



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

November 28, 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 28, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the November 28, 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 – Fire/EMS/Cemeteries
 - i. Presented by Richard Walker Jr., Fire Chief
 1. Electronic Budget Binder: www.barrington.nh.gov/2023budget
 - a. [Fire/EMS/Cemeteries – Section 18](#)
 - ii. See attached, [Advisory Budget Committee Minutes 20221122](#)
 - 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. Capital Improvements Program 2023-2033
 - i. Presented by Vanessa Price, Town Planner and Conner MacIver, Town Administrator
 - ii. The Legislature has clearly stated in [RSA 674:5](#) that the sole purpose of the Capital Improvements Program (CIP) is to "aid" the Select Board in their consideration of the annual budget. If a CIP has been authorized by the voters, [RSA 674:8](#) suggests that the recommendations be updated on an annual basis. The Legislature has recognized that planning for land use and implementing zoning controls are about the future needs of a municipality.
 - iii. The process of identifying capital projects was initiated with interviews of each municipal department, followed by a request for written submissions and attachments that would describe the proposed capital project, the rationale for the improvement, and estimated



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costs if available. While the minimum period for a CIP focuses on a 6-year schedule (the minimum horizon per state statutes), departments were encouraged to think about their longer-term needs, given the growth that has occurred in Town. Cost effective planning long term planning would anticipate 20-25 year needs for major facilities, so that land acquisition, special studies, or the staging of multi-phase projects allows for expansion.

- iv. See attached, [2023 Capital Improvements Program_FINAL](#)
- v. The Select Board is asked to review and offer comment on the CIP prior to final adoption by the Planning Board.

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

Make a motion to approve the November 28, 2022 consent agenda (A-G) as presented.

A. [Meeting Minutes November 7, 2022](#)

Make a motion to approve the November 7, 2022 minutes [as amended].

B. [Meeting Minutes November 14, 2022](#)

Make a motion to approve the November 14, 2022 minutes [as amended].

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2022-247
- ii. Payroll Manifest 2022-146
- iii. Agreement and Release Regarding a Building Permit for Property Abutting a Private/Class VI Road for Map 211 Lot 2
- iv. Land Use Change Tax Bill and Warrant for Map 204 Lot 12
- v. Land Use Change Tax Bill and Warrant for Map 204 Lot 13

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

D. New Requests for Signature

- i. Accounts Payable Manifest 2022-248
- ii. Payroll Manifest 2022-147
- iii. Municipal Agreement with Sanders Searches, LLC.

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

E. Transfer Station Holiday Hours

- i. See attached, [Transfer Station and Recycling Center 2022 Holiday Hours 20221123](#)

Make a motion to adjust the Transfer Station and Recycling Center Hours as proposed.

F. Fire Department – Classify Call Members on Pay Plan

- i. As previously discussed, the Fire Chief and Human Resources Administrator have taken the results of the 2022 Wage Study and proposed credential-based assignments for the call force.
- ii. See attached, [Fire Department Call Members to Pay Plan 20221123](#)

Make a motion to adopt the proposed pay plan placements for call members of the Fire Department.



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G. Fire Truck Replacement Plan

- i. The Fire Chief and Officers have discussed the upcoming scheduled replacement of Engine 1. They have also discussed with the Advisory Budget Committee that the Fire Truck Capital Reserve is underfunded on the current schedule. The Fire Chief has proposed to refurbish Engine 1 to add an expected ten years of useful life. This will allow funds to be allocated for the full replacement of Engine 2.
- ii. As a first step of the continued consideration of this approach, the Fire Chief is seeking approval to advertise a bid specification for refurbishment of Engine 1. The Select Board will be consulted once the additional information is collected.

Make a motion to authorize the advertisement of a bid specification to refurbish Engine 1.

7. Appointments

A. Recreation Commission

i. Matt Mooers – Discussion

1. See attached, [20221122_AppRec_Mooers](#)
2. Mr. Mooers is interested in being appointed to the Recreation Commission. His application has been reviewed by the Recreation Commission and they supported his application unanimously.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the December 6, 2022 meeting.

