](#)
- iii. More information about the Strafford Regional Planning Commission can be found below:
  - 1. See attached, [SRPC Guide to Being a Commissioner](#)
- iv. Mr. Diamond is seeking reappointment through July 1, 2025. Pursuant to the Town's Appointment to Boards Procedure, this request will be before the Select Board at the September 27, 2021 meeting for a vote.

## 7. Public Comment (see Visitor Orientation below)

## 8. Staff Report

### A. Administrator MacIver

- i. September Work Anniversaries
  - 1. Timothy Boodey • Firefighter/EMT • 27 Years
  - 2. Jon Janelle • Firefighter/EMT • 26 Years



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3. Amy Inglis • Inter-Library Loan Librarian • 25 Years
  4. Dana Drake • Highway Department Crew • 21 Years
  5. Barbara Irvine • Land Use Administrative Assistant • 18 Years
  6. James Sanger • Transfer Station Attendant • 6 Years
  7. Jon-Thomas Harmon • Firefighter/EMT • 4 Years
  8. Sarah Bailey • Assistant Recreation Director • 2 Years
- ii. Recreation Slide Disposal – Donated to Barrington Village School
1. At the August 23, 2021 meeting the Select Board authorized the donation of two surplus slides to Scamman in Stratham. Ultimately, the farm could not accept the donation and they were donated to Barrington Village School.
- B. Municipal Office Administrator Caudle

## 9. Old Business

### A. Town-Owned Land Sale Update – **Vote**

- i. At the July 26, 2021 meeting, the Select Board voted to support the recommendations of the Town Lands Committee and offer ten properties for sale directly to abutters. Details of the review, recommendations, and process can be found at [www.barrington.nh.gov/2021sale](http://www.barrington.nh.gov/2021sale). On August 12, 2021, letters were sent to each eligible abutter including the Town-owned property details and property record card. They were asked to respond by Friday, August 27, 2021 if they were interested in purchasing the property for the full amount owed/assessed value. The Town received letters of interest for two of the lots (details below).
- ii. Map 227 Lot 30 (Parker Mountain Road) - \$158,200
  1. The Town received two letters of interest for this property:
    - a. Wayne and Allison Noyes – Map 227, Lot 27
    - b. Hilary Bedford Parkhurst – Map 216, Lot 38
  2. On September 2, 2021, both interested parties were sent an additional letter asking them to submit a competitive sealed bid for the lot (\$158,200 minimum). These sealed bids are due at noon on Monday, September 13, 2021 and will be opened during the Select Board meeting.

***Make a motion to identify NAME as the high bidder for Map 227, Lot 30 with a bid of \$AMOUNT and authorize staff to proceed with the sale process.***
- iii. Map 248, Lot 3 (Young Road) - \$49,500
  1. The Town received one letter of interest for this property:
    - a. Cindy Lee – Map 116, Lot 21

***Make a motion to identify Cindy Lee as the purchaser for Map 248, Lot 3 for \$49,500 and authorize staff to proceed with the sale process.***
- iv. The Town did not receive any letters of intent for the remaining eight lots from abutters interested/willing to pay the full amount owed/assessed value. On September 2, 2021, the Town sent follow up letters to all eligible abutters asking them to submit a sealed bid in the highest amount they would be willing to pay for the abutting Town-owned lot. Those bids are due at noon on Monday, September 13, 2021 and will be opened/organized prior to the Select Board meeting. The Select Board may be asked to consider identifying high bidders and authorizing staff to proceed with the sale process.



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## v. Sale Process

1. The Select Board has the authority to buy and sell property pursuant to the provisions of RSA 41:14-a. To ensure transparency, this process requires review by the Conservation Commission and Planning Board before two separate public hearings followed by a vote at the Select Board (three separate meetings). The schedule for this process follows:
  - a. September 15: Notice Published
  - b. September 21: Planning Board
  - c. September 23: Conservation Commission
  - d. October 4: Select Board Public Hearing
  - e. October 18: Select Board Public Hearing
  - f. November 1: Select Board Vote

