



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

November 7, 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**
[November 7, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the November 7, 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. 2023 Budget Presentation – Tax
 - i. Presented by Linda Markiewicz, Tax Collector
 1. Electronic Budget Binder: www.barrington.nh.gov/2023budget
 - a. [Tax – Section 17](#)
 - ii. See attached, [Advisory Budget Committee Minutes 20221101](#)
 - iii. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
 - iv. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.
 - C. 2023 Budget Presentation – Land Use
 - i. Presented by Vanessa Price, Town Planner
 1. Electronic Budget Binder: www.barrington.nh.gov/2023budget
 - a. [Planning/Land Use – Section 15](#)
 - ii. See attached, [Advisory Budget Committee Minutes 20221101](#)
 - iii. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
 - iv. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.



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D. 2023 Budget Presentation – Building

- i. Presented by John Huckins, Building Inspector/Code Enforcement Officer/Zoning Administrator
 1. Electronic Budget Binder: www.barrington.nh.gov/2023budget
 - a. [Building – Section 16](#)
- ii. See attached, [Advisory Budget Committee Minutes 20221101](#)
- iii. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
- iv. Select Board Review and Comment
 1. The Select Board is asked to review and comment on the budget as presented.

E. Library Budget Materials

- i. The Library Trustees have made a few changes to the proposed Library budget and provided a summary and narrative document for their budget.
 1. See attached, [Library Budget Cover 20221101](#)
 2. See attached, [Library Budget Summary 20221101](#)
 3. See attached, [Library Budget Narrative 20221101](#)

6. Consent Agenda (requires unanimous approval) – **Vote**

Make a motion to approve the November 7, 2022 consent agenda (A-M) as presented.

A. [Meeting Minutes October 17, 2022](#)

Make a motion to approve the October 17, 2022 minutes [as amended].

B. [Meeting Minutes October 24, 2022](#)

Make a motion to approve the October 24, 2022 minutes [as amended].

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2022-244
- ii. Payroll Manifest 2022-143
- iii. 2022 Land Sale Auction Contract
- iv. 2022 Equalization Certificate
- v. Power of Attorney (POA) for the 2022 Land Sale Auction

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

D. New Requests for Signature

- i. Accounts Payable Manifest 2022-245
- ii. Payroll Manifest 2022-144
- iii. Timber Intent for Map 222 Lot 13
- iv. 2022 County Tax Apportionment

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

E. New Road Name – Teton Court

- i. A developer is seeking Planning Board approval for a [commercial/residential development](#) across from the Pine Grove Cemetery on Map 234, Lot 77. The new road will need to be



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named and the developer has proposed Teton Court. The road name has been reviewed by the Town’s E911 Road Naming Committee and New Hampshire E911; there were no objections.

- ii. See attached, [2022 fph 234 77proposedpln0825 TetonCt](#)
- iii. Pursuant to [RSA 231:133](#), the Select Board shall approve road names.

Make a motion to approve the name “Teton Court” for the commercial/residential development located at Map 234, Lot 77.

F. Housing Opportunity Planning Grant

- i. See attached, [HOP GRANT_SB memo](#)

Make a motion to authorize the pursuit of a Housing Opportunity Planning Grant to support the update of the Town’s Housing Master Plan Chapter in 2023.

G. New Hampshire Municipal Association Annual Meeting Voting Delegate

- i. The 2022 NHMA Annual Meeting will be held in conjunction with the NHMA Annual Conference on Wednesday, November 16, 2022. At the Annual Meeting, each member municipality will have an opportunity to vote for members of the NHMA Board of Directors. Each member municipality has one vote at the Annual Meeting.
- ii. The Agenda for the Annual Meeting is as follows:
 - 1. Vote: Members of Board of Directors
 - 2. Other business

iii. The slate of Board of Directors was nominated by the NHMA Executive Committee:

Name	Position	Municipality	Appointed or Elected	Term Expires
Candance Bouchard*	City Councilor	Concord	Elected	2025
David Caron*	Town Administrator	Derry	Appointed	2025
Stephen Fournier*	Town Manager	Newmarket	Appointed	2025
Holly Larson*	Finance Director	Berlin	Appointed	2025
Cheryl Lindner*	Treasury Management Officer	Nashua	Appointed	2025
Patrick Long*	Alderman	Manchester	Elected	2025
Conner MacIver*	Town Administrator	Barrington	Appointed	2025
Jim Maggiore*	Select board member	North Hampton	Elected	2025
Judie Milner*	City Manager	Franklin	Appointed	2025
Donna Mombourquette	Select board member	New Boston	Elected	2024
Joseph Devine	Asst. Town Manager	Salem	Appointed	2023

*Returning Board Members

Make a motion to appoint Dannen Mannschreck, Select Board Chair as the Barrington Voting Delegate to the 2022 NHMA Annual Meeting.



