



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

October 17, 2022 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**
[October 17, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the October 17, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. School Board Liaison Report
 - i. The School Board liaisons are Dave Gibson (Chair) and Carrie Neill (Vice-Chair). Each meeting, the liaisons will be invited to discuss topics of their choice with the Select Board.
 - B. Issuance of a Building Permit on Long Shore Drive, a Private Road, for EOR Realty Development, Map 103, Lot 64 – **Vote**
 - i. See attached, [20221017 ClassVI PR 103-64](#)
 - ii. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 3 application, road improvements are required, and the applicants have proposed investing \$11,500 into Long Shore Drive which represents 10% of their proposed construction costs (consistent with Option 2 of Section IV, f of the policy).
 - iii. ***Make a motion to authorize the issuance of a building permit for Map 103, Lot 64 as proposed.***
 - C. Acceptance of Office of Highway Safety Grant Funds – \$16,324 – **Vote**
 - i. The Police Department was able to secure a \$16,324 grant through the Office of Highway Safety.
 - ii. Acceptance of unanticipated funds is governed by [RSA 31:95-b](#). As required, this public hearing was published in Foster's Daily Democrat on October 10, 2022.
 - iii. Public Comment (see Visitor Orientation below)
Make a motion to accept and expend the Office of Highway Safety grant in the amount of \$16,324.
 - D. 2023 Budget Presentation – Police
 - i. Presented by George Joy, Police Chief
 1. Electronic Budget Binder: www.barrington.nh.gov/2023budget



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- a. [Police – Section 12](#)
 - ii. See attached, [Advisory Budget Committee Minutes 20221011](#)
 - iii. Warrant Article Request Additional Details
 1. Public Safety Building Expansion/Renovation
 - a. See attached, [Final Report - Feasibility Study Amended -JWB Oct. 2022](#)
 2. Police Equipment Capital Reserve
 - a. See attached, [Police Equipment Capital Reserve Narrative 20221012](#)
 - i. See attached, [Barrington Police Equipment Replacement Schedule 20221012](#)
 - 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.
6. Consent Agenda (requires unanimous approval) – **Vote**

Consider adding Appointments as presented to the Consent Agenda.
Make a motion to approve the October 17, 2022 consent agenda (A-C) as presented.

 - A. [Meeting Minutes October 3, 2022](#)

Make a motion to approve the October 3, 2022 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Accounts Payable Manifest 2022-241
 - ii. Payroll Manifest 2022-140
 - iii. Oath of Office – Jack Bingham – Energy Committee
 - iv. Oath of Office – Doug Bogen – Energy Committee
 - v. Oath of Office – Daniel Federico – Energy Committee
 - vi. Oath of Office – Leah Harrington – Energy Committee
 - vii. Oath of Office – Alyssa Papineau – Energy Committee
 - viii. Oath of Office – Bill Irving – Advisory Budget Committee
 - ix. Oath of Office – Peter Royce - Advisory Budget Committee
 - x. Class VI/Private Road Agreement – Map 118 Lot 4 – Phinney
 - xi. Class VI/Private Road Agreement – Map 126 Lot 21 – Blaquiére/Matheson

Make a motion to authorize and sign the above-referenced documents (i-xi).
 - C. New Requests for Signature
 - i. Accounts Payable Manifest 2022-242
 - ii. Payroll Manifest 2022-141
 - iii. Meeting Minutes – September 12, 2022 (as amended)
 - iv. Raffle Permit to Expire October 17, 2023 – [Barrington Snow Goers](#)
 - v. Raffle Permit to Expire October 17, 2023 – [Barrington Republican Committee](#)
 - vi. Raffle Permit to Expire October 17, 2023 – [Barrington American Legion Post 114](#)
 - vii. Timber Intent for Map 269 Lot 9
 - viii. Timber Intent for Map 251 Lot 1

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



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7. Appointments

A. Energy Committee

i. Paul Panish – Discussion

1. See attached, [20220926 AppEnergyComm Panish](#)
2. Mr. Panish is interested in joining the newly created Energy Committee. A full appointment with a term expiring in 2024 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the October 3, 2022 meeting.

Make a motion to appoint Paul Panish as a full member of the Energy Committee with a term expiring in March of 2024.

