



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

August 14, 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**
August 14, [2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the August 14, 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. Library Trustee Chair, Susan Gaudiello – Proposed New Library Updates
 - i. The Library Trustees have convened a building committee which has been charged with overseeing the design of a new library proposal. This committee has been meeting and has made decisions regarding building location, size, and scope. Library Trustee Chair, Susan Gaudiello will provide an update on the progress of the committee and project.
 - ii. The Barrington Public Library is hosting an Open House on Wednesday, August 23, 2023 from 5:00pm to 7:00pm to show design plans for the new library to residents.
 - C. Issuance of a Building Permit on Long Shores Drive, a Private Road, for Dale and Sarah Kandoll, Map 101, Lot 58 – **Vote**
 - i. See attached, [20230613 ClassVIPR-Longshores-101-58-Kandoll](#)
 - ii. The applicants have applied as a Category 3 project pursuant to the Town's [Class VI and Private Road Building Policy](#). The applicants have indicated that the road (up to the driveway) meets the standards pursuant to Option 1 of the Road Improvement section of the policy. Department Heads have reviewed the application and recommended the following road deficiencies be addressed:
 1. Patch existing pavement of road up to the far end of the subject property.
 2. Grade gravel surface of Long Shores Drive (adding material if necessary) to address all potholes.
 3. Reestablish drainage swale in order to accommodate a road shoulder which can support the weight of a loaded fire truck.
 4. Repair all construction associated damage to Long Shores Drive.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- iii. The Planning Board has reviewed the application and recommends the issuance of a building permit subject to the improvements identified by Department Heads.
- iv. There is a formal road association which already has a recorded road maintenance agreement.
- v. Public Comment (see Visitor Orientation)

Make a motion to authorize the issuance of a building permit for Map 101, Lot 58 on Long Shores Drive, as presented.

D. Issuance of a Building Permit on Kelly Lane, a Private Road, for Joseph Sweeney and Devon Beckwith, Map 234, Lot 6 – **Vote**

- i. See attached, [20230614 ClassVIPR-Kelly-234-6-SweeneyBeckwith](#)
- ii. The applicants have applied as a Category 3 project pursuant to the Town's [Class VI and Private Road Building Policy](#). The applicants have indicated that the road meets the standards pursuant to Option 1 of the Road Improvement section of the policy. Department Heads have reviewed the application and recommended the following road deficiencies be addressed:
 - 1. Cut brush on the edges of the road and the edge of Route 9 looking west for sight distance improvements.
 - 2. Install a 15' paved apron at Route 9.
 - 3. Reestablish drainage swale in order to accommodate a road shoulder which can support the weight of a loaded fire truck.
 - 4. Reestablish existing shoulders (to 50 feet past the subject property) in order to support the weight of a loaded fire truck.
 - 5. Widen road at existing 16' culvert to meet the road standards.
 - 6. Grade gravel surface of Kelly Lane (adding material if necessary) to address all potholes.
 - 7. Repair all construction associated damage to Kelly Lane.
- iii. The Planning Board disagrees that the road currently meets the standards pursuant to Option 1 and recommends the application be updated to reflect Option 2 with a written scope of work and fair market value estimate for the work that the applicant discussed during the meeting.
- iv. On Thursday, August 10, 2023, the applicants provided the attached.
- v. See attached, [20230614 ClassVIPR-Kelly-234-6-SweeneyBeckwith - Additional Details 20230810](#)
- vi. The applicant has prepared a road maintenance agreement which will be recorded at the registry of deeds.
- vii. Public Comment (see Visitor Orientation)

Make a motion to authorize the issuance of a building permit for Map 234, Lot 6 on Kelly Lane, as presented.