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H. Update NHMA Legal Inquiries List

- i. The New Hampshire Municipal Association (NHMA) offers free legal consultation for general Town business/functions. The Town of Barrington maintains a list of those municipal officials who can contact NHMA for legal advice.
- ii. See attached, [New Hampshire Municipal Legal Inquires List 20221101](#)

Make a motion to update the New Hampshire Municipal Association Legal Inquires List as presented and authorize the Select Board Chair to sign.

I. NHMA Legal Inquiries Disposition of Member Legal Files

- i. See attached, [NHMA Legal Inquiries Records 20221017](#)

Make a motion to authorize NHMA to discard all legal inquiries records that are older than January 1, 2015.

J. Police Equipment Capital Reserve Expenditure Request

- i. See attached, [Police Equipment Capital Reserve Expenditure Request 20221101](#)

Make a motion to appropriate up to \$2,500 from the Police Equipment Capital Reserve as presented.

K. Transfer Station Improvement Capital Reserve Expenditure Request

- i. See attached, [Transfer Station Capital Reserve Expenditure Request 20221026](#)

Make a motion to appropriate up to \$3,700 from the Transfer Station and Recycling Center Improvement Capital Reserve as presented.

L. Health Plan Offering Change

- i. The Town currently offers three health plan options; Blue Choice, Access Blue, and Site of Service. We were recently notified that Health Trust will be discontinuing the Blue Choice plan offering. We currently have no employees or retirees enrolled in the Blue Choice health plan. Health Trust has recommended that we stop offering the Blue Choice health plan now in order to avoid having to remove the health plan while an employee is enrolled.

Make a motion to remove the Blue Choice health plan offering because Health Trust will be discontinuing it and because there are no current enrollees in the health plan.

M. Issuance of a Building Permit on Sarah Lane, a Private Road, for Mark and Cheryl Scott, Map 111, Lot 26

- i. See attached, [20221107_ClassVIPR_SarahLane](#)
- ii. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 2 application, there are no road improvement requirements.

Make a motion to authorize the issuance of a building permit for Map 111, Lot 26 as proposed.

7. Appointments

8. Staff Report

A. Administrator MacIver

- i. November Work Anniversaries

1. Jonathan Janelle • Fire/EMS • 24 Years



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2. Erin Paradis • Transfer Station Administrator / Highway Support Asst. • 14 Years
 3. Richard Smith • Fire/EMS • 10 Years
 4. Abigail Clark • Recreation • 6 Years
 5. Terrence Glazier • Transfer Station Attendant • 3 Years
 6. Peter Curtin • Full-Time Fire/EMS • 2 Years
 7. Cameron Berry • Full-Time Police • 1 Year
- ii. 2022 Property Tax Rate - \$19.85
1. The 2022 Property Tax Rate was set on November 3, 2022.
 2. See attached, [2022 Tax Rate Breakdown – Barrington](#)
 3. Tax bills will be due in mid-December (details available at: www.barrington.nh.gov/tax-collector). Overall, the tax rate increased 1.8% with a 2.15% increase in Education and a 1.7% increase in Municipal; there was a 0.5% decrease in County. Further details and additional updates from departments are available in the insert which will be included in each mailed tax bill.
 4. See attached, [2022 Second Half Tax Bill Insert](#)
- iii. Ask The Town
1. In the Tax Bill Inserts, we are rolling out a new citizen engagement tool aimed at connecting residents with the information they want to know. The Town has made dramatic improvements over the past few years making information publicly available (primarily on the website) before people ask. We have found that, given the volume of information available, residents have trouble finding what they are looking for in a self-service manner.
 2. In an effort to improve information sharing and learn what is most important to residents, we have launched Ask The Town.
- iv. Master Plan Survey
1. The Town of Barrington wants to hear from you; its residents and business owners, as it updates its Master Plan. This process is guided by a Town Steering Committee, in partnership with Strafford Regional Planning Commission. Your feedback is important and will be integrated into the update to the future Land Use and Transportation chapters.
 2. To participate in the survey, please navigate to: tinyurl.com/barmp22. Representatives from the Steering Committee and Land Use Office will also have a table at voting on November 8, 2022 in order to encourage participation in the survey and answer questions from residents.
- v. 2022 State General Election Select Board Participation