8. Staff Report

A. Administrator MacIver

i. November Work Anniversaries

1. Jonathan Janelle • Fire/EMS • 24 Years
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. Ask The Town

1. We had some great questions this week for Ask The Town. See a sample below. Residents are encouraged to keep the questions coming! ask@barrington.nh.gov.
 - a. Q. What were the 2022 Midterm Election results? [Answer.](#)
 - b. Q. What is an election recount and why were the 2022 Strafford District 4 results recounted? [Answer.](#)
 - c. Q. Where can I buy a Barrington flag, like the one flying outside the Town Hall? [Answer.](#)
 - d. Q. When will Mallego Road from Stone Farm Road to Route 125 be paved? [Answer.](#)
 - e. Q. What are the Applicable State and Local Regulations Regarding Political Signs? [Answer.](#)



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2. This initiative was started to help answer resident questions about Town government. There is a lot happening in Barrington and we want residents to have all the details. Chances are, if one resident has a question, others are wondering the same thing.
3. Hearing about what residents want to know also helps us make improvements to how we share information. Send questions to ask@barrington.nh.gov; questions and answers may be featured on the Town's website: www.barrington.nh.gov and/or Facebook page: www.facebook.com/BarringtonNHGov.

iii. NHMA Conference Review

1. The Select Board Chair, Town Administrator, Municipal Office Administrator and various other staff members participated in the NHMA annual conference. The following sessions were attended, let us know if you have any questions about topics covered at the conference.
 - a. NHMA's Annual Legislative Update
 - b. Hot Topics in Highway Regulation
 - c. NH Energy Landscape: Patterns, Policies, and Potential
 - d. RSA 79:A – Current Use
 - e. When and How to do Succession Planning
 - f. NHMA's Annual Court Update
 - g. The Ethics of Local Control
 - h. What is Your HR Strategy?
 - i. Right-to-Know Law Update
 - j. Conflict Management

iv. New Town Hall Community Project Funds Grant

1. In March of 2019, voters appropriated \$1.9 million (\$1,025,000 from fund balance and \$875,000 in a bond authorization) for the design and construction of a new Town Hall. The project was delayed due to State approvals which experienced delays due to the COVID-19 pandemic and volume of applications.
2. In March of 2021 the Town responded to a call for projects from Congressman Chris Pappas' office. After reviewing over 300 projects, Congressman Pappas selected ten projects to be presented to the federal appropriations committees for inclusion in the federal budget.
3. After multiple continuing resolutions, the omnibus appropriations package was signed into law with \$1,500,000 towards the Town Hall project. On March 14, 2022, President Biden signed the \$1.5 trillion [fiscal year 2022 Federal Budget](#) into law. Included in the federal budget is \$1.5 million in direct federal funding to Barrington for the new Town Hall. This funding is known as [Community Project Funding](#).
4. On March 28, 2022 the Select Board held a public hearing to accept and expend the \$1.5 million of Community Project Funds (CPF) for the new Town Hall.
5. Since March, the Town has been working with representatives from Congressman Pappas' office, the federal Appropriations Committee, and Housing and Urban Development (HUD). The CPF funding program has not been utilized for nearly two decades and that has caused delays in its implementation.



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6. We have previously discussed this possibility and at the February 28, 2022 meeting, the Select Board authorized proceeding with the financing process for the \$875,000 bond. Due to the expectation of continued delays in processing the CPF grant, the Town needs to execute on the \$875,000 bond to serve as a grant anticipation loan. The Town follows a calendar year budget and will need to borrow the funds prior to the end of the year.
 7. The Town had previously engaged the law offices of Devine Millimet to serve as bond counsel for this project. Borrowing from a bank (instead of the NH Municipal Bond Bank) would be beneficial in order to allow for a penalty-free prepay option. The Town banks with TD Bank. A closing is tentatively scheduled for December 12, 2022.
- v. Master Plan Community Meeting – December 10, 2022
1. The Master Plan Steering Committee had a great response to their recent survey with over 600 completed responses. All interested residents are invited to participate in the Community Meeting to discuss the results and offer additional feedback. The Community Meeting will be Saturday, December 10, 2022 from 9:00am to 12:00pm.

