



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

July 10, 2023 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**
[July 10, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the July 10, 2023 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 will collectively serve as liaisons on a rotating and as-needed basis. At each meeting they will be invited to discuss topics of their choice with the Select Board.
 - B. State Representative – Heath Howard
 - i. The Select Board has invited the political leaders representing Barrington to attend a Select Board meeting to discuss topics of interest to our municipal government.
 - C. Old Settlers Road Culvert Replacement Public Information Meeting
 - i. In 2014, the Town began working to secure state funding to replace the Old Settlers Road culvert over Spruce Brook. The Town engaged Hoyle, Tanner, and Associates (HTA) to design the project and pursue state funding. Fortunately, the Town was awarded funding through the State Aid Bridge program which provides 80% of the cost of engineering and construction. State funding will be available in FY25 which coincides with a spring/summer 2025 construction timeframe.
 - ii. As the project moves into the final design phase, the engineering consultant has been asked to provide an update to the Select Board and community. They will share additional details regarding design/construction and will answer questions of the Select Board.
 - iii. See attached, [20230710_PublicInformationMeeting](#)
 - iv. The Select Board will need to consider how to fund the Town's ~\$200,000 share. The options include:
 1. Separate warrant article in 2024 (similar to Mallego and Greenhill)
 2. Utilize Bridge and Culvert Capital Reserve funds
 3. Utilize additional state appropriations for bridges
- I recommend a separate warrant article in 2024. The capital reserve and additional state funds should be used for the design phase of projects so we can more readily pursue grant



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funds for the construction. The Select Board can make a final decision regarding a funding source later this fall during budget development.

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

Make a motion to approve the July 10, 2023 consent agenda (A-M) as presented.

A. [Meeting Minutes June 12, 2023](#)

Make a motion to approve the June 12, 2023 minutes [as amended].

B. [Meeting Minutes June 27, 2023](#)

Make a motion to approve the June 27, 2023 minutes [as amended].

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-225
- ii. Accounts Payable Manifest 2023-226
- iii. Accounts Payable Manifest 2023-227
- iv. Payroll Manifest 2023-124
- v. Payroll Manifest 2023-124B
- vi. Payroll Manifest 2023-124C
- vii. Payroll Manifest 2023-125
- viii. Payroll Manifest 2023-126
- ix. Class VI/Private Road Agreement for Map 106 Lot 4
- x. Oath of Office – Advisory Budget Committee – Scott Shepard
- xi. Oath of Office – Advisory Budget Committee – Bill Irving
- xii. Oath of Office – Advisory Budget Committee – Peter Royce
- xiii. 2023 Dog Warrant
- xiv. Grant Agreement for Radio Tower on Ramsdell
- xv. Intent to Cut Wood or Timber – Map 234 Lot 66
- xvi. May 22, 2023 Select Board Meeting Minutes
- xvii. Supplemental Warrant – Map 17 Lot 1 Sublot M-L
- xviii. 2022 Abatement Map 114 Lot 46

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

D. New Requests for Signature

- i. Accounts Payable Manifest 2023-228
- ii. Payroll Manifest 2023-127
- iii. DRA Annual Informational Form Re: PA-28 for 2024

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

E. Fire Department Accept Donations - \$5,173.29

- i. The EMS Association has offered to donate a portable IV pump (including case and spare battery) valued at \$2,673.29.
- ii. The Firemen's Association has offered to donate a new outboard motor to replace the current 1976 vintage outboard motor valued at \$2,500. The old motor would be disposed of pursuant to the Town's disposal policy.

Make a motion to accept donations from the EMS and Firemen's Associations as presented.



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F. Volunteer Fire Assistance Grant - \$2,500

- i. The Fire Chief is interested in applying for a Volunteer Fire Assistance Grant in the amount of \$2,500. There is a 50% match requirement which would be funded from the operating budget. The grant will be used for forestry equipment (hose, tools, shirts, etc.).

Make a motion to authorize pursuit of a Volunteer Fire Assistance Grant in the amount of \$2,500.