## B. 2021 Partial Statistical Update (Revaluation) Update – Discussion

- i. The Town's Assessor is complete with the 2021 Partial Statistical Update (Revaluation). This process was necessary due to the real estate market causing Barrington's equalized ratio to depart from the Department of Revenue Administration (DRA) required +/- 10%. It is important to remember that this process would be equally necessary if the real estate market brings values more than 10% lower than assessed values. More details and previous updates can be found at [www.barrington.nh.gov/2021reval](http://www.barrington.nh.gov/2021reval). Included at this webpage is a full listing of all 145 sales utilized for the 2021 Revaluation. Additionally, details and frequently asked questions from the 2019 Revaluation can be found here: <https://www.barrington.nh.gov/assessing-office/files/2019-revaluation-faq>. These FAQs equally apply to the 2021 Revaluation.
- ii. The Assessor utilized 145 qualifying sales from October 1, 2019 through August 10, 2021 to understand how the real estate market compared to Barrington's assessed property values. The results showed that the median ratio was 75%; meaning Barrington's assessed values represent three-quarters of the sale price (far outside the +/- 10% dictated by the DRA).
- iii. See attached, [2021 Revaluation Memo](#)
- iv. The changing values will increase the total assessed value of Barrington by 20%. The full detail of the assessed value is included in the MS-1 Form. I have attached 2020 and 2021.
- v. See attached, [2020 MS-1](#)
- vi. See attached, [2021 MS-1](#)
- vii. It is important to keep in mind that this increase in assessed value will be accompanied by a reduction in the tax rate. I estimate the tax rate to drop about 18% when it is set in October which will result in a tax rate in the \$18-\$19/\$1,000 of value range. It is important to remember that while the median increase in value is 20%, some properties will see a larger increase in value and others will experience smaller. As a result, some property owners will experience a tax bill increase while others may experience a tax bill decrease. The State law is simple; municipalities are required to assign fair market value on all properties in Town. If any property owner believes that the Town erred in this effort, [this FAQ](#) details how to contact the Assessing Office to discuss and file an abatement if the property owner remains in disagreement with the Town.



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## C. Public Safety Building Parking Lot Overlay 2021 – **Vote**

- i. At the June 28, 2021 meeting, the Select Board reviewed the 2021 paving projects and authorized the addition of the Public Safety Building parking lot based on efficiencies and cost-savings throughout the paving projects.
- ii. Since that meeting, the Road Agent and Advanced Excavating and Paving have continued to complete the proposed projects under budget. Specifically, the team experienced cost savings on Beauty Hill because less material was required than earlier anticipated. As a result, we will close out all of the 2021 paving projects (and additions) for about \$714,000. The Select Board had targeted (and approved) \$750,000 for 2021 paving projects.
- iii. The Road Agent recommends applying the topcoat (overlay) to the Public Safety Building this year. This recommendation is based on the available budget, the ability to hold 2021 pricing, the ability to fine tune the complex drainage of the pavement surface, and the ability to eliminate the need to paint the lines twice. The cost would be approximately \$35,000.
- iv. This is a similar approach we took at the Highway Department by laying the full thickness in one season. I support the Road Agent's recommendation. If approved, Advanced would be available to complete the additional scope the week of September 20, 2021. The Police Chief and Fire Chief have indicated support for proceeding with the overlay in 2021.

***Make a motion to add the Public Safety Building overlay to the 2021 paving projects utilizing up to \$35,000 from the previously approved paving budget.***

## 10. New Business

### A. Police and School Traffic Control – Discussion

- i. Over the past few years there has been increasing public pressure for Police traffic control at school drop-off and pick-up. Chief Williams previously and Chief Joy now, do their best to accommodate providing assistance as staffing allows. Unfortunately, the need/requests for traffic control have been increasing and the availability of staff has been decreasing.
- ii. Chief Williams previously worked with the Superintendent to discuss the framework of a School Resource Officer that would (in-part) assist with traffic control. The idea was that this would be a Police Department employee that was partially funded by the School. Ultimately (and for good reason), the School pursued additional counseling staff instead.
- iii. As the new school year begins (and the calls for traffic control increase), the Chief wanted to have a discussion with the Select Board to communicate the challenges and understand their expectations.

### B. Transfer Station and Recycling Center Improvements Capital Reserve – Discussion

- i. The Transfer Station and Recycling Center Review Committee has invested much time and energy understanding the current facility operations and constraints. They have updated the fee schedule, worked on improved instructions/guidance/maps, and focused on waste-reduction efforts. As they turn their attention to facility flow-related recommendations, it is clear that any adjustments will be costly. The recommendations and decisions regarding facility flow and operations will be a lengthy process.
- ii. The Committee, the Transfer Station Administrator, and I believe it would be prudent to start saving money towards future improvements. Therefore, the Select Board is being asked to consider establishing a Transfer Station and Recycling Center Capital Reserve



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with the expressed purpose of future improvements. The initial appropriation request would be \$25,000 from fund balance. Although this request will be included in the budget materials, we all felt it would be appropriate to give the Select Board an opportunity to weigh in prior to the budget process.

