



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### December 5, 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**  
[December 5, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the December 5, 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. Budget Presentation – Advisory Budget Committee Final Report – Discussion
    - i. Electronic Budget Binder: [www.barrington.nh.gov/2023budget](http://www.barrington.nh.gov/2023budget)
    - ii. See attached, [Advisory Budget Committee Minutes 20221129](#)
    - iii. See attached, [2023 Budget Summary by Function 20221130](#)
      1. Updated budget summary showing current budget proposal of \$8,279,529 (down \$17,579 from the original proposal). While this represents a 8.26% increase over 2022, the ABC points out that the increase is consistent with the 8.3% inflation rate.
    - iv. See attached, [Operating Budget Wages and Benefits Summary 20221130](#)
      1. This shows an update of the wages and benefits component of the 2023 budget.
    - v. See attached, [Summary of Wage and Benefit Impacts 2023-2024 20221130](#)
      1. This shows an update of the wage and benefit related impacts to the 2023 budget.
    - vi. See attached, [2023 Budget Process Changes Summary by Function 20221130](#)
      1. This shows, by Function, how the budget changed through the process.
    - vii. See attached, [2023 Budget Changes Details 20221130](#)
      1. Details of each budget change since the original budget proposal on 9/19/2022.
    - viii. See attached, [2023 Revenue Estimation Workbook 20221130](#)
      1. This shows the first pass at the 2023 revenue estimate. This will be updated after the close of 2022. This number is essential when understanding how the proposed operating budget would impact the 2023 tax rate.
    - ix. See attached, [2023 Operating Budget Tax Rate Impact 20221130](#)
      1. This shows the impact of all contributing factors on the 2023 tax rate.



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- x. See attached, [Summary of Financial Warrant Articles 20221130](#)
  - 1. Updated summary of warrant article proposals from the ABC.
- xi. See attached, [Unassigned Fund Balance History 20221130](#)
  - 1. Updated slightly to reflect current conditions.
- xii. See attached, [Targeted Fund Balance History 20221130](#)
  - 1. Updated slightly to reflect current conditions.
- xiii. See attached, [2023 Warrant Article Requests - Titles Only 20221130](#)
  - 1. List of all warrant article requests for 2023.
- xiv. The Select Board is asked to consider the final recommendations presented by the Advisory Budget Committee.

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

***Make a motion to approve the December 5, 2022 consent agenda (A-G) as presented.***

A. Previously Submitted/Signed Requests for Signature

- i. Title Search Contract for Sanders Searches, LLC.

*Make a motion to authorize and sign the above-referenced document (i).*

B. New Requests for Signature

- i. Accounts Payable Manifest 2022-249
- ii. Payroll Manifest 2022-148
- iii. Payroll Manifest 2022-148B
- iv. Administrative Abatement for Map 265 Lot 7
- v. Administrative Abatement for Map 224 Lot 66

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

C. Public Safety Building Radio Systems Improvements

- i. See attached, [BARRINGTON PSB- IP REMOTES QUOTE](#)
- ii. See attached, [BARRINGTON EOC REMOTES&CTRL STATIONS QUOTE](#)
- iii. These scopes are part of the ongoing radio system improvement project. These funds were properly budgeted in the Emergency Communications Upgrades Capital Reserve which has a current balance of \$293,842.75.

*Make a motion to authorize the Public Safety Building and Town Hall/Emergency Operations Center proposals from ALL-COMM as presented and to appropriate up to \$65,000 from the Emergency Communications Upgrades Capital Reserve.*

D. 2023 Financial Services Consultant Contract

- i. See attached, [2023 Financial Services Consultant Contract 20221128](#)
  - 1. The Town has maintained a financial services consultant on an as-needed basis. We have renewed the standing contract each year. In 2023, these services will be especially valuable to help on-board the new Finance Administrator. Funds are properly budgeted in the Admin-Contracts budget line.

*Make a motion to authorize and sign the 2023 Financial Services Consultant Contract as presented.*

E. Assessing Services Contract



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- i. See attached, [2023 Assessing services Barrington 11282022](#)
  1. The Town's Assessing Services Contractor, Corcoran Consulting, has proposed a level contract from 2022 to 2023. As previously discussed, the Select Board will need to decide in the spring of 2023 whether to perform a partial statistical update. Those services would be separate from this contract.

*Make a motion to authorize and sign the 2023 Assessing Services Contract as presented.*

### F. HVAC Maintenance Contract 2023-2025

- i. See attached, [Barrington Town SA Proposal 2023-2025](#)
- ii. Siemens has maintained the HVAC equipment across Town facilities for a number of years. As the SAU #74 contractor, the Siemens is able to offer the Town more competitive pricing since their team is regularly in Barrington. The new contract incorporates the new Town Hall. Funds are properly budgeted in the General Government Buildings Contracts budget line.

*Make a motion to authorize and sign the 2023-2025 HVAC Maintenance Contract as presented.*

### G. Highway Equipment Bid Advertisement

- i. Pursuant to the Road Agent's [vehicle replacement schedule](#), the next replacement is the 2012 Ford a one ton. The Highway Department plans to advertise the same truck and plow specifications as last year:
- ii. See attached, [Town of Barrington 1 Ton Package](#)
- iii. See attached, [Town of Barrington Plow Package](#)
- iv. The equipment replacement would be funded through the Highway Heavy Equipment Capital Reserve which has a current balance of ~\$325,000 with a requested contribution of \$300,000 in 2023.

*Make a motion to authorize the advertisement of bid packages for a one-ton and equipment to replace the 2012 one-ton.*

## 7. Appointments

### A. Recreation Commission

- i. Matt Mooers – **Vote**
  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. An alternate appointment with a term expiring in March of 2023 is recommended.
  3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the November 28, 2022 meeting.

***Make a motion to appoint Matt Mooers as an alternate member of the Recreation Commission with a term expiring in March of 2023.***

## 8. Staff Report

### A. Administrator MacIver

- i. December Work Anniversaries
  1. Richard Walker Jr. • Fire Chief • 22 Years



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- a. Hired in December of 2000 as a full-time member of the Highway Department crew; previously appointed as part-time Chief in July of 1999.
2. Dana Martel • Custodian • 10 Years
3. Brian Dodier • Highway Department • 9 Years
4. Susan Milioto • Library Desk Clerk • 5 Years
5. Christopher Wareing • Fire Department • 4 Years
6. Jake Roger • Fire Department • 4 Years
7. Kieron Taylor • Fire Department • 3 Years
8. Lilah Cherim • Fire Department • 3 Years
9. Rebecca Nelson • Deputy Town Clerk • 3 Years
10. Malachi Fisher • Fire Department • 2 Year

### B. Municipal Office Administrator Caudle

9. Old Business
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. December 12, 2022 • January 10, 2022 (\*Tuesday\*) • January 23, 2023

### **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](http://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/TA20221205](http://www.barrington.nh.gov/TA20221205). 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



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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.