



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, November 18th, 2019

The Select Board meeting for Monday, November 18th, 2019 began at 6:30 p.m. Present were Chairperson Knapp, Selectperson Hardekopf, Selectperson Bailey, Town Administrator Conner MacIver, and Municipal Office Administrator Tiffany Caudle. Town Treasurer and Advisory Budget Committee member Peter Royce and ABC member Steve Saunders were also at the table.

The meeting was called to order by Chairperson Knapp. Chairperson Knapp welcomed all in attendance, led the Pledge of Allegiance, and requested all silence their cell phones.

PUBLIC HEARINGS

Acquisition of Map 223, Lot 29 Pursuant to RSA 41:14-a

6:31pm. Chairperson Knapp opened the public hearing on the acquisition of Map 223, Lot 29 pursuant to RSA 41:14-a. This is the first public hearing on the Town's acquisition of this lot, with a second hearing on December 2nd. The Conservation Commission, Planning Board, and Town Lands Committee recommended that the Town acquire this lot, which will be voted on by the Select Board at the December 16th meeting.

There were no Public Comments. Public hearing closed at 6:32pm.

Acquisition of a portion of Map 223, Lot 26 Pursuant to RSA 41:14-a

6:32pm. Chairperson Knapp opened the public hearing on the acquisition of a portion of Map 223, Lot 26 pursuant to RSA 41:14-a. This is the first public hearing on the Town's acquisition of this lot, with a second hearing on December 2nd. The Conservation Commission, Planning Board, and Town Lands Committee have recommended that the Town acquire this lot, which will be voted on by the Select Board at the December 16th meeting. This land will house the new Town Hall Building.

There were no Public Comments. Public hearing closed at 6:33pm.

AMENDMENT TO AGENDA

6:33pm. Selectperson Bailey requested an amendment to the agenda in order to vote on and approve meeting minutes for October 28th and November 4th.

The Board agreed unanimously to add the meeting minutes for October 28th and November 4th to the agenda for this evening.

APPOINTMENTS

Highway/Dams Budget Presentation

6:33pm. Road Agent Marc Moreau presented the Highway Budget. Significant changes and additional expenses from the previous budget were the focus, with emphasis on the equipment maintenance line due to unanticipated maintenance and repairs that were needed, methods being deployed to reduce such issues in the future, and possible replacements for equipment. Winter snow maintenance changes and challenges with culverts and the Town dam were also reviewed. The Highway Department is also looking into improving communications by adding an additional repeater.

ABC member Steve Saunders requested answers to the questions sent last week as soon as possible in order to review prior to recommendations being sent.

Transfer Station Budget Presentation

7:03pm. Erin Paradis, Support Assistant presented the [Transfer Station Budget Goals](#). The budget increase of \$9,305 was entirely due to the employee and benefit line. Revenue sources, upcoming holiday schedules as well as staff scheduling, recycling information, education, as well as recent and future improvements were discussed. Increased communication and education with Town residents were at the forefront of the presentation, with additional discussion about methods to distribute information.

ABC Member Steve Saunders suggested a review of the fee structure, including to bulk waste. Staff are currently reviewing ways to establish an objective means of measuring and charging for bulk waste disposal.

Transfer Station Preliminary Analysis

7:26pm. Erin Paradis, Support Assistant, and Town Administrator Maclver presented the [Transfer Station Preliminary Analysis](#). Expenses, revenue, and waste

disposal trends over recent years were discussed, as well as plans to review the Transfer Station and Recycling Center's current practices.

Incoming waste spikes in January and December are likely tied to post-holiday packaging disposal. Dump truck loads worth of bulky waste are rare. Waste management is satisfied with the Town's single stream recycling quality and does prefer stamps numbered one (1), two (2), and five (5). Returning to sorting would require an increase in employees, as obtaining volunteers regularly has shown to be a barrier to establishing other opportunities at the Transfer Station. Concerns were raised about residents removing items from metal piles.

PUBLIC COMMENT

7:47pm. Steve Saunders of 28 Mast Road spoke to the upcoming discussion regarding the Recreation Department. He praised the staffing study as presented, and cautioned taxpayers funding the position as it appears program related activities warrant the increased responsibilities of the position.

REVIEW OF MEETING MINUTES

7:48pm. Motion to approve meeting minutes for October 28th, 2019 as written by Selectperson Bailey, seconded by Selectperson Hardekopf. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Motion to approve meeting minutes for November 4th, 2019 as written by Selectperson Bailey, seconded by Chairperson Knapp. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

STAFF REPORTS

Tax-Deeded Abatements

7:49pm. The Board was presented with seven tax abatements from tax-deeded properties the previous property owners have not yet repurchased. The total amount to be abated is \$14,853. If the previous owner repurchases their property, they will be responsible for repayment of all taxes owed.

Conservation Commission Update

Town Administrator MacIver met with the Conservation Commission on November 7th, and secured funding of approximately \$4,500 for two forest management plans, as well as approval of up to \$10,000 towards the first phases of assessing

the Richardson Pond dam and performing a hydrology and hydraulics study. Further conversation will be needed regarding future funding expectations.

Property Tax Bills

Property Tax bills were mailed on November 12th, and included an [informational insert](#). Any residents looking for additional information should reach out to the Town Hall.

NH Municipal Association Conference Review

Six Town staff members attended the NHMA annual conference in Manchester on November 14th and 15th. Staff received training and participated in various workshops; each attendee is looking forward to sharing what they learned and finding ways to implement the information or skills in order to better serve the community.

