



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, March 23rd, 2020

The Select Board meeting for Monday, March 23rd, 2020 began at 6:30 p.m. at the Public Safety Complex. Present in the meeting room were Chairperson Knapp, Selectperson Hardekopf, Selectperson Saccoccia, Selectperson Ayer, Town Administrator MacIver, and Municipal Office Administrator Caudle. Selectperson Bailey was present via teleconference. The meeting was accessible by remote participation via a Microsoft Teams Meeting.

The meeting was called to order by Chairperson Knapp, who then led the pledge of allegiance.

RSA 91-A EMERGENCY PROVISIONS/SELECT BOARD CHAIR EMERGENCY DETERMINATION

6:31pm. Chairperson Knapp declared the ongoing COVID-19 health crisis to be an emergency pursuant to RSA 91-A:2 III(b), reading the facts of the determination. Of note: those in attendance at the meeting kept a six-foot distance from one another, and at no time were more than ten people in the room.

PUBLIC HEARINGS

Class VI Road Building Permit – 16 Range Road (Map 228 Lot 15)

6:32pm. Abigail Aucella's name has been removed from the deed since the application was submitted, leaving Eric Aucella, the applicant, as the sole owner. Department Heads recommended the Select Board support a list of requirements if the permit is issued to include:

1. 1 ½" gravel from last house to new driveway entrance
2. Construct a crown to shed water
3. Create ditch lines to carry runoff
4. Keep unimproved section of Range Road clear
5. Keep drainage from developed lot off Range Road
6. Grade road with supplemental gravel from Stagecoach Rd to new driveway
7. Widen road to 20' pursuant to the Fire Code
8. Improve road to a point beyond the new driveway suitable for turning around fire apparatus
9. Pave 16' at the end of Range Road to protect Stagecoach Road

Chief Walker spoke to the possibility of the road on the property being too narrow to comply with fire code, requiring the home to be sprinkled.

Motion to approve the issuance of a building permit for 16 Range Road with the conditions as listed; if the road cannot be widened to 20', a sprinkler system must be installed in the home

prior to the issuance of a Certificate of Occupancy by Selectperson Ayer, seconded by Selectperson Hardekopf. Ayer – Aye, Bailey – No, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

The public hearing closed at 7pm.

APPOINTMENTS

Select Board Organization

6:51pm. Pursuant to Section 1 of the [Select Board Rules of Procedures](#), the Select Board is required to select a Chair and Vice Chair annually at the first meeting after Town elections.

Motion to nominate Selectperson Hardekopf as Chairperson by Selectperson Hardekopf, seconded by Selectperson Knapp. Ayer – Aye, Bailey – Aye, Hardekopf – Abstain, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Motion to nominate Selectperson Knapp as Vice Chairperson by Selectperson Ayer, seconded by Chairperson Hardekopf. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Abstain, Hardekopf - Aye. ***The motion passed.***

2020 Committee Commissions and Board Appointments

6:53pm. Chairperson Hardekopf agreed to table this discussion until after nonpublic.

OLD BUSINESS

Select Board Committee Assignments

6:54pm. The Board members will share preferences for Committee assignments with Chairperson Hardekopf, who will announce the assignments at the April 13th meeting.

Review of Minutes

6:55pm. Motion to approve the minutes for the March 9th, 2020 Select Board meeting with the header amended to read “March 9th, 2020” by Selectperson Knapp, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Saccoccia – Abstain, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

PUBLIC COMMENT

6:56pm. There were no public comments. *Public comment closed at 6:56pm.*

OLD BUSINESS

Goal Development

6:56pm. The Select Board was sent an email from Administrator MacIver with suggestions for Goals for 2020. The Select Board was asked if they would like any alterations to the list:

- Policy Manual development and begin policy review schedule
 - Personnel Plan review and update
- Construct new Town Hall
- Development of a 10-year road improvement plan

- Work collaboratively with the Library Trustees to develop a proposal which voters can support
- Encourage widespread and complete community participation in the 2020 census

Selectperson Ayer suggested an addition of the Town's response and strategic plan in response to the COVID-19 Pandemic.

Motion to move forward with the list as presented, with the addition of a goal relating to the Town's response to COVID-19 by Selectperson Ayer, seconded by Selectperson Knapp. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Administrator MacIver indicated he will develop each of the goals further.