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1. The Select Board had previously requested information regarding the duties of the Select Board on election day. Please see the attached summary.
2. See attached, [Select Board Duties on Election Day 20220929](#)
3. The State General Election is on Tuesday, November 8, 2022.

vi. NHMA Annual Conference

1. The NHMA Annual Conference is schedule for November 16-17, 2022.
 - a. *Registration is now open for NHMA's 81st Annual Conference and Exhibition. Please join on Wednesday, November 16 and Thursday, November 17 at the DoubleTree by Hilton Manchester Downtown Hotel. Our theme this year is "Getting Used to Different."*
 - b. *It's been nearly two years and New Hampshire municipalities are still "getting used to different" and adapting to the extraordinary events of the pandemic. Elected and appointed officials have been faced with tough challenges and opportunities to create new programs and services that best meet the changing needs of their residents.*
 - c. *This year's conference will be held as a live, in person event in Manchester both days with simultaneous live-streaming for virtual attendees. Either way, whether live and in-person or virtually, we hope you will join us this year.*
2. The Select Board is invited to participate in all or part of the conference.

vii. 2022 Land Sale Auction

1. On November 5, 2022 NH Tax Deed Auctions conducted Barrington's 2022 Land Sale auction at the Early Childhood Learning Center.
2. Auction Details: <https://nhtaxdeedauctions.com/barrington-nh-auction-nov-5-2022/>.

viii. New Town Hall Open House

1. A special 'thank you' to all that attended the [Open House](#) last week and especially to the staff of the Town Hall for cleaning, decorating, and baking to make it a fun event for all.
2. The event included opening remarks, a flag dedication by the American Legion, and a POW/MIA Chair of Honor dedication by Rolling Thunder.

B. Municipal Office Administrator Caudle

9. Old Business

A. Tax Increment Financing and Barrington Town Center – Discussion

- i. At the October 24, 2022 meeting, the Select Board favorably discussed the idea of considering Tax Increment Financing (TIF) to support economic development and implementation of Barrington's vision for the Town Center and Village Zoning Districts. I provided the following resources at that time.
 1. See attached, [NH Office of Energy and Planning Tax Increment Financing Bulletin 201511](#)
 2. See attached, [Tax Increment Financing – NHMA Article 201610](#)



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3. Additionally, I will provide links to two NH municipalities with details regarding their efforts with TIF districts.
 - a. [Peterborough, NH](#)
 - b. [Jaffrey, NH](#)
- ii. At [Town Meeting in 1988](#), Barrington voters adopted the provisions of [RSA 162-K](#) which authorizes TIF Districts. This first step of the process laid the foundation to allow the Select Board to propose TIF districts for voter approval.
- iii. The Legislative Body (voters) must also vote to establish districts which are supported by development programs and financing plans. Voters must also establish an advisory board and make various decisions regarding the administration of the TIF. If we move forward with a TIF district encompassing all or part of the Town Center and Village Zoning Districts, the proposal should go to voters in March of 2023.
- iv. At a high level, Barrington has focused countless time and energy on the development of a Town Center. This has included the [2007 Town Center Plan](#), [2014 Community Profile](#), [Recreation Needs Assessment and Strategic Plan](#), [updates to the Master Plan](#), and various changes to the [Zoning Ordinance](#) and [Zoning Map](#) focused on the Town Center. The vision for this part of Barrington has always included extensive civic use/open space which support the desire for commercial development. The footnote of that vision which has regularly been ignored is; how to fund the type of civic use/open space which residents desire. A TIF District could create that funding source by utilizing only the added tax value from within the district.
- v. The Select Board and stakeholders need to identify what is included in the development program. This could include the construction and ongoing maintenance of:
 1. Parks (playgrounds, field space, pickleball/basketball/tennis courts, trails, gazebos/pavilion, etc.)
 2. Parking
 3. Sidewalks
 4. Evaluation of Supporting Infrastructure
- vi. Various stakeholders are also being asked to identify needs for the development program and the Select Board will be asked to finalize a development program. This should be finalized by late November/early December.
- vii. The Select Board is asked to consider developing a list of items to include in the development program.