E. Issuance of a Building Permit on Holly Lane, a Class VI Road, for Kevin and Jean Roy, Map 270, Lot 74 – **Vote**

- i. See attached, [20230608 ClassVIPR-Holly-270-74-Roy](#)
- ii. The applicants have applied as a Category 3 project pursuant to the Town's [Class VI and Private Road Building Policy](#). The applicants have presented materials which indicate they have already invested \$29,400 in road improvements and are prepared to invest an



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

additional \$88,800 into road improvements to satisfy the Option 2 road improvement requirements. The building permit application indicates a \$920,000 cost of construction. Department Heads have reviewed the application and offered the following comments:

1. There are concerns about emergency services responding all year due to the narrow road surrounded by wetlands and how far down Holly Lane the proposed construction is.
 2. It was recommended that Holly Lane be improved to the full Option 1 standards (16 feet wide with two-foot shoulders) and to not allow Option 2 (10%). It was noted that the road right of way is 3 rods or 50 feet wide.
 3. Install and maintain a turnaround big enough to handle a fire truck.
 4. Bond improvements to Holly Lane and hire the Town's engineer to oversee construction to ensure the work is completed to the proposed specifications.
 5. It was recommended that the applicant consider taking access to the property from the Route 4 frontage of the lot.
 6. Reestablish drainage swale in order to accommodate a road shoulder which can support the weight of a loaded fire truck.
 7. Add additional culvert (from proposal) between the proposed driveway location and Route 4.
 8. There was a concern about drainage issues further than 50 feet past the applicants' driveway.
- iii. The Planning Board acknowledged that the application meets the Option 2 road improvement requirements. The Planning Board further recommended that the applicants provide a written scope of work and fair market value estimate for the work that the applicant discussed during the meeting, and which addresses the Department Head concerns. Pages 2-6 of the attached packet reflect documents submitted after the Planning Board meeting to address the Planning Board and Department Head comments.
- iv. The applicant has prepared a road maintenance agreement which will be recorded at the registry of deeds.
- v. Public Comment (see Visitor Orientation)

Make a motion to authorize the issuance of a building permit for Map 270, Lot 74 on Holly Lane, as presented.

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

Make a motion to approve the August 14, 2023 consent agenda (A-M) as presented.

A. [Meeting Minutes July 10, 2023](#)

Make a motion to approve the July 10, 2023 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-229
- ii. Accounts Payable Manifest 2023-230
- iii. Accounts Payable Manifest 2023-231
- iv. Accounts Payable Manifest 2023-232
- v. Payroll Manifest 2023-128
- vi. Payroll Manifest 2023-128B-Fire
- vii. Payroll Manifest 2023-129



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- viii. Payroll Manifest 2023-130
 - ix. Payroll Manifest 2023-131
 - x. 2022 MS535
 - xi. Approved Meeting Minutes – June 12, 2023
 - xii. Approved Meeting Minutes – June 27, 2023
 - xiii. Land Use Change Tax Bill – Map 203 Lot 16
 - xiv. Land Use Change Tax Bill – Map 203 Lot 17
 - xv. Land Use Change Tax Bill – Map 223 Lot 26-21
 - xvi. Land Use Change Tax Bill – Map 223 Lot 26-32
 - xvii. Land Use Change Tax Bill – Map 223 Lot 26-41
 - xviii. Land Use Change Tax Bill – Map 260 Lot 7-2
 - xix. Land Use Change Tax Bill – Map 260 Lot 7-3
 - xx. Disabled Exemption for Map 20 Lot 70
 - xxi. Administrative Abatement for Map 20 Lot 70
 - xxii. Administrative Abatement for Map 17 Lot 19-R
 - xxiii. Oath of Office for Energy Committee Alternate – Cynthia Hoisington
 - xxiv. Agreement and Release for Map 104 Lot 96
 - xxv. Agreement and Release for Map 247 Lot 28
- Make a motion to authorize and sign the above-referenced documents (i-xxv).*

C. New Requests for Signature

- i. Accounts Payable Manifest 2023-233
- ii. Payroll Manifest 2023-132
- iii. Payroll Manifest 2023 132B-Fire

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

D. 2023-2024 Barrington Budget Calendar

- i. In preparation for the upcoming 2024 budget development process, I have prepared a calendar for Select Board review. I am proposing to start the budget process on October 16, 2023.
- ii. See attached, [2023-2024 Budget Calendar](#)

Make a motion to approve the 2023-2024 Budget Calendar as presented.