STAFF REPORTS

Town Reports

7pm. Town Reports are available at multiple locations throughout the Town, as well as [online](#).

Recreation Facility Request for Qualifications (RFQ)

7pm. The Recreation facility addition RFQ is currently being advertised on the [Town website](#). The proposals are due back to the Town on April 6th, the Recreation Commission will be making a recommendation to the Select Board by April 22nd, and the Select Board is anticipated to make a decision at the April 27th meeting.

2020 Paving Projects RFQ

7:05pm. Also advertised on the Town's website is the RFQ for the [2020 Paving Projects](#), due to the Town April 8th, with plans to be considered by the Select Board at the April 13th meeting.

Request for Signatures

7:05pm. Administrator MacIver requested the Select Board sign the following:

- 1 application denial for a Disabled Exemption for 715 Berry River Road (Map/Lot 104-30)
 - The property is not the applicant's principal residence.
- 1 abatement denial for 80 Province Road (Map/Lot 251-50-1)
 - After review of the abatement application, property inspection, and the review of sales provided with the application, the assessor determined the value of the house increased by \$4,800. The assessor is recommending the Select Board deny the abatement.
- 1 abatement approval for the common area of Al Wood Drive Beach (Map/Lot 124-27) in the amount of \$68
 - The property is the common lot for a subdivision; this property is exempt, and a bill should not have been generated.
- 1 abatement approval for the common area of the Spinney Farm Subdivision (Map/Lot 105-3) in the amount of \$9
 - The property is the common lot for a subdivision; this property is exempt, and a bill should not have been generated.

- A/P Summary Check Register 2020-22 for Check Date 3/17/2020
- A/P Summary Check Register 2020-24 for Check Date 3/23/2020
- Payroll Manifest 2020-21 for Check Date 3/12/2020
- Payroll Manifest 2020-23 for Check Date 3/19/2020

Fire Department Wage System

7:07pm. A new wage system for the Fire Department has been developed by the Fire Chief using the Compensation Study as guidance. No additional funds will need to be added to the budget to accommodate this wage system. The only increase would be due to additional call volume. This was approved along with the compensation study, so no Board action is required.

Stormwater Asset Management Grant Consultant Selection

7:09pm. At the March 10th Town Meeting voters approved the pursuit of a \$30,000 stormwater asset management grant. The Board was asked to authorize the Town Administrator to develop and advertise a Request for Qualifications for an engineering consultant.

Motion to authorize Administrator MacIver to write the RFQ seeking a qualified consultant related to the stormwater asset management grant by Selectperson Knapp, seconded by Selectperson Ayer. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Selectperson Hardekopf approved the following Old Business for consideration that was not on the agenda.

Fire Truck Update

7:11pm. After further discussion with the manufacturer, the committee determined an extended cab was not as functional for the Town as was expected; a single cab is now recommended and will be purchased, which will save the Town approximately \$2,500 (amount corrected from the reported \$25,000 savings after the meeting). The Board agreed by consensus that they accept the change to specifications.

NEW BUSINESS

Excavator Rental Recommendations

7:16pm. Bids for Excavator Rentals were due by noon on March 18th. Only one bid, from Nortrax, was received by this deadline. Two additional bids were received after the deadline and were considered by the Road Agent at the recommendation of Administrator MacIver but were not selected. Based on the annual maintenance cost, Road Agent Moreau recommends renting rather than purchasing an excavator at this time. Selectperson Saccoccia suggested we reach out to local businesses in the future to request they bid.

Motion to award the 2020 Excavator rental to Nortrax as presented by Selectperson Ayer, Seconded by Selectperson Saccoccia. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

2020 Budget Line Item Transfers

7:25pm. \$50,000 was added to the incident fund in anticipation of the Compensation Study results. The Compensation Study recommendations were approved at the January 27th meeting by the Select Board and the 2020 Budget was approved at the March 10th Town Meeting. The Board was asked to distribute the line items as anticipated and also to distribute changes due to new salary and census changes.

Motion to accept distribution of compensation study funds and other changes as outlined in Appendix A (included at the end of these minutes) and [the document dated March 23rd, 2020](#) provided by Administrator MacIver by Selectperson Bailey, seconded by Chairperson Hardekopf. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Of note, \$32,290 has been added to the incident fund due to these changes.