B. Municipal Office Administrator Caudle

9. Old Business

A. Tax Increment Financing and Barrington Town Center – **Vote**

- i. At recent meetings, 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.
- ii. I have prepared a webpage which provides details and background regarding TIF Districts and the proposal currently under consideration. www.barrington.nh.gov/tif
- iii. The proposal to establish a Town Center TIF District will go before voters at Town Meeting in 2023. The first steps to making this proposal are defining the district, creating a development program, and creating a financing plan.
- iv. Town Center TIF District Map
 1. See attached, [Proposed Town Center TIF District - District Parcel Basemap 20221123](#)
- v. Town Center TIF District Development Program Components
 1. The development program is the 'what' of a TIF District. It is a collection of objectives to be accomplished using funds raised within a TIF District. Although not everything in a development program will necessarily be completed, a project must be in the development program in order to be funded. [RSA 162-K](#) says that a TIF District can be established *Upon finding that such action will serve public purposes*.
 2. A successful TIF District must be responsive to the voters and business community. To that end, we have solicited input from a wide variety of stakeholders in order to allow the Select Board to make an informed decision in finalizing and prioritizing the components of a TIF District development program. Duplicates are purposefully included in the lists below.



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3. Stakeholder Input

- a. Undeveloped Property Owners in Proposed TIF District
 - i. Water Infrastructure
 - ii. Sidewalks (support walkability)
 - iii. Public Facilities (Restrooms/Community Center/Library)
 - iv. Parking
 - v. Development of/around Town Center Pond
 - vi. Pavilions/Gazebos/Programmable Space
 - vii. Evaluate Sewer Connectivity
- b. Recreation Department
 - i. Courts (Pickleball/Tennis/Basketball)
 - ii. Indoor Recreational Space/Community Center/Restrooms
 - iii. Outdoor Recreation Sites (Bicycle Pump Track/Disc Golf Course/Dog Park/Field Space)
 - iv. Playground with Sandbox
 - v. Pavilions (Large Grandstand and Multiple Small)
 - vi. Tails/Connectivity
 - vii. Parking
- c. Public Safety
 - i. Established Crosswalks with Steet Light and Flashing Signs
 - ii. Speed Control Devices (Signs/Seasonal Speed Tables)
 - iii. Emergency Blue Light Phone(s)
 - iv. Message Board(s)
 - v. Lighting
 - vi. Parking
 - vii. Sidewalks
 - viii. Bicycles
- d. Public Works
 - i. Sidewalk Maintenance Equipment
 - ii. Grounds Maintenance/Landscaping
 - iii. Paved Parking and Maintenance
 - iv. Road Improvements
- e. Planning Board/Land Use Department
 - i. Water Infrastructure
 - ii. Sidewalks (support walkability)
 - iii. Public Facilities (Restrooms/Community Center/Library)
 - iv. Parking
 - v. Pavilions/Gazebos/Programmable Space
 - vi. Indoor Recreational Space/Community Center/Restrooms
 - vii. Outdoor Recreation Sites (Bicycle Pump Track/Disc Golf Course/Dog Park/Field Space)
 - viii. Tails/Connectivity
- f. Select Board
 - i. Community Center/Library
 - ii. Cemetery Improvements/Beautification
 - iii. Lighting



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- iv. Utilities – Water/Sewer
 - v. Public Restrooms
 - g. Other
 - i. Solar Installation(s) (Energy Committee)
 - ii. Electronic Vehicle Charging Stations (Energy Committee)
 - iii. Utilities – Water/Sewer (Advisory Budget Committee)
- 4. Town Center TIF District Financial Plan
 - a. The Town Center TIF District is proposed to be established without the request for any issuance of bonds. The development program would be paid for using the tax increments as they are paid. Bonding would only be requested at subsequent Town Meetings if sufficient development potential is imminent that would allow for the new development, and private sector contributions to the capital costs are sufficient in a reasonable timeframe to cover all of the Town's debt service liability.
- vi. The Select Board is asked to approve the map and financing plan and to finalize and prioritize the list of items to be include in the development program.

B. Fiber Partnership Warrant Article – **Vote**

- i. The Technology Committee has been working since January to improve data connection and reliability for residents. Ultimately, they established a goal of bringing fiber to the home throughout Barrington.
- ii. The process included research, mapping, interviews, meeting with providers, and advertising a request for proposals. A summary of the process with additional details is available at www.barrington.nh.gov/fiber.
- iii. At their November 15, 2022 meeting, the Technology Committee reviewed and scored the two proposals received. Ultimately, neither provider (Consolidated or HUB66) identified funding mechanisms available to Barrington due to its current broadband coverage (defined as 25mbps/3mbps). That said, the committee felt that it would be important to enter into a non-binding partnership in order to collectively advocate and pursue future funding opportunities.
- iv. In scoring the two proposals, the committee felt both organizations brought important expertise to the table. Ultimately, Consolidated Communications was scored higher due to their current fiber service in Barrington and their capacity for expansion.
- v. Further, the committee felt that it would be important to allow voters the opportunity to weigh in because any future bond funding request would require voter approval. To that end, the committee unanimously recommended submitting a warrant article to allow the Town to enter a non-binding agreement with Consolidated Communications/Fidium Fiber.