E. 2024 Holidays

- i. It is time to establish the 2024 Holidays.
- ii. The [Barrington Personnel Policies and Procedures Manual](#) lists twelve holidays.
 - 1. New Year's Day – Floats
 - 2. Martin Luther King – Monday
 - 3. President's Day – Monday
 - 4. Memorial Day – Monday
 - 5. Independence Day – Floats
 - 6. Labor Day – Monday
 - 7. Columbus Day – Monday
 - 8. Veterans Day – Floats
 - 9. Thanksgiving Day – Thursday
 - 10. Day after Thanksgiving – Friday



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- 11. Christmas Eve or the day after Christmas – Floats
 - 12. Christmas Day – Floats
 - iii. The Town holidays mirror federal holidays with the exception of Juneteenth National Independence Day, the day after Thanksgiving and the floating Christmas holiday (Christmas Eve or the day after Christmas).
 - iv. See attached, [2024 Barrington Holidays](#)
- Make a motion to approve the 2024 Barrington Holidays as presented.*

F. 2024 Select Board Meeting Calendar

- i. It is time to establish the 2024 Select Board meeting schedule.
 - ii. The Select Board generally meets once or twice per month and there may be extra meetings during budget development. Meetings are generally on Monday evening at 6:30pm.
 - iii. See attached, [2024 Select Board Meeting Calendar](#)
- Make a motion to approve the 2024 Select Board meeting schedule as presented.*

G. Generators Request for Proposals – Public Safety Building and Communications Tower/105 Ramsdell Lane

- i. On August 23, 2021, the Select Board voted to authorize the use of ARPA grant funds to purchase and install an automatic start whole building generator for the Public Safety Building. This generator would replace the existing generator which is beyond end of useful life causing significant issues regarding parts and service. The Select Board asked that specifications for the new generator be compiled by an Electrical Engineer.
- ii. During 2022, the Police and Fire Chiefs began evaluating a renovation and/or expansion to the existing Public Safety Building. The Select Board authorized a feasibility study to be performed by CMA Engineers. The result of that feasibility study was that a renovation/addition was the best option to address the space needs of the two departments.
- iii. Based on that information, on August 8, 2022, the Select Board voted to commission a study to be performed by CSI Engineering in order to calculate the specifications for a generator at the Public Safety Building. This study evaluated the proposed renovation/addition as well.
 - 1. See attached, [2022-110 Barrington Police & Fire Electrical Service & Generator \(09-16-22\)](#)
- iv. At the February 13, 2023 meeting, the Select Board reviewed a proposal to award the additional generator scope to Generator Connection, Inc., a firm which was competitively selected by Careno Construction to supply, install, and maintain the automatic start generator at the new Town Hall. The Select Board has previously recognized the value of identifying preferred contractors for specific trades in order to consolidate the support and maintenance agreements. The Select Board decided it would be best to advertise the project for competitive bid.
- v. Concurrently, the Town pursued an emergency communications tower generator grant for 105 Ramsdell Lane. The Town received preliminary approval in mid-April and the grant was awarded in late May.
- vi. On June 12, 2023, the Select Board accepted the new grant for a generator at 105 Ramsdell Lane for the radio tower and building. This grant was recently approved by Governor and Council, and we are ready to advertise a request for proposals (RFP).
- vii. The two generator projects are proposed to be advertised together as one project.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

viii. See attached, [Generator Request for Proposals with Appendix 20230803](#)
Make a motion to authorize advertising the Generator Request for Proposals as presented.

H. 2023 Audit Request for Proposals

- i. The Town's current auditor recently completed the 2022 financial audit (www.barrington.nh.gov/2022audit). This marks the third year using the same auditor. Generally Accepted Accounting Principles (GAAP), recommend a new auditing team every three to five years.
- ii. The Finance Administrator has prepared the attached Request for Proposals for Financial Audit Services starting with the 2023 financial audit.
- iii. See attached, [Financial Audit Services Request for Proposals 20230809](#)

Make a motion to authorize advertising the Financial Audit Services Request for Proposals as presented.