New Town Hall Update

Administrator Maclver met with Careno Construction and Port One Architects on November 15th to review conceptual designs for the new Town Hall and provide constructive feedback.

Municipal Office Administrator Caudle requested signatures for:

- Payroll Manifest 2019-91 for period ending 11/10/19
- 7 Property Tax Abatements
- 2 Deeds With No Covenants returning properties to the previous owners following payment of all taxes owed
- 1 DRA warrant receipt
- 1 2019 Equalization Municipal Assessment Data Certificate

OLD BUSINESS

Job Description Review

7:52pm. The Select Board was asked to consider the updated [Highway Support Assistant and Transfer Station Administrator job description](#) to become full-time upon approval of the operating budget in March. The position is currently part-time and adds responsibilities for asset management using GIS-based tools and resources as well as becoming responsible for administration of the Transfer Station and Recycling Center.

Motion to accept the updated Job Description by Selectperson Hardekopf, seconded by Selectperson Bailey. Roll Call Vote: Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Memorandum of Understanding

7:53pm. The Town and School Board have been working towards an updated MOU regarding shared services between the Schools and Town. The Select Board was asked to approve the updated MOU which will be reviewed by the School Board at their November 19th meeting. Selectperson Bailey requested an adjustment to page two (2), article three (3), item five (5), to add the option of a plural (s) to now read “Town Administrator shall report any concern(s)...”

Motion to accept the MOU with the correction by Selectperson Hardekopf, seconded by Chairperson Knapp. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

NEW BUSINESS

Road Name – 2111 Franklin Pierce Highway

7:55pm. The E911 naming committee has recommended ***Rally Road*** from three proposed road names chosen by the property owners who are subdividing lots and necessitating a road designation.

Motion to accept Rally Road by Selectperson Hardekopf, seconded by Chairperson Knapp. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Recreation Administrative Assistant Position Expansion

7:56pm. Recreation Commission Chair Lisa Allis spoke to the Recreation Commission’s request that the Select Board approve an hour increase for the Recreation Administrative Assistant position, from 25 hours per week to either 34.5 or 40. This position has not had a long-term staff since April.

There was a discussion about the challenges of attracting and retaining staff in this position, as well as the possibility of Recreation paying for the additional or entire cost. Concerns were raised regarding the expectations of the position as written, and the possibility of adjusting it to two smaller positions. Selectperson Hardekopf requested further information regarding the support needs and responsibilities of this position that would necessitate the additional hours. A nonpublic session was

requested and agreed to, to be held following Select Person's Report and the final Public Comment.

SELECT PERSONS REPORT

8:11pm. Selectperson Bailey will attend the next Zoning Board meeting on November 19th.

Selectperson Hardekopf shared that the last School Board meeting was cancelled, and was unable to attend the recent Recreation Commission meeting as she was in attendance at the Select Board meeting.

Chairperson Knapp attended the Planning Board meeting, which approved three applications.

PUBLIC COMMENT

8:12pm. Fire Chief Rick Walker spoke to the benefit of the Highway Department adding a repeater for communication, as it would improve communication for both the Fire and the Police Departments. Additionally, the old fire truck could potentially be retrofitted for use by the Highway Department. Options are being reviewed.

There were no further public comments.

NONPUBLIC SESSION

8:14pm. Motion to enter nonpublic session for reasons of property per RSA 91-A:3 I (d) by Chairperson Knapp, seconded by Selectperson Bailey. Roll call vote: Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

8:59pm. Motion to exit non-public session by Chairperson Knapp, seconded by Selectperson Hardekopf. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

A few minutes were given to allow the recording to resume and any members of the public to be seated.

PUBLIC SESSION

Recreation Administrative Assistant Position Expansion

9:01pm. This is a continuation of the discussion begun earlier in the meeting. Recreation was encouraged to explore implementing new technologies in order to streamline this position, review the essential functions of the position further, tie in with the Strategic Plan, and explore options for funding this position. The Recreation Commission and Recreation Department will review further and present additional information at a later date.

Motion to Seal Non-Public Minutes

9:15pm. Motion to seal non-public minutes for land for one year by Chairperson Knapp, seconded by Selectperson Hardekopf. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

NONPUBLIC SESSION

9:16pm. Motion to enter non-public for personnel and reputation by Chairperson Knapp, seconded by Selectperson Hardekopf. Roll Call vote: Bailey – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

9:44pm. Motion to exit non-public session by Selectperson bailey, seconded by Chairperson Knapp. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

Motion to Seal Non-Public Minutes

9:45pm. Motion to seal non-public minutes for personnel and reputation by Selectperson Bailey, seconded by Chairperson Knapp. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. *The motion passed.*

ADJOURNMENT

9:46pm. Motion to adjourn by Chairperson Knapp, Seconded by Selectperson Hardekopf. Bailey – Aye, Hardekopf – Aye, Knapp – Aye. ***The motion passed.***

Chairperson A. Knapp

Selectperson G. Bailey

Vice-Chairperson T. Hardekopf

NOT PRESENT
Selectperson D. Ayer

NOT PRESENT
Selectperson D. Hatch

THESE MINUTES WERE APPROVED BY THE SELECT BOARD AT THE NOVEMBER 25TH, 2019 MEETING. A SIGNED COPY IS AVAILABLE AT THE TOWN HALL.