



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report July 22, 2019 Select Board Meeting

1. Agenda

- a. See attached, [July 22, 2019](#)

2. Public Hearings

- a. Public Hearing on the issuance of a building permit at 21 Carr Drive, a private road, for Peter Royce, Map 222, Lot 8 – **Vote**
 - i. See attached, [Royce 28Carr toSB 071119](#)
- b. Public Hearing on the issuance of a building permit at 144 Long Shore Drive, a private road, for Peter Shaw, Map 101, Lot 53 – **Vote**
 - i. See attached, [Shaw 144LongShores toSB 071119](#)

3. Appointments

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 07-08-2019](#)

5. Old Business

- a. Panish Pledge Agreement – **Vote**
 - i. This pledge agreement, as recommended by the Conservation Commission, is part of the ongoing Goodwill Conservation Area expansion. This property would contribute 20 acres off Ross Road which will be used for a parking area and trail access to the Goodwill Conservation Area.
 1. See attached, [Pledge Agreement Panish pp - JW Edit 190705 Clean](#)
 - ii. This agreement has been reviewed by the Town's attorney.
 - iii. The Board is asked to consider the approval of this pledge agreement and to consider authorizing the Town Administrator to sign.
- b. Haley Purchase and Sale – **Vote**
 - i. This is the purchase and sale agreement for 95.2 acres as part of the ongoing Goodwill Conservation Area expansion. This purchase is approved by the Conservation Commission from the Conservation Fund and is also supported by numerous grants.
 1. See attached, [PS long form Haley and Town - 20190624](#)
 - ii. The Conservation Commission MOU requires all land purchases be considered by the Select Board.
 - iii. The Board is asked to consider the approval of this purchase and sale agreement and to consider authorizing the Town Administrator to sign.



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6. New Business

a. Returned Check Policy – **Vote**

- i. On December 3, 2018, the Select Board approved the Returned Check Policy.
 1. See attached, [Bad Check Policy TOB](#)
- ii. After a six-month review, staff has recommended changes regarding reinstatement and tracking/notification.
 1. See attached, [Returned Check Policy](#)
- iii. The Board is asked to consider amending the Returned Check Policy as proposed.

b. Waive Exemption Deadline – Solar – **Vote**

- i. The Town is currently undergoing the Department of Revenue Administration mandated property assessment revaluation process. As part of the process, our Assessor will be changing the practice for valuing solar equipment. Previously, this equipment was not valued, but as part of the revaluation, the Assessor will be assigning a value of \$5,000 for each solar energy system, regardless of size. This change of practice will take place in the 2019 tax year.
- ii. The Town of Barrington already offers a \$5,000 solar exemption which perfectly offsets the assigned value for solar equipment. This exemption prevents property owners from experiencing an additional tax burden for pursuing sustainable energy solutions.
- iii. The Town currently has 29 property owners with a solar exemption, but many more with solar equipment. The exemption request deadline was April 1, 2019. The Select Board is able to waive the exemption request deadline due to a hardship created by adjusting the assessed value for solar equipment. This would allow the Town to deliver letters and exemption request forms to property owners with solar equipment and without an exemption. The Assessor and Town Administrator support this waiver.
- iv. The Board is asked to consider waiving the exemption request deadline for solar exemptions due to the hardship created by adjusting the assessed value of solar equipment.

c. UNH Dispatch Contract – Fire/EMS – **Vote**

- i. The UNH Dispatch Center provides dispatch services for Barrington Fire and EMS. The contract price for 2019-2020 is \$12,375.
 1. See attached, [UNH Dispatch Contract 2019-2020](#)
- ii. The Board is asked to consider the approval of the UNH Dispatch Contract.

d. 2019 Tax-Deeding – Discussion

- i. As of July 17, 2019, there are 46 properties which meet the requirements to be tax-deeded. At a minimum, these properties have an unpaid balance on