G. Library and Community Center Capital Reserve Utilization - \$40,000

- i. The Library Trustees have requested utilization of funds from the Library and Community Center Capital Reserve. The Select Board are the agents to expend. The current balance is approximately \$70,000.
 1. Public Information Visioning Meeting - \$6,000
 - a. See attached, [20230424_LibraryCommunityCenterCapitalReserveReq](#)
 2. New Library Design and 105 Ramsdell Lane Retrofit Design - \$34,000
 - a. See attached, [20230614_SMP_BPLLlibrary2023FeeProposal](#)

Make a motion to authorize up to \$40,000 from the Library and Community Center Capital Reserve account for design services from SMP Architecture.

H. Deputy Building Inspector Additional Hours through April 2024

- i. The Town has a well-planned succession management plan for the upcoming retirement of John Huckins as the Building Inspector. The Deputy (James Jennison) works 20 hours per week and continues to learn from John. Allowing Jamey to work up to 40 hours per week in a temporary/irregular capacity will provide additional time or John to transfer institutional knowledge to Jamey. This will allow for a more efficient transition when Jamey takes over as Building Inspector in 2024. The Town will follow all state and federal wage and hour laws as it relates to any additional hours worked.

Make a motion to allow the Deputy Building Inspector to work up to 40 hours per week in a temporary/irregular capacity through April of 2024.

I. Create Barrington Community Power Committee per RSA 53-E

- i. Per RSA 53-E and consistent with Puc 2203.01, the Select Board is asked to form a Community Power Committee. This group will work as a subcommittee of the Energy Committee to consider community power aggregation for Barrington.
- ii. See attached, [20230710_EC_NotificationofFormationForm](#)

Make a motion to establish the Barrington Community Power Committee per RSA 53-E and consistent with Puc 2203.01.

J. Issuance of a Building Permit on Marsh Road, a Class VI Road, for Myles and Emma Kenneson, Map 247, Lot 28

- i. See attached, [20230605_CVIPRAApp_247-28_Kenneson](#)
- 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 247, Lot 28 as proposed.

K. Highway Department Equipment Maintenance Plan

- i. The Road Agent is working through equipment repairs in advance of the 2023-2024 snow season. It is important to note that these repairs are properly budgeted in the Highway



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Department Vehicle Maintenance line. Two of the projects are expected to come in just over the \$10,000 purchasing policy limit. To be on the safe side, the Road Agent is asking for a waiver to have these trucks repaired by the shops that have been working on them (opposed to advertising a bid for the specific repair). The third project is one where the Road Agent is proposing a repair alternative which is expected to cut the costs by 1/3. Details in the attached memo.

- ii. See attached, [20230626 PurchasingPolicyWaiverReq Highway](#)

Make a motion to authorize the Road Agent to proceed as presented with the repairs to the 2018 F550, the 2004 International, and the 2018 F550, including waiving the purchasing policy to allow the repairs to be performed as scheduled.

L. Road Names – Pre-Approved List

- i. Pursuant to [RSA 231:133](#), the Select Board has the authority to approve or deny road names, or change road names at its discretion, as recently occurred with Gooseneck Lane/Sergeant Way.
- ii. A pre-approved list allows property owners and developers to select acceptable road names without the need for the delay of a Select Board review and approval. A list was previously approved in 2014. Staff, including Public Safety, Highway, as well as E911 have reviewed suggested pre-approved road names.
- iii. See attached, [20230705 PreApprovedRoadNames Draft](#)

Make a motion to approve the proposed Pre-Approved Road Names List, authorize Town staff to assign appropriate suffixes, and should conflicts arise with any pre-approved names, allow staff to remove names from the pre-approved list.