I. Hall Road Tree Trimming – Waive Purchasing Policy

- i. The tree canopy along Hall Road is thick and many trees are overhanging the road. The Road Agent has budgeted for the necessary work which is expected to cost \$25,000. The Purchasing Policy requires any single purchase of goods or services over \$10,000 to be advertised for sealed bid. The Road Agent is requesting a waiver of the Purchasing Policy in order to continue utilizing Urban Tree Service (which was competitively selected for prior projects of a similar scope).
- ii. See attached, [Hall Road Tree Trimming Memo](#)

Make a motion to waive the Purchasing Policy and allow the Road Agent to utilize Urban Tree for tree removal on Hall Road at a cost of \$25,000 (properly budgeted).

J. John Houle Prive Road Building Permit Road Improvements Request

- i. John Houle of 332 Long Shores Drive is performing site and road work in the vicinity of his home on Long Shores Drive. He owns a vacant lot which he is preparing for a single-family home. While he has heavy equipment on site, he is making improvements to the road and would like that work to be credited towards a future 10% (Option 2) road improvement requirement for the issuance of a building permit on a private road.
- ii. See attached, [20230727_RoadImprovementRequest-Houle](#)
- iii. At their meeting on August 8, 2023, the Class VI and Private Road Building Policy Review Committee considered the specific request and work performed in advance of a building permit application in general. By a vote of 6-0, the committee voted to recommend allowing John Houle's work to be done in advance and be credited toward the 10% requirement. They are also planning to include such a provision in the recommended policy update subject to the following:
 1. The scope has to be "qualified work" to achieve the intent of the road improvement policy per the Fire Chief and Road Agent;
 2. The work has to be done within six months of the application;
 3. Proof of the fair market value of the work in the credit request must be submitted.

Make a motion to authorize road improvement work performed by John Houle on Long Shores Drive to be credited towards the 10% requirement of a future private road building permit application submitted within six months.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

K. 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](#)

- ii. This request was tabled at the July 10, 2023 meeting. The Select Board wanted to hear an update from the Library Trustee Chair regarding the new library project. This presentation will happen earlier in the meeting, prior to the approval of the consent agenda.

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

L. Acceptance of Office of Highway Safety Grant Funds – \$8,200

- i. The Police Department was able to secure an \$8,200 grant through the Office of Highway Safety.
- ii. The Select Board is authorized to accept and expend grant funds pursuant to [RSA 31:95-b](#).

Make a motion to accept and expend the Office of Highway Safety grant in the amount of \$8,200.

M. Forestry Truck Bid Specification

- i. At the September 12, 2022 meeting, the Select Board authorized the replacement plan for the Fire Department Forestry Truck. The first step of this plan included the purchase of a slide-in pump, water tank, and hose reel utilizing funds properly budgeted in the Fire and Rescue Equipment Capital Reserve. This was authorized at the April 17, 2023 meeting. The next step in the plan was to advertise a cab, chassis, and utility body.
- ii. See attached, [F-# Truck Bid Spec \(Changes\)](#)
- iii. See attached, [F-3 Cover letter Changed](#)

Make a motion to authorize advertising the Forestry Truck Bid Specification as presented.

7. Appointments

A. Energy Committee

- i. Matthew Towne – **Vote**

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 was presented for discussion at the July 10, 2023 meeting.

Make a motion to appoint Matthew Towne as an alternate member of the Energy Committee with a term expiring in 2026.

B. Recreation Commission

- i. Fredrik Testor – **Vote**



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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 was presented for discussion at the July 10, 2023 meeting.

Make a motion to appoint Fredrik Testor as an alternate member of the Recreation Commission with a term expiring in 2026.

C. Planning Board

i. Donna Massucci – Discussion

1. See attached, [20230425 App-Planning-Massucci](#)
2. At the May 22, 2023 meeting, the Select Board reappointed Donna Massucci as an alternate member of the Planning Board with a term expiring in 2026. Recently, Planning Board member Andrew Melnikas resigned from the Planning Board due to scheduling conflicts with his collegiate teaching responsibilities. Ms. Massucci is interested in being moved up to a full member.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the September 11, 2023 meeting.