B. Conservation Commission

i. Paul Panish – Discussion

1. See attached, [20220926 AppConCom Panish](#)
2. Mr. Panish is interested in being appointed as an alternate to the Conservation Commission. He has participated in many Conservation Commission and Town Lands Committee meetings as a member of the public. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the October 3, 2022 meeting.

Make a motion to appoint Paul Panish as an alternate member of the Conservation Commission with a term expiring in March of 2023.

8. Staff Report

A. Administrator MacIver

i. October Work Anniversaries

1. Samuel Surawski • Police Officer • 3 Years

ii. 2022 Land Sale Auction

1. At the May 9, 2022 meeting, the Select Board voted to sell 'The Homestead' at auction. At the May 23, 2022 meeting, the Select Board voted to schedule a fall auction with NH Tax Deed & Property Auctions. At the July 11, 2022 meeting, the Select Board voted to sign the contract for auction services. At the September 12, 2022 meeting, the Select Board finalized the auction details for an auction scheduled on November 5, 2022 at the Early Childhood Learning Center.
2. Auction Details: <https://nhtaxdeedauctions.com/barrington-nh-auction-nov-5-2022/>

iii. New Town Hall Open House

1. A committee of staff have been meeting to organize an Open House event for the new Town Hall. The event will start at 3:00pm and conclude at 7:00pm, flyer attached. The event will include opening remarks, a flag dedication by the American Legion, and a POW/MIA Chair of Honor dedication by Rolling Thunder. Light refreshments will be provided, and local businesses have made donations for a raffle.
2. See attached, [New Town Hall Open House Flyer 20221012](#)



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iv. Town Facilities and Custodial Services

1. Since 2005, the Town and the School District have shared a Facilities Manager. The collaboration has been part of a larger, informal, shared services arrangement. In recognition that taxpayers in Barrington are solely responsible for the School and Town budgets, opportunities to collaborate and limit duplication of efforts have been championed.
2. In 2019, when the School Facilities Manager position turned over, the School and the Town worked to formalize the shared services arrangement. In late 2019 the Select Board adopted the attached intermunicipal agreement which highlights the many ways that the Town and the School collaborate. The agreement was never ratified by the School Board.
 - a. See attached, [Town School Intermunicipal Agreement 20191118](#)
3. Separately, the Town and School entered a custodial services contract in fall of 2020. This services contract was mutually beneficial because it allowed the School to hire/maintain additional staffing and it gave the Town a larger pool of staff to provide custodial services. When the Town has one or two custodians, it is challenging to cover shifts during vacations, medical leave, or staff turnover.
 - a. See attached, [SAU 74 Custodial Contract - Signed 210330](#)
4. Due to staffing constraints and increased workload, the School recently notified the Town that they could no longer provide facilities or custodial services. The School has offered to continue mowing as time allows.
5. The Town was able to hire a retired School custodian to continue cleaning the Public Safety Building, the Recreation Department, and the Highway Department. Although that addressed the immediate custodial needs, the Town is still inadequately staffed for our custodial needs. As an example, for the past two weeks the Police/Fire/Recreation/Highway staff have been cleaning their own facilities while the custodian was on leave. Staff are exploring options to compliment/augment the custodial staff including through contracted services.
6. Not having facilities support is a much more challenging situation to resolve. The Town has four sites with many buildings which present a wide variety of needs. In the mid-to-long term, the Town will need leadership in a Facilities Management position. Staff continue to explore options ranging from contracted services, to expanding current positions, or adding a new position. Select Board Member Bailey has offered to share his experience in helping staff review options.
7. We will keep the Select Board informed as solutions are refined.

B. Municipal Office Administrator Caudle

9. Old Business

A. 2022 Wage Study – **Vote**

- i. At the May 5, 2022 meeting, the Select Board commissioned a Wage Study to be performed by Municipal Resources, Inc. (MRI). The study encompassed approximately 45 position classifications covering both union and non-union positions in the Town. Their work



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involved a salary survey and analysis of 15 comparable communities with a target of the 60th percentile due to the current market in order to be competitive. Following their analysis, MRI made recommendations regarding position classification and the pay plan.