M. Electricity Supply Contract 12/2023 through 12/2024

- i. The Town's electricity generation rates and contracts are advised by our energy consultant (and resident), Doug Langdon of Axsess Energy. In January of 2022 the Town's 36-month electricity generation contract (\$0.0797/kWh) expired. That contract proved to be very beneficial to the Town. Unfortunately, the energy market has been very unstable since January of 2022. After the end of the 36-month contract, the Town reverted to the default Eversource rate. In September of 2022, the Town entered a 14-month contract at \$0.17086/kWh.
- ii. As we look ahead to the current supply contract expiring in December, now is the time to look at a new contract. Based on the volatility of the energy market, a 12-month contract seems most responsible. The benefit of contracted electricity generation is stability and the ability to budget.
- iii. As of June 30, 2023, NextEra Energy Services offered the most attractive 12-month contract at \$0.10556/kWh. The Eversource default rate is \$0.126/kWh.

Make a motion to authorize entering a 12-month electricity generation contract brokered by Axsess Energy at the prevailing rate on July 11, 2023.

N. Propane Contract through June 30, 2024

- i. The Facilities Manger has worked with Eastern Propane to secure a fixed contract price of \$1.84 per gallon for up to 10,884 gallons through June 30, 2024
- ii. See attached, [20230531 EasternPropaneQuote](#)

Make a motion to accept the Eastern Propane contract as presented.



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O. FuRRR Donations at the Transfer Station

- i. Emma Bilodeau is a resident and senior at Coe Brown, who will be collecting donations for [FuRRR](#), a local non-profit, no-kill feline rescue group, as her senior project. She has requested permission to have a table for donation collection at the Transfer Station on Saturday, September 9, 2023. Erin Paradis, Transfer Station Administrator, has agreed to the date and table for collection and will work with Emma for acceptable placement.

Make a motion to allow Emma Bilodeau to hold a collection at the Transfer Station on Saturday, September 9, 2023 to collect donations for FuRRR.

7. Appointments

A. Housing Master Plan Chapter Steering Committee

i. Gilbert Smith

1. See attached, [20230518_App-ZBA-PB_Smith](#)
2. Mr. Smith has joined the Housing Master Plan Chapter Steering Committee.

B. Energy Committee

i. Cynthia (Cindy) Hoisington – Vote

1. See attached, [20230606_App-Energy_Hoisington](#)
2. Ms. Hoisington has submitted an application to join the Energy Committee. She has been recommended for appointment by the Chair (and members) of the Energy Committee. An alternate member with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the June 12, 2023 meeting.

Make a motion to appoint Cynthia (Cindy) Hoisington as an alternate member of the Energy Committee with a term expiring in 2026.

ii. Matthew Towne – Discussion

1. See attached, [20230629_EnergyApp_MTowne](#)
2. Mr. Towne has submitted an application to join the Energy Committee. He has been recommended for appointment by the Chair (and members) of the Energy Committee. An alternate member with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the August 14, 2023 meeting.

C. Recreation Commission

i. Fredrik Testor – Discussion

1. See attached, [20230520_RecApp_FTestor](#)
2. Mr. Testor has submitted an application to join the Recreation Commission. He has been recommended for appointment by the Recreation Commission. An alternate member with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the August 14, 2023 meeting.



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8. Staff Report

A. Administrator MacIver

i. July Work Anniversaries

1. Jessica Tennis • Recreation Director • 18 Years
2. Seth Wentworth • Fire/EMS • 14 Years
3. Joshua Turner • Per-Diem Police Officer • 1 Year
4. Kathleen McCarthy • Library Desk Clerk • 1 Year

ii. Training Opportunities

1. [July 12, 2023 – Exploring Current Trends in Citizen Engagement](#)
2. [July 20, 2023 – The Workings of a Planning Board Webinar](#)

iii. Formal Strategic Planning Session and Goal Setting – Recap

1. On June 27, 2023, the Select Board met for a Strategic Planning Session and Goal Setting meeting.
2. See attached, [20230627_SB_DraftMinutes](#)
3. The focus of the strategic planning session in 2023 was goals and multi-year projects. The goal areas discussed included:
 - a. Municipal Facilities
 - b. Implementation of the Master Plan to Preserve Barrington's Rural Character
 - c. Communications
 - d. Town Infrastructure
 - e. Utilization of Town-Owned Property Behind Liberty Truck
 - f. Reevaluation of TIF Districts
 - g. Succession Management and Staffing
4. The Select Board discussed scheduling another work session in six months which could coincide with the finalization of the 2024 warrant. Does the Select Board want to consider December 11, 2023 as a follow-up work session?
5. The facilitator will be preparing a summary document from the session which will be reviewed at the August 14th Select Board meeting. One-year action items will be brought before the board at upcoming meetings (including July 10th) for discussion and action.

