



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

September 27, 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 27, 2021 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the September 27, 2021 agenda [as amended].
4. Public Hearings
 - A. Breezy Way Road Acceptance – RSA 674:40-a III – **Vote**
 - i. Per RSA 674:40-a II, the Planning Board approved the site plan on September 4, 2013
 1. See attached, [Village Place Approved Plans – 130904](#)
 - ii. Per RSA 674:40-a IV, *A street accepted under this section shall have the status of a public highway under RSA 229:1. Such street shall be deemed a class V highway, subject to the municipality's duty of regular maintenance as set forth in RSA 231, unless otherwise designated pursuant to statute.*
 - iii. The developer has prepared the attached deed which would transfer ownership of the road and drainage structures to the Town.
 1. See attached, [Breezy Way Deed 20210922](#)
 2. The Town's attorney and engineer have reviewed the deed and road to be accepted and they are to their satisfaction.
 3. NOTE: This is 'Phase 3' of the Village Place subdivision. The Town previously accepted the remainder of the subdivision (Village Place Drive and a separate portion of Breezy Way).
 - iv. Public Comment (see Visitor Orientation below)
Make a motion to accept the Breezy Way cul-de-sac pursuant to RSA 674:40-a III.
5. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the September 27, 2021 consent agenda (A-D) as presented.
 - A. [Meeting Minutes September 13, 2021](#)
Make a motion to approve the September 13, 2021 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Minutes for September 13, 2021 Select Board Meeting
 - ii. Oath of Office for Crystal Merkey – Deputy Tax Collector
 - iii. Accounts Payable Manifest 2021-238
 - iv. Payroll Manifest 2021-137



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- v. Payroll Manifest 2021-137B
- vi. Payroll Manifest 2021-137C (reversed, backup was submitted)
- vii. Payroll Manifest 2021-137D (reissued)

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2021-239
- ii. Payroll Manifest 2021-138

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

D. Tax Record Preservation Grant Acceptance

- i. On behalf of the Town and with the support of the Select Board, Linda Markiewicz (Tax Collector) applied for and was awarded a \$9,947 grant for tax record preservation. This is the third consecutive year that Linda has applied for and received grant funds for the preservation of our historic tax ledgers. This additional grant will bring our total preserved ledgers to five.

Make a motion to accept and expend the Moose Plate Grant in the amount of \$9,947 and authorize the Town Administrator or Tax Collector to sign all accompanying documents.

6. Appointments

A. 2022 Budget Presentation – Initial/Executive/Admin./Personnel/Govt. Building/Misc. – Discussion

- i. Presented by Conner MacIver, Town Administrator
 - 1. See attached, [2022 Initial Budget Presentation 20210908](#)
- ii. Budget Binder
 - 1. An up-to-date version of the 2022 budget binder is maintained at www.barrington.nh.gov/2022budget.
- iii. See attached, [Advisory Budget Committee Minutes 20210921](#)
 - 1. Show anticipated 2023 budget impacts to the proposed adjustments impacting wages and benefits.
 - a. See attached, [Summary of Wage and Benefit Impacts 2021-2022 20210921](#)
 - 2. Earned Time Accrual Liability
 - a. As of 8/19/2021 we have 55 employees with available earned time. The total value of the existing earned time accruals is \$202,066.
 - 3. Incident Fund Utilization 2020 - \$41,481
 - a. AccuFund (Implementation of Electronic Time and Attendance)
 - i. \$8,228
 - b. Office 365 Teams Phone System
 - i. \$5,387
 - c. Highway Lot Forest Management Plan
 - i. \$1,250
 - d. Rockport Networking Improvements
 - i. \$3,917
 - e. Confidential Document Shredding (Bulk)
 - i. \$700
 - f. Lot Removed from Auction 10% Penalty (paid by repurchaser)
 - i. \$17,752



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- g. Miscellaneous
 - i. \$4,247
- iv. Advisory Budget Committee Review and Comment
 - 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
- v. Select Board Review and Comment
 - 1. The Select Board is asked to review and comment on the budget as presented.

- B. Strafford Regional Planning Commission Reappointment – Steve Diamond – **Vote**
 - 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 was presented to the Select Board at the September 13, 2021 meeting for discussion. At the September 21, 2021 meeting, the Planning Board voted to recommend Steve Diamond’s reappointment.
Make a motion to appoint Steve Diamond to the Strafford Regional Planning Commission with a term expiring July 1, 2025.

- C. Gary Imbrie Conservation Commission Alternate – Discussion
 - i. See attached, [20210912 ApptApp CC Imbrie](#)
 - ii. Pursuant to the Select Board’s Appointment Procedure, this application has been shared with the Conservation Commission Chair, Ken Grossman. Ken has recommended Mr. Imbrie’s appointment to the Conservation Commission as an alternate member with a term expiring in March of 2023.
 - iii. This appointment application will be presented for a vote by the Select Board at the October 4, 2021 meeting.

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
 - 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. Seacoast Shipyard Association Data
 - 1. The Town received a report focusing on the economic impact of the Portsmouth Naval Shipyard on the area communities. Interestingly, Barrington has 162



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employees at the Portsmouth Naval Shipyard with a total of \$12.6 million in payroll. This is the sixth highest number of employees of all NH municipalities.

B. Municipal Office Administrator Caudle

9. Old Business

10. New Business

A. Police Union Donation – Canine – **Vote**

i. The Barrington Police Union (NEPBA Local #240) has been fundraising in order to support the Police Department’s canine program. As a result of their successful campaign, they have voted to donate up to \$9,500 to the Town for the purchase and training of a new Police canine.

ii. See attached, [Police Union Donation – Canine](#)

Make a motion to accept and expend up to \$9,500 from the Barrington Police Union for the purchase and training of a new Police canine.

B. National Collaborative for Digital Equity (NCDE) Broadband Partnership – **Vote**

i. The New Hampshire Municipal Association has partnered with NCDE to help communities advocate and secure improved broadband (fiber to home). The cost will be \$7,500 and it will be an eligible use of ARPA funds.

ii. The goal of the partnership would be to become ‘fiber ready’. This involves research, data collection, and data analysis to understand the current environment and areas for improvement. This information is necessary in order to pursue and secure broadband grant funds which are becoming increasingly available.

iii. The Technology Committee reviewed this proposal at their September meeting. The group felt it was very important for Barrington to take an active role in improving broadband connectivity in Barrington. Step one of that process is becoming ‘broadband ready’. They felt that the partnership with NCDE would be a valuable investment towards that goal.

iv. Based on the [US Treasury’s Interim Final Rule on Coronavirus State and Local Fiscal Recovery Funds](#), this project would be an eligible use for the ARPA funds. Of the four categories of qualifying expenditures, this would fall under the broadband infrastructure allowable expense.

Make a motion to utilize \$7,500 from Barrington’s ARPA funds to partner with NCDE on preparing for broadband improvements in Barrington.

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)

13. Nonpublic Session (if required)



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14. Adjournment

A. Upcoming Meetings

- i. October 4, 2021 • October 18, 2021 • October 25, 2021 • November 1, 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
 - 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/TA20210927. 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.