D. Strafford Metropolitan Planning Organization Technical Advisory Committee

i. Vanessa Price – Discussion

1. See attached, [Barrington FY 2024-2025 TAC Appointment Request Letter](#)
2. Vanessa Price, Town Planner is seeking reappointment to the Strafford Metropolitan Planning Organization Technical Advisory Committee.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the September 11, 2023 meeting.

E. Strafford Regional Planning Commission

i. Matthew Towne – Discussion

1. See attached, [20230105 Appointment SRPC MTowne](#)
2. See attached, [Barrington 2023 Appointment Request Letter-Towne](#)
3. Mr. Towne is seeking reappointment to the Strafford Regional Planning Commission. A full appointment with a term expiring in 2027 is proposed (SRPC is a four-year term).
4. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the September 11, 2023 meeting.

8. Staff Report

A. Administrator MacIver

i. August Work Anniversaries

1. Richard Conway • Recreation Site Supervisor • 36 Years
2. Michael Bayer • EMS • 13 Years
3. Keith Brody • Fire/EMS • 12 Years
4. Patrice Lenzi • Minute Taker • 11 Years
5. Michelle Libby • Police Officer • 7 Years



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

6. Amanda Noyes • Building/Assessing Administrative Assistant • 6 Years
7. Shane Elliot • Highway Department Crew • 6 Years
8. Jameson Young • Police Officer • 5 Years
9. Conner MacIver • Town Administrator • 5 Years
10. Marc Moreau • Road Agent • 4 Years
11. Cameron 'Jessie' Cole • Fire/EMS • 2 Years
12. Rebecca Gomez • Town Clerk Assistant • 1 Year
13. Chad Leigh • Recreation Program Coordinator • 1 Year
14. Noah Tougas • Police Officer • 1 Year

ii. Training Opportunities

1. [August 17, 2023 – It's Zoning Amendment Time... Again!](#)
 - a. 12:00pm to 1:00pm – Virtual
2. [August 22, 2023 – The Right-to-Know Law and Government Records Webinar](#)
 - a. 12:00pm to 1:30pm – Virtual
3. [September 7, 2023 – Charter Government in New Hampshire Webinar](#)
 - a. 12:00pm – 1:30pm – Virtual
4. [September 12, 2023 - Budget and Finance Workshop](#)
 - a. 9:00am to 4:45pm in Manchester or Virtual

iii. October 2, 2023 Meeting – Strategic Planning Follow Up and Capital Projects Review

1. At the October 2, 2023 meeting, the Town Planner will present the Capital Improvements Program which will have been recently adopted by the Planning Board. This document will help guide a Select Board discussion of the recent Strategic Planning Session and how to fund the identified capital projects.
2. The priority of this meeting will be determinations of how and when to approach the Town's identified priorities, including:
 - a. Library (and vacated space at 105 Ramsdell Lane)
 - b. Public Safety Building
 - c. Community Center
 - d. Property in Barrington's Town Center
 - e. Dam Repairs and Replacements
 - f. Bridge and Culvert Repairs and Replacements
 - g. Road Reconstructions and Upgrades
3. Those projects identified as the highest priorities will be brought forward to residents in March of 2024.

iv. Highway/Transfer Collective Bargaining Unit Represented by AFSCME Council 93

1. On May 22, 2023 a representative from AFSCME Council 93 filed a Petition for Certification with the New Hampshire Public Employee Labor Relations Board (PELRB).
 - a. See attached, [AFSCME Council 93 Petition 20230522](#)
2. On June 16, 2023 a representative from AFSCME Council 93 filed an amended Petition for Certification with updated information regarding the proposed bargaining unit.
 - a. See attached, [12 Amended Petition 061623](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