B. Municipal Office Administrator Caudle

9. Old Business

A. Bending Brook Subdivision Open Space Recommendations – **Vote**

- i. At the [October 3, 2022 meeting](#), the Select Board expressed support for evaluating the acceptance of conservation open space created in conjunction with a subdivision on Mallego Road. The Select Board asked for an evaluation by the Town's engineer of any potential liability of accepting open space within the former gravel pit property.
- ii. At their February 7, 2023 meeting, the Planning Board provided conditional approval for two conventional front lots and fifteen conservation lots located on Mallego Road, known



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as [Bending Brook Subdivision](#). Once conditional approval was provided, the Town's engineer began reviewing the conservation open space.

iii. On June 23, 2023, CMA Engineers finalized the attached Site Assessment Memo.

iv. See attached, [20230623_BendingBrookDev-OpenSpaceEval](#)

Make a motion to consider acceptance of the Bending Brook Subdivision open space subject to the recommendations provided by CMA Engineers in their June 23, 2023 memo.

10. New Business

A. Town Center: Lot for Sale and TIF District Reevaluation – Discussion

i. In 2022 a proposed development in Barrington's Town Center (Map 239, Lot 7) facilitated the pursuit of a [tax increment financing district \(TIF\) in that area](#). The proposed development and 2023 proposed TIF district did not materialize.

ii. Recently, [Map 239, Lot 7 was advertised for sale](#).

1. See attached, [20230705_SaleFlyer-239-7](#)

iii. At their June 27th work session, the Select Board reviewed this lot and an opportunity to reevaluate the Town Center TIF District. There was broad interest from the Board in further considering both items. The Select Board is asked to consider how to proceed with interest in this lot and a new TIF proposal for 2024.

B. 2022 Financial Audit – Discussion

i. The review of the Town's 2022 financials is being completed. The complete audit report and supporting documents will be available online at: www.barrington.nh.gov/2022audit; printed and bound copies will be provided at the next meeting. The final draft of the governance letter is attached.

ii. See attached, [06292023_2022TownofBarringtonDraftGovLetter](#)

iii. The Finance Administrator prepared the attached memo to review the auditor's report and governance letter.

iv. See attached, [2022 Financial Audit Review Memo 20230705](#)

v. Special recognition is warranted to the Finance Administrator on another job well done!

C. 2024 Elections and Additional Poll Pads – Budget Impact – Discussion

i. The Town Clerk has had success with the implementation of Poll Pads at recent elections. It was especially important for the Town Clerk to test the system and get the election staff used to the devices ahead of the 2024 election year. As previously discussed, the Town Clerk plans to rent additional devices for the 2024 elections in order to provide the most efficient voting experience for residents. The attached memo is provided in advance of the 2024 budget development process to provide advanced information to the Select Board and community about the planned increases.

ii. See attached, [20230627_PollPadRequestMemo-2024](#)

D. Fire Department 2023 Budget Utilization and 2024 Overtime Budget Expectations – Discussion

i. The Fire Department is experiencing budget over runs in two lines, but the Chief expects to remain within the total approved budget for his department. An increase to the overtime budget in 2024 is expected. Details are available in the Fire Chief's memo, attached.

ii. See attached, [20230705_FD_BudgetOverRunsMemo](#)



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11. Select Board Member Reports and Concerns

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

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

- A. Reputation and Legal

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

14. Adjournment

- A. Upcoming Meetings

i. August 14, 2023 • September 11, 2023 • October 2, 2023 • October 16, 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
- 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/TA20230710. Please contact the Town Hall Administrative Office 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 with 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.



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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.