B. Facilities Management and Highway Winter Maintenance – Discussion

- i. At the October 17, 2022 meeting, the Select Board discussed the history and recent elimination of facilities support provided by the school. At that time, I explained that staff were evaluating long-term solutions. Additionally, Selectperson Bailey offered to help brainstorm based on his professional expertise.
- ii. According to our Property and Liability insurance provider, the Town has over \$9 million worth of buildings (not including contents). Ultimately, the Town needs a dedicated professional responsible for the maintenance and upkeep of these buildings and mechanical systems. Based on a review of essential position functions, we do not believe that our needs currently justify an entire full-time equivalent (FTE) solely for facilities tasks.
- iii. The Highway Department crew has always included a part-time position for winter maintenance activities. Unfortunately, the incumbent in that position, Bob Brown (a retired



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full-time member of the Highway Department crew), is fully retiring. This leaves a gap in the Road Agent's winter maintenance team and will spread his team thin. Additionally, the winter maintenance demand on the Highway Department continues to increase. The 2022-2023 winter will require winter maintenance at the newly improved municipal parking lot and the larger parking area and walkways at the new Town Hall. Further, the Town continues to accept additional miles of roads (and supporting infrastructure) for which the Highway Department is responsible for maintenance.

- iv. I would like to propose to the Select Board a combined Facilities Manager and Highway Department Crew position to fill the existing needs. This proposed position title would be a Working Facilities Manager and a draft of the job description is attached.
- v. See attached, [Working Facilities Manager – Job Description – DRAFT – 20221102](#)
- vi. The financial impact on the budget would be approximately \$60,000 after utilizing the part-time wages budgeted in the Highway Department. This proposal would be a way to professionally protect and maintain our facilities and maintain the level of winter maintenance services in the Highway Department.
- vii. The Select Board is asked to consider what additional information would be necessary to make a decision regarding the Town's facilities needs and winter maintenance gap.

10. New Business

A. 2022 Equalized Ratio and Assessing Services – Discussion

- i. The Town's Assessor has completed the preliminary ratio of assessed values. The attachments below include the ratio report and a memo from the Town's Assessor explaining what the numbers mean.
- ii. See attached, [Preliminary Ratio Report 2022 Barrington](#)
- iii. See attached, [Emerging 2022 Assessment to Sales Ratio 20221012](#)
- iv. As advised by the Assessor, the Board needs to consider commissioning a statistical update for 2023. This would be similar in timeline and scope to the 2021 statistical update. Sale values have continued to rise, and it is important to keep the assessed values in line with the market value. If Barrington's Equalized Ratio exceeds 10% (+/-) during a full cyclical revaluation, an update would be required. The cost for a statistical update in 2023 would be approximately \$25,000 in addition to our annual assessing services.
- v. The Select Board could opt to defer a statistical update until 2024 to see if the market starts correcting and driving the equalized ratio from 80% closer to 100%. Based on the current economy, that seems possible. The risk would be if the housing market continues on the current trend and by 2024, we have an equalized ratio lower than 80% which would mean a much larger correction during a revaluation or statistical update. Generally, it is easier on residents to have smaller incremental changes opposed to large jumps in assessed value.
- vi. The decision to conduct a statistical update does not need to be made until early spring of 2023. The question before the Select Board would be whether to include funding (\$25,000) in the budget to make that option available in 2023.

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



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E. Select Board Chair Mannschreck

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

A. Personnel

Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purposes of personnel.

14. Adjournment

A. Upcoming Meetings

i. November 14, 2022 • November 28, 2022 • December 5, 2022 • December 12, 2022

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: 193 013 548#

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/TA20221107. 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.