3. On July 6, 2023 the PELRB approved the proposed bargaining unit.
 - a. See attached, [16 Order 2023-168 070623](#)
 4. On July 19, 2023 a pre-election conference was held to determine the election date and details.
 - a. See attached, [5.1 Pre Election Conf. Report 7.19.23](#)
 5. On August 1, 2023 an election was held to determine representation for the certified collective bargaining unit.
 - a. See attached, [26 Tally of Ballots 080123](#)
 - b. See attached, [25 Cert on Conduct of Election 080123](#)
 6. In the coming months it is expected that the Town and AFSCME Council 93 will work through an initial collective bargaining agreement for the recently formed union.
- v. Public Safety Building Renovation/Expansion Design
1. The Police and Fire Chiefs are recommending the pursuit of a 2024 warrant article to design a Public Safety Building renovation/expansion project (~\$200,000). This approach accomplishes multiple goals, but most important to the chiefs, it serves as an assessment of public opinion for the project. The Select Board will discuss this topic further at the October 2, 2023 CIP and Strategic Planning Review.
- vi. Master Plan Survey – Housing Chapter
1. The Housing Master Plan Chapter Update Committee has developed a survey to invite resident input into their process. The survey is available at <https://tinyurl.com/barmpp23>. Additionally, the group has scheduled a Housing Forum for September 30, 2023 from 8:30am to 12:00pm at the Early Childhood Learning Center.
 2. See attached, [20230809_MasterPlanSurvey-Housing](#)
- vii. Pay Plan Step Allowance and Cost of Living Adjustment
1. As the 2024 budget development process begins a determination regarding a pay plan step allowance and cost of living adjustment is required. In 2022 the Select Board commissioned [a wage study](#) which was implemented in early 2023. The new pay plan reestablished wages compared to the labor market. This report emphasized the importance of employee progression on the pay plan and cost of living adjustments in order to keep wages competitive. The initial 2024 budget proposal will include a step allowance for all eligible employees and a 3% cost of living adjustment (COLA).
 2. The 3% proposed COLA is based on Consumer Price Index data and the annual Social Security COLA. This data will be included in the budget binder.
 3. Historically, the Advisory Budget Committee (ABC) has asked that the Select Board make a determination about step allowance and COLA at the beginning of the budget process in order to avoid leaving a large cost outstanding until the end of the process. The Select Board is asked to consider what additional information will be required to make a decision regarding a pay plan step allowance and COLA at the October 2, 2023 meeting.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

viii. Second Quarter Financial Analysis

1. See attached, [2023 Second Quarter Financial Analysis 20230719](#)

ix. NHMA CTAP Grant Coaching Program

1. Earlier this year, the New Hampshire Municipal Association (NHMA) announced a Coaching and Technical Assistance Program (CTAP) in order to provide technical assistance in support of attaining grant funding for local projects. Only a handful of communities were selected for this pilot program and Barrington was one! This will present an opportunity for Barrington to continue offsetting resident tax dollars with available grants to fund local government projects.
 - a. See attached, [Barrington CTAP](#)
 - b. See attached, [ADG welcome](#)

x. Municipal Boat Launch Grant Update

1. At the May 8, 2023 meeting, the Select Board supported the pursuit of the [municipal boat launch investment program](#). This grant would provide up to \$100,000 in funding, with a 25% match requirement, for municipal boat launch projects in the State. The Ayers Lake boat access on Daniel Cater Road was identified as a possible site for this grant program.
2. We have been working with the Governor's Office in order to provide additional documentation in support of our \$100,000 grant application to improve the Ayers Lake boat launch at Daniel Cater Road.
3. An engineering cost proposal is currently being developed and we are working to identify the most appropriate source for the \$33,333 in local funds (25% match).

xi. Recreation HRCU Summer Concert Series and FIREWORKS in the Town Center

1. The last three Thursdays in August will feature concerts in the Town Center! In partnership with the Best of Barrington (formerly the Tricentennial Steering Committee), there will be a fireworks display in the Town Center following the August 17, 2023 concert.
2. See attached, [HRCU Concert Series Poster](#)