Authorize the inclusion of a warrant article for the 2023 Town Meeting to enter a non-binding agreement with Consolidated Communications to support bringing fiber to the home in Barrington.

C. Richardson Pond Dam – Discussion

- i. At the September 12, 2022 meeting, the Select Board discussed the need for funding the Richardson Pond Dam project. At that time, the Conservation Commission and Select Board Chairs met to discuss a possible cost share between the Conservation Fund and a separate warrant article. The Conservation Commission appropriated up to \$50,000 to fund



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the engineering of the dam reconstruction. The first objective of this ongoing engineering scope is to define an engineer's cost estimate.

- ii. Recently, the Planning Board discussed the project during finalization of the Capital Improvements Program (CIP). The Planning Board discussed the funding source and potential removal of the dam. Dam removal was reviewed as an option by the conceptual design engineer (SLR) and at the stakeholder meeting (May 5, 2022). The following was in the dam assessment engineering report
 1. ***Removal of the Dam:*** *This approach will result in elimination of the dam from a regulatory perspective and will remove long term potential liabilities and maintenance costs. However, removal of the dam would result in the elimination of Richardson Pond, reverting back to a natural stream environment such as prior to original construction of the dam. SLR understands that this approach is not viable since the pond and surrounding areas represent conservation areas that are desired to be maintained in their current condition. Additionally, the permitting for dam removal is more onerous than the permits required for modifications, and the cost for removal would be greater than the proposed modifications.*
- iii. The stakeholders discussed the dam removal option and agreed that before considering the option further, a comprehensive ecological study would be required in order to make an informed decision regarding the environmental impacts of removal. SLR advised that the removal costs would be as much or more and that if the dam was reconstructed as non-jurisdictional, the ongoing maintenance costs would be reduced (compared to a jurisdictional dam). The stakeholders recommended proceeding with dam reconstruction.
- iv. The Select Board is asked to consider a Richardson Pond Dam Reconstruction warrant article or other topics related to the Richardson Pond Dam.

10. New Business

A. Library Budget as Separate Warrant Article – Discussion

- i. At the November 8, 2022 meeting, Selectperson Bailey requested an agenda item discussion of placing the Library Operating Budget as a separate warrant article. I would ask the Select Board to consider the following during the discussion.
- ii. First, placing any department budget as a separate warrant article is allowable under Barrington's form of government. As a separate warrant article, voters have the opportunity at Deliberative Session to amend the total amount of the budget up or down and at the Ballot Session they have the opportunity to vote yes or no.
- iii. That approach is not generally advisable, especially for the Library. [RSA 202-A:4](#) reads: *Any city or town having a public library shall annually raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided.* If voters zero out the Library Operating Budget (at the first or second session), the Select Board would still need to find funds in the appropriated Town budget to 'provide and maintain adequate public library service'.
- iv. The Select Board retains control of all (non-petitioned) warrant articles including budget proposals and amounts; the Library is no exception. If the Select Board desires changes to the Library Operating Budget, I would recommend making those changes and including all budgets as one budget article.



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B. Energy Capital Reserve – Discussion

- i. The Energy Committee has identified the two main priorities as pursuing community power and municipal solar installation(s). The group discussed action items for each of the two main priorities. One action item related to energy audits of municipal facilities. These audits would help advise facility improvements and aim to reduce Barrington's energy demand.
- ii. The group unanimously recommended proposing the establishment of an Energy Capital Reserve with an initial funding request of \$10,000. This is expected to fund the first round facility energy audits.
- iii. The Select Board is asked to discuss the Energy Committee recommendation regarding a \$10,000 2023 warrant article to establish an Energy Capital Reserve.

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. December 5, 2022 • December 12, 2022 • January 10, 2022 (*Tuesday*)

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/TA20221128. 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



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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.