Selectperson Hardekopf approved the following New Business for consideration that was not on the agenda.

Budget Line Redistribution

7:28pm. When an employee reaches end of service, benefits and wages are currently withdrawn from one account; for accounting purposes, the proper distribution is to have them split into separate accounts. This process would create budget line 01-4150-01-4613 (Admin-Med. Surveillance) and rename budget line 01-4155-01-4290 'Payroll Admin- End of Service Benefits'. The budget line adjustments are included in Appendix A.

Motion to approve the redistribution as proposed by Selectperson Knapp, seconded by Selectperson Saccoccia. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Exemption and Credit Deadline Extension

7:30pm. Barrington's Assessor's Agent has recommended that due to the Global Pandemic COVID-19, Barrington extend the application deadline for all new Exemption and Credit applications from April 15th, 2020 to June 15th, 2020. This allows new applicants more time to apply. It may result in additional abatements following the first tax bill.

Motion to approve extending the application deadline for new Exemption and Credit applications from April 15th to June 15th, 2020 by Selectperson Bailey, seconded by Selectperson Saccoccia. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Additional Health Insurance Plan Option

7:34pm. Barrington currently offers employees two health insurance options; it is able to offer a third through its current health insurance provider. The proposed new plan (ABSOS20/40 1KDED) has a \$1,000/\$3,000 deductible with lower premiums and is designed to lower

utilization. The Town would contribute the same amount towards the premium, eliminating the employee's premium cost. There would be no additional cost to the Town. The plan is identical in coverages to the other plans currently offered.

Motion to offer a third healthcare option to Town employees as presented by Selectperson Ayer, seconded by Selectperson Saccoccia. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Town Administrator Job Description

6:37pm. During the recent review process, the Select Board identified one area for update, to read "All salary changes are prompted (*replacing "are created"*) by the Town Administrator..." The Select Board was asked to approve this change.

Motion to approve the Town Administrator proposed change as presented by Selectperson Knapp, seconded by Selectperson Saccoccia. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

Town of Barrington Services and COVID-19

7:39pm. The Town is adapting services and providing updates as they occur on the Town's web page dedicated to the [COVID-19 Pandemic](#). Some offices are open only by appointment, all residents are encouraged to call first. Recreation will face a significant revenue loss due to closure of programs, but does have a fund balance to hopefully offset some of the lost revenue. Employees have been encouraged to work from home if able and necessary, flexibility is encouraged, and issues are being addressed on a case-by-case basis. Employees who are being impacted are being paid.

The Transfer Station is has seen a significant increase in use, and despite taking additional precautions the increase has caused some concerns. As a remedy, the Board was asked to consider beginning summer hours now, opening on Thursday from 1pm to 5pm, with an anticipated cost of \$1,857. If that does not improve the congestion, additional measures will be taken. The \$1,847 budget line item adjustment is included in the adjustments of Appendix A.

Selectperson Knapp advocated for the Transfer Station and Recycling Center Review Committee to consider shifting hours.

Motion to approve opening the Transfer Station for its summer hours immediately and approving the additional \$1,857 to the Transfer Station budget by Selectperson Knapp, seconded by Selectperson Bailey. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. ***The motion passed.***

2020 Petitioned Warrant Articles

7:54pm. Barrington voters approved three advisory warrant articles. Each requests written correspondence with various officials. The Select Board was asked how to proceed.

Motion to send the petitioned warrant articles to the White House Department of Intergovernmental Affairs by Selectperson Ayer, seconded by Chairperson Hardekopf. Ayer – Present, Bailey – Present, Saccoccia – Present, Knapp – No, Hardekopf - Aye. **The motion failed.**

Motion to allow the petitioners of each petitioned warrant article to share the warrant article language and vote totals as they wish by Selectperson Ayer, seconded by Selectperson Knapp. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.**

SELECT PERSONS REPORTS

8:02pm.

Selectperson Ayer shared the Conservation Commission meeting was cancelled, but progress is being made with the Seavey Bridge Parking lot regarding tree removal.

Selectperson Bailey shared he did not attend the Zoning Board meeting, and the Library meeting was cancelled.

Selectperson Saccoccia did not have anything to report.

Selectperson Knapp attended the Planning Board meeting where the Aucella/Range Road application was discussed.