## C. Recreation Events with Alcohol on Town Property – Discussion

- i. In an effort to expand programming for adults, the Recreation Department is considering events which would include the controlled (and separated) sale/consumption of alcohol on Town property. The Recreation Department would work with a third-party contractor that would handle the sale and related activities. We have had preliminary conversations with our insurance provider and would follow their guidance regarding insurance requirements, waivers, and other pertinent forms.
- ii. Before taking this idea too much further, the Recreation Department wanted to have a brief conversation with the Select Board to learn if they were willing to consider authorizing such events. Ultimately, the Select Board is responsible for the use of Town property. The Select Board is asked to consider what additional information, concerns, or other thoughts they may have regarding the events which include the sale of alcohol on Town property.

## D. Barrington Tricentennial and 2021 Town Report – Discussion

- i. The Barrington Tricentennial Committee has requested the Select Board utilize the Tricentennial as the theme of the 2021 Town Report. This would allow Departments to reflect on the prior 300 years. Additionally, this would allow the Committee to communicate plans for the Tricentennial celebrations. Chief Walker would like to discuss the request with the Select Board.

## E. School Facilities Lawn Mower Purchase – **Vote**

- i. The School Facilities Department provides landscaping for Town facilities and the cemetery. The services provided for Town facilities is part of an informal shared services agreement. The services provided at the cemetery are contracted at \$10,000.
- ii. Last week, the School Facilities Department contacted me to share that one of their lawn mowers broke down and needs to be replaced. They asked if the Town would contribute money toward the purchase of a new lawn mower. I offered that we could submit the \$10,000 contract payment sooner if that would help (usually we are invoiced at the end of the year). In addition, they have asked the Town to contribute \$5,000 toward the purchase of a new mower (\$15,000-\$20,000 estimated).
- iii. The Select Board is asked to consider how to proceed.

## 11. Select Board Member Reports and Concerns

- A. Select Board Member Ayer
- B. Select Board Member Bailey
- C. Select Board Member Mannschreck
- D. Select Board Vice-Chair Saccoccia
- E. Select Board Chair Knapp

## 12. Public Comment (see Visitor Orientation below)



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### 13. Nonpublic Session (if required)

#### A. Personnel

***Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purpose of personnel.***

### 14. Adjournment

#### A. Upcoming Meetings

- i. September 27, 2021 • October 4, 2021 • October 18, 2021 • October 25, 2021

### **Visitor Orientation to the Select Board Meeting**

Welcome to this evening's Select Board meeting. Please note that the purpose of the meeting is for the Select Board to accomplish its work within the time allotted. View the full Select Board Rules of Procedures at: <http://bit.ly/BarrSBRulesofProcedures>.

#### Meeting Access

##### • In-Person

- Early Childhood Learning Center (ECLC)  
Multi-Purpose Room
- 77 Ramsdell Lane, Barrington, NH 03825

##### • Remote Meeting Participation

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

#### Meeting Materials

Additional details regarding each agenda item and all supporting documentation can be found in the Town Administrator Report at [www.barrington.nh.gov/TA20210913](http://www.barrington.nh.gov/TA20210913). Please contact the Town Administrator or Municipal Office Administrator with questions.

#### Public Comment

Meetings are open to the public, but public participation is limited. If you wish to be heard by the Select Board, please note the two Public Comment portions of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Select Board. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Barrington, property owners in the Town of Barrington, and/or designated representatives of recognized civic organizations or businesses located in the Town of Barrington. When they are addressed and permitted to speak by the Chair, speakers first need to recite their name and address for the record. Visitors should address their comments to the Chair and the Select Board as a body and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public Comment shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Select Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Select Board, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Select Board meetings. Obscene, violent, disruptive, disorderly comments, or those likely to induce violence, disruption, or disorder, are not permitted and will not be tolerated. Complaints regarding Town staff should be directed to the Town Administrator.

#### Nonpublic Session

The Select Board may enter one or multiple nonpublic sessions pursuant to RSA 91-A:3, II. The public is not permitted to attend nonpublic sessions and will be asked to leave the meeting space. Nonpublic sessions are allowed for reasons including: Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee; Matters which would likely adversely affect the reputation of any non-board member; Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality; Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled; and Preparation for and carrying out of emergency functions related to terrorism.

#### Special Accommodations

The Town of Barrington requires 48 hours' notice if the meeting must be modified for your participation or if special communication aides are needed. Please submit requests to the Select Board Office or call 603-664-9007.