B. Municipal Office Administrator Caudle

9. Old Business

A. Transfer Station Special Revenue Fund RSA 31:95-c – Discussion

- i. In 2022 and early 2023, the Select Board evaluated the current Waste Management contract which is set to expire at the end of 2026. In recognition of the State's municipal solid waste crisis, the Select Board sought an extension of the existing Waste Management contract. Although the Town anticipated cost increases with an extension, the proposal was much higher than expected. In order to secure a contract through 2031, Waste Management proposed a 12% increase in 2023, a 30% increase in 2024, a 33% increase in 2025 and a 39% increase in 2026 over the Town's existing contract. The contract price continued to escalate through 2031. The Select Board respectfully declined Waste Management's non-negotiable offer at the January 10, 2023 meeting.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- ii. One thing, we talk about regularly as a tenant of good government is avoiding large peaks or valleys in appropriations (or revenue). It is fair to assume that Barrington's solid waste rates could double in 2027 after our existing (and well negotiated) contract expires. This would have a strong negative impact on the Town's budget, revenue, and residents as a significant spike in cost.
- iii. In order to mitigate the anticipated cost increase and maintain a stable tax rate, I would propose asking voters to establish a special revenue fund per RSA 31:95-c. Trash bag prices were increased by 25% in 2022 which has resulted in increased revenue collection. A special revenue fund would allow the Town to set aside a portion of the additional revenue as a savings account to 'buy-down' the anticipated cost increase in 2027.
- iv. As an example, if the current contract cost is \$250,000 per year and we expect the cost in 2027 to be \$500,000 per year, we could save \$75,00 per year in 2024, 2025, and 2026 using a special revenue fund. We could then strategically use those savings so the cost in 2027 could be \$325,000, the cost in 2028 could be \$425,000, and the cost in 2029 could be \$500,000. Additionally, the Town could continue to gradually increase Transfer Station user fees to avoid a one-time doubling of fees in 2027.
- v. If the Select Board supports this idea in concept, a full proposal will be developed with a target funding schedule and utilization plan. Once the Select Board reviews that level of detail, a determination can be made whether or not to present the Transfer Station Special Revenue Fund to voters in March of 2024.

B. Planning Board Sign Ordinance Review Recommendations – **Vote**

- i. In 2022, the Planning Board identified the sign ordinance as an area in need of improvement. Late in the 2022 zoning amendment process, they realized that time did not allow a comprehensive review of the existing ordinance. Further, the Planning Board has shared an interest in evaluating the entire sign ordinance which they decided to do in 2023. Additionally, at the 2023 Town Meeting, voters passed an article recommending that the Planning Board review the sign ordinance and to propose any recommended changes at the 2024 Town Meeting.
- ii. At their Tuesday, August 15, 2023 meeting, the Planning Board will begin their review of the sign ordinance. The review process generally involved multiple regular meetings and is always followed by public hearings ahead of finalization for the warrant.
- iii. Barrington regulates signs in the Zoning Ordinance (ZO); Article 20.
 1. See attached, [Barrington Zoning Ordinance; Article 20](#)
- iv. The Select Board is asked to review the current sign ordinance and recommend any changes to Vanessa Price, Town Planner at vprice@barrington.nh.gov.
- v. During this review process, the Building Department recommends that the Select Board authorize non-enforcement of certain provisions of the existing sign ordinance. These provisions are believed to be inconsistent with the general intent of the sign ordinance or relate to sign utilization which was not contemplated in the current ordinance. Specifically, the Building Department recommends non-enforcement of temporary signs (less than six square feet) in the road right of way which do not present a hazard (graduation signs, for example). Additionally, the Building Department recommends non-enforcement of permanently installed mailbox attachments (less than six square feet) in the road right of way which do not present a hazard.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Make a motion to support the Building Department recommendation to authorize non-enforcement of certain provisions of the existing sign ordinance as presented.