- ii. See attached, [2022 Wage Study](#)
- iii. The recommendations indicate a 9% average increase in minimum wage rates and an 8.82% increase in maximum wage rates (individual positions vary). The final step is to assign incumbent employees to the appropriate step within the updated pay plan (based on their position classification). MRI makes recommendations based on the employee's existing wage rate and targets a balance between the average wage rate increase of 9% (for equity) and the percent each position classification changed. The resulting step assignments will result in an average of 8% increase in wage rates (9.5% median).
- iv. Funds to implement the recommendations of the 2022 Wage Study as of April 1, 2023 are currently proposed in the Incident Fund. If/when adopted by the Select Board, the funds will be distributed throughout departments.

Make a motion to adopt the recommendations of the 2022 Wage Study and include the funding necessary to implement the recommendations in April of 2023 upon passage of the 2023 budget. Further to offer the opening of contract negotiations with NEPBA Local 240 (the Police Union) in order to incorporate the proposed changes in a Collective Bargaining warrant article.

B. Petitioned Special Town Meeting – Discussion

- i. At the [June 13, 2022 meeting](#), the Select Board was presented with [a petition](#) to call a Special Town Meeting. [RSA 39:3](#) contemplates the procedure to petition a Special Town Meeting. On June 14, 2022 [the petition](#) was turned over to the Supervisors of the Checklist for certification. The Supervisors separately verified 141 signatures where the names and addresses of the signers match the information on each resident's voter registration. There were 37 signatures which were not verified because the signer was not a registered voter, or the information provided was illegible. On July 7, 2022 the Supervisors returned a certified copy of the [Special Town Meeting petition](#) to the Select Board Chair.
- ii. On July 7, 2022 the Select Board Chair met with the Town's attorney and relevant staff to prepare [a scheduling recommendation](#) for the Select Board. At the July 11, 2022 meeting, the Select Board approved [the recommendations](#).
- iii. The Petitioned Special Town Meeting dates are as follows:
 1. **August 20, 2022 (Saturday)** – Petitioned Special Town Meeting Deliberative Session
 - a. Barrington Middle School (51 Haley Drive) – 9:00am
 2. **October 18, 2022 (Tuesday)** – Petitioned Special Town Meeting Vote
 - a. New Town Hall (4 Signature Drive) – 8:00am-7:00pm
- iv. On [August 20, 2022](#) the Town held the Deliberative Session. At this session, the participants exercised their authority to amend the petitioned warrant article to read:
 1. *To see if the Town will vote to encourage the Select Board to continue the employment of Conner MacIver and Peter Royce in their current positions with the Town of Barrington, and to recognize the many contributions the two have made to the Town throughout their tenures.*
- v. The Town has prepared a website to share information with residents regarding the Petitioned Special Town Meeting: www.barrington.nh.gov/2022STM. Details include Frequently Asked Questions:



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1. What is a Special Town Meeting and how is one called?
2. What is a Deliberative Session/Why are there two sessions?
3. Can a warrant article be amended at Deliberative Session?
4. How much will the Special Town Meeting cost?
5. What is the background of the Town and 2A Tactical?
 - a. See attached, [2A Tactical Select Board File Summary 20220428](#)
6. What is the legality of the petitioned warrant article? What if the petitioned warrant article passes?
 - a. See attached, [Petitioned Article Advisory – Legal Memo 20220725](#)
7. I am away on 8/20 or 10/18, can I still participate?
8. Has the County Attorney and/or Attorney General reviewed the complaints?
 - a. See attached, [County Attorney Complaint Response - Rob Russell – 20221007](#)
 - b. See attached, [Attorney General Complaint Response - Rob Russell - 20220504](#)

10. New Business

11. Select Board Member Reports and Concerns

- A. Select Board Member Cappiello
- B. Select Board Member Gibson
- C. Select Board Member Saccoccia
- D. Select Board Vice-Chair Bailey
- E. Select Board Chair Mannschreck

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

14. Adjournment

A. Upcoming Meetings

- i. October 24, 2022 • November 7, 2022 • November 14, 2022 • November 28, 2022

B. Upcoming Events

- i. October 18, 2022 (Tuesday) – Petitioned Special Town Meeting Vote

1. New Town Hall (4 Signature Drive) – 8:00am-7:00pm

2. More information available at www.barrington.nh.gov/2022stm.

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

- New Town Hall Meeting Room
- 4 Signature Drive, Barrington, NH 03825

• Remote Meeting Participation

- Video: barrington.nh.gov/sbmeeting
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 694 999 611#



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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/TA20221017. 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.