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- their 2016 tax bill. Nine of the properties are not to be tax-deeded due to outside liens, bankruptcy, and contamination. Five of the properties are successfully participating in a payment plan and will be recommended for a tax-deed waiver. The remaining 32 properties will be before the Board on August 26th for tax-deeding. The 2019 tax-deed date is August 29th.
- ii. Some of the 46 property owners will pay off their 2016 lien prior to the tax-deed date, making them ineligible for tax-deeding. Based on an inspection from the Building Inspector, other properties may be recommended for a tax-deed waiver due to liability concerns with Town ownership.
 - iii. The Board will be required to act at the August 26th Select Board Meeting to tax-deed or authorize a tax-deed waiver for all properties with an unpaid balance from 2016. This action must be taken prior to the tax-deed date of August 29th.
 - iv. In addition to a recommendation from the Tax Office and Building Inspector, what information does the Board request in order to make the necessary decisions on August 26th?
- e. Extension of Lease at 333 Calef Highway – **Vote**
- i. The lease for the Town Offices at 333 Calef Highway expires August 1, 2019. The owners of the building, 125 Holdings, LLC, have agreed to a one-year extension at the same price and under the same terms as the original lease.
 1. See attached, [333 Calef Lease](#)
 2. See attached, [333 Calef Lease Amendment - 2019](#)
 - ii. The Board is asked to consider approving the lease extension and authorizing the Town Administrator to sign.
- f. Goals for 2020 Budget Process – Discussion
- i. The Advisory Budget Committee has asked the Board to considering any general goals for the 2020 budget process. The ABC feels this information will be valuable for Department Heads during the budget generation and for the ABC during budget review.
- g. Road Naming Authorization – E911 – **Vote**
- i. The construction of the road leading to the Christmas Dove property is nearing completion. The owners of the road are still deliberating on a road name. The state will not allow the road to be opened until the entrance for Christmas Lane at Franklin Pierce Highway is discontinued. The road also cannot be opened until a name is approved. These factors dictate a small window for name approval.
 - ii. The E911 Road Naming Committee reviews road names for E911 compliance and makes a recommendation to the Select Board. A name can also be selected from the list preapproved by the Select Board. In this



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instance, the Select Board is asked to consider authorizing the E911 Committee to approve this road name, once submitted and reviewed. This authorization will allow for the accommodation of the small window for name approval.

- iii. The Board is asked to consider a one-time authorization for the E911 Road Naming Committee to approve the road name (after proper review) for the newly constructed road leading to the Christmas Dove property.

h. School Board – Joint Board Meeting – Discussion

- i. The Barrington School Board was invited to the 2019 All Boards Meeting. Instead of participating in the event on August 12th, the School Board has proposed a Joint Board meeting with just the School Board and Select Board. As an alternative, the School Board also proposed a meeting with the School Board Chair, Select Board Chair, Superintendent, and Town Administrator.
- ii. The Town Administrator supports either option in order to discuss common interest, goals, and priorities for the residents of the Town of Barrington.
- iii. The Board is asked to consider a Joint Boards Meeting with the School Board or a meeting of the Chairs and administrative leaders.

7. General Information

a. Summer All Boards Meeting

- i. The following groups have been invited to the 2019 All Boards Meeting: Conservation Commission, Planning Board, Library Trustees, Recreation Commission, Technology Committee, Town Lands Committee, Trails Committee, Zoning Board, Advisory Budget Committee, School Board, Compensation Study Task Force, Town Hall Building Committee, and Tricentennial Steering Committee.
 1. See attached, [AllBoards Invite 081219](#)
- ii. The Town Administrator will prepare a Town Budget and Select Board Goal Analysis for the All Boards Meeting. The Select Board can use this analysis to make a short presentation regarding the ongoing and upcoming projects.

8. Open Positions in Barrington

- a. Recreation Department – Program Coordinator
- b. Recreation Department – Administrative Assistant
- c. Recreation Department – Evening and Weekend Supervisor
- d. Fire Department – Part-Time Firefighter/EMT

9. July Work Anniversaries

- a. James Chase • Highway Department Crew • 28 Years



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- b. Jessica Tennis • Assistant Recreation Director • 14 Years
- c. Tara Barker • Recreation Director • 9 Years
- d. Seth Wentworth • Volunteer Fire/EMS • 9 Years
- e. Marcia Gasses • Town Planner • 7 Years
- f. Paul Haggemiller • Volunteer Fire/EMS • 5 Years
- g. Payton Goodell • Deputy Tax Collector • 2 Years

10. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)

11. Upcoming Meetings/Events

- a. August 12, 2019 – All Boards Meeting
- b. August 26, 2019 – Select Board Meeting

12. Non-Public Request

- a. Personnel
- b. Reputation
- c. Land