Chairperson Hardekopf shared the Recreation Commission voted and accepted Dale Sylvia as the new Chairperson of the Recreation Commission, and completed a comprehensive review of the RFQ for the addition to the Recreation facility. They also made recommendations on how to handle the COVID-19 virus and made suggestions in regards to essential Recreation staff, the before and after school program. Chairperson Hardekopf provided HR recommendations regarding State Unemployment.

PUBLIC COMMENT

8:05pm. Fire Chief Walker shared the Fire Department perspective on COVID-19. He participates in multiple conference calls daily, and has confidence they have adequate protective gear for the time being. They are fully prepared to respond to all calls, and are limiting the number of responders who have contact with someone who is suspected to be infected with COVID-19, and as long as responders are wearing proper personal protective equipment (PPE) they are able to stay in service. If first responders arrive to a medical aid call ahead of an ambulance they will wait outside to allow for proper protective equipment.

There were no additional public comments. Public comment closed at 8:08pm.

NONPUBLIC

8:08pm. Motion to enter nonpublic for reasons of Personnel and Reputation by Selectperson Ayer, seconded by Selectperson Knapp. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.**

9:28pm. Motion to exit nonpublic by Selectperson Knapp, seconded by Chairperson Hardekopf. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.**

9:28pm. Motion to seal nonpublic minutes indefinitely by Chairperson Hardekopf, seconded by Selectperson Knapp. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.**

ADJOURNMENT

9:29pm. Motion to adjourn Selectperson Knapp, seconded by Chairperson Hardekopf. Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.**

Chairperson T. Hardekopf

Selectperson G. Bailey

Vice-Chairperson A. Knapp

Selectperson D. Ayer

Selectperson J. Saccoccia

April 13th, 2020
Date Minutes Were Approved

Meeting minutes for the March 23rd, 2020 Select Board Meeting were approved on Monday, April 13th, 2020. A signed copy will be available at Town Hall.