C. 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.
- iv. At their July 10, 2023 meeting, the Select Board further discussed the proposal. In order to better frame the Town's pursuit of the lot, the Select Board asked the Town Administrator to consult, abutters, department heads, and the school. These meetings resulted in broad support for the proposal. Abutters were interested in the transportation/infrastructure improvements which would accompany the development of this lot. Department heads were supportive, and the Recreation Department has started preparing park and facility options for the parcel.
- v. Through multiple meetings with the owner, there exist a variety of options for the Town to acquire all or part of the lot in conjunction with commercial development.
- vi. As the Town refines a proposal to purchase all or a portion of this lot, public information will be important. The Select Board will have a tent and table at the August 17th Town Center Concert to facilitate conversations with residents about the Town Center. Additionally, the Housing Master Plan Chapter Steering Committee will be available at the tent and table to solicit feedback for the chapter update and encourage residents to take the survey.
- vii. In other Town Center news, the former Barrington Urgent Care building is for sale. I have talked with the broker and plan to visit the property in the coming weeks. Additionally, I mentioned that the Town may have an interest in securing a road right of way between the urgent care building and veterinary building which would provide gateway access to the land behind Christmas Dove. This gateway access was presented on the original 2007 visioning plan.

10. New Business

A. Employee and Volunteer Appreciation Programs – Discussion

- i. As a services organization, the Town of Barrington relies heavily on our employees to provide excellent services to our residents. Additionally, as a government entity, we require countless volunteers to ensure the proper execution of government activities. According to NHMA, volunteerism helps municipalities maintain the bottom line and promotes a collegial and positive community spirit. Volunteering may even help skeptics, who, when getting an inside glimpse at what it takes for their town or city to function, discover newfound faith in local government. Volunteers come in many forms in Barrington; from Select Board members who make the Town's most important decisions, to Trails Committee members who build and maintain the Town's dozens of miles of



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

established trails. Municipal employees and volunteers form the foundation of our community.

- ii. It has been a goal of mine to do more to promote a stronger sense of appreciation between the Town and its employees and volunteers. It is important to maintain good communication with employees and volunteers, but it can be difficult because employees work across multiple facilities and ten departments and volunteers do not have consistent or regular schedules. Looking for opportunities to communicate and gather with employees and volunteers can help combat this. Additionally, it is important to recognize employee and volunteer contributions. As we work on an Employee and Volunteer Appreciation Program, we wanted to give an opportunity for Select Board input.
- iii. At this point, we envision adding the following to the existing appreciation practices:
 1. Employees
 - a. Annual Awards
 - i. Supervisors and coworkers will be encouraged to nominate individuals for annual awards recognizing exemplary performance.
 - b. Employee Tenure Recognition
 - i. Annual work anniversary acknowledgement at Select Board meetings and cards signed by the Select Board.
 - ii. Special recognition and gifts at five-year employment intervals. This special recognition would coincide with the existing benefit increases (earned time) after five, ten, and fifteen years of employment.
 2. Volunteers
 - a. Annual Awards
 - i. I have drafted a Volunteer Recognition Application which would be used to solicit nominations for exemplary volunteer service. The schedule proposes the annual announcement of awards at the end of February.
 - ii. See attached, [Select Board Volunteer Award Nomination Form 20230715](#)
 - b. Board/Committee/Commission Membership Wall at Town Hall
 - i. We would prepare a recognition wall at the Town Hall which shows the current membership of all the Town's Boards/Committees/Commissions.
 - c. Volunteer Tenure Recognition
 - i. One term/3 years – framed certificate signed by the Chair
 - ii. Two terms/6 years – Barrington Volunteer Tee Shirt (eligible for new shirt after completing additional terms)
 3. Employees and Volunteers
 - a. Volunteer/Employee Appreciation Event
 - i. Fall Apple Picking and Cookout
- iv. The Select Board is asked to provide input into the proposed Volunteer Appreciation Program.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

B. 2023 Tax Deeding – Discussion

- i. Each year, the Tax Collector must present deeds to the Select Board for properties which have outstanding balances dating back three or more years. This process is prescribed in RSA 80:77. In 2023, a property is eligible for tax-deeding if it has an unpaid balance on the 2020 lien.
- ii. The deed date for 2023 is scheduled for August 28, 2023. A list of properties eligible for tax-deeding is attached below.
- iii. See attached, [2023 Tax-Deed List 20230808](#)
- iv. The Select Board will discuss deed waiver requests in non-public session.

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. Personnel, Reputation, Land, and Legal

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. September 11, 2023 • October 2, 2023 • October 16, 2023 • October 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
- 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/TA20230814. 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



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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.