APPENDIX A

March 23, 2019 Budget Line Item Transfers				
Distributing Compensation Study Funds and Other Census Changes				
Account Number	Account Description	New 2020 Budget w/Changes from 3/23/2020	2020 Budget as Voted	Difference
01-4130-02-4112	Executive-PT Hourly	\$ 29,562	\$ 27,608	\$ 1,954
01-4130-02-4290	Executive-Employee Benefits	\$ 43,701	\$ 43,543	\$ 158
01-4130-09-4810	Executive-Incident Fund	\$ 100,434	\$ 70,000	\$ 30,434
4130 Total	Executive			\$ 32,546
01-4140-01-4110	Town Clerk-Salary	\$ 63,778	\$ 62,686	\$ 1,092
01-4140-01-4111	Town Clerk-F/T Hourly Wages	\$ 37,565	\$ 35,552	\$ 2,013
01-4140-01-4112	Town Clerk-P/T Hourly Wages	\$ 35,058	\$ 33,278	\$ 1,780
01-4140-01-4290	Town Clerk-Employee Benefits	\$ 66,005	\$ 66,052	\$ (47)
4140 Total	Town Clerk			\$ 4,838
01-4150-01-4111	Admin-F/T hourly Wages	\$ 100,937	\$ 98,176	\$ 2,761
01-4150-01-4290	Admin-Employee Benefits	\$ 53,421	\$ 53,680	\$ (259)
01-4150-01-4613	Admin-Med. Surveillance	\$ 1,800	\$ -	\$ 1,800
01-4150-04-4110	Tax Coll-Salary	\$ 52,733	\$ 52,546	\$ 187
01-4150-04-4111	Tax Coll-F/T Hourly Wages	\$ 36,863	\$ 35,552	\$ 1,311
01-4150-04-4290	Tax Coll-Employee Benefits	\$ 51,240	\$ 51,746	\$ (506)
4150 Total	Admin/Tax			\$ 5,294
01-4155-01-4154	Payroll Admin-End of Service	\$ 11,673	\$ 15,000	\$ (3,327)
01-4155-01-4290	Payroll Admin- End of Service Benefits	\$ 3,327	\$ 1,800	\$ 1,527
4155 Total	Payroll Administration			\$ (1,800)
01-4190-01-4110	Land Use Salary	\$ 59,654	\$ 59,420	\$ 234
01-4190-01-4111	Land Use F/T Hourly Wages	\$ 41,027	\$ 41,053	\$ (26)
01-4190-01-4290	Land Use-Employee Benefits	\$ 47,698	\$ 48,457	\$ (759)
4190 Total	Land Use			\$ (551)
01-4194-01-4112	Gen Gov Bldg-P/T Hourly Wages	\$ 30,670	\$ 30,592	\$ 78
01-4194-01-4290	Gen Gov Bldg-Employee Benefits	\$ 3,505	\$ 3,499	\$ 6
4194 Total	General Government Buildings			\$ 84
01-4210-01-4110	Police -Salary	\$ 159,276	\$ 161,119	\$ (1,843)
01-4210-01-4111	Police-F/T Hourly Wages	\$ 450,692	\$ 443,984	\$ 6,708
01-4210-01-4112	Police-P/T Hourly Wages	\$ 39,715	\$ 39,578	\$ 137
01-4210-01-4145	Police-Holiday Pay	\$ 22,556	\$ 22,094	\$ 462
01-4210-01-4290	Police-Employee Benefits	\$ 490,471	\$ 508,873	\$ (18,402)
01-4210-02-4111	Police-Clerical	\$ 44,642	\$ 44,267	\$ 375
4210 Total	Police			\$ (12,563)
01-4220-01-4111	Fire/EMS-FT hourly wages	\$ 91,246	\$ 87,248	\$ 3,998
01-4220-01-4145	Fire/EMS Holiday Pay	\$ 7,483	\$ 7,206	\$ 277
01-4220-01-4290	Fire/EMS-Employee Benefits	\$ 162,547	\$ 162,023	\$ 524
4220 Total	Fire/EMS			\$ 4,799
01-4240-01-4111	Building-FT Hourly	\$ 106,122	\$ 104,749	\$ 1,373
01-4240-01-4112	Building-PT Hourly Wages	\$ 26,257	\$ 25,821	\$ 436
01-4240-01-4290	Building-Employee Benefits	\$ 63,352	\$ 63,848	\$ (496)
4240 Total	Building			\$ 1,313
01-4311-01-4110	Highway Dept-Salary	\$ 78,572	\$ 77,886	\$ 686
01-4311-01-4111	Highway Dept-FT Hourly Wages	\$ 328,876	\$ 317,279	\$ 11,597
01-4311-01-4112	Highway Dept-PT & Temp Hourly Wages	\$ 25,000	\$ 32,917	\$ (7,917)
01-4311-01-4290	Highway-Employee Benefits	\$ 266,192	\$ 268,534	\$ (2,342)
4311 Total	Highway			\$ 2,024
01-4321-01-4111	Transfer Station-FT Hourly Wages	\$ 39,972	\$ 39,458	\$ 514
01-4321-01-4112	Transfer Station-PT Hourly Wages	\$ 36,094	\$ 30,609	\$ 5,485
01-4321-01-4290	Transfer Station-Employee Benefits	\$ 36,821	\$ 36,634	\$ 187
4321 Total	Transfer Station			\$ 6,186
01-4441-01-4112	Gen Asst-PT Hourly Wages	\$ 9,737	\$ 8,723	\$ 1,014
01-4441-01-4290	Gen'l Asst-Employee Benefits	\$ 926	\$ 848	\$ 78
4441 Total	General Assistance			\$ 1,092
01-4520-01-4110	Recreation-Salary	\$ 54,564	\$ 60,538	\$ (5,974)
01-4520-01-4111	Recreation-FT Hourly Wage	\$ 43,503	\$ 47,200	\$ (3,697)
01-4520-01-4112	Recreation-PT Hourly Wage	\$ 21,470	\$ 20,699	\$ 771
01-4520-01-4290	Recreation-Employee Benefits	\$ 52,347	\$ 75,890	\$ (23,543)
4520 Total	Recreation			\$ (32,443)
01-4550-01-4110	Library-Salary	\$ 56,633	\$ 56,493	\$ 140
01-4550-01-4111	Library-FT Hourly Wages	\$ 74,578	\$ 72,738	\$ 1,840
01-4550-01-4112	Library-PT	\$ 79,630	\$ 77,028	\$ 2,602
01-4550-01-4290	Library-Employee Benefits	\$ 76,688	\$ 92,089	\$ (15,401)
4550 Total	Library			\$ (10,819)
			Budget Total	\$ -