



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### October 2, 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**  
[October 2, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the October 2, 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. Capital Improvement Program and Funding
    - i. See attached, [2024 CIP SB Packet for 2 OCT 2023](#)
    - ii. Vanessa Price, Town Planner, will make a brief presentation about the preparation process for the year's update to the Capital Improvement Program (CIP). She will also discuss the feedback from the Planning Board from their most recent work session. Following that discussion, the Select Board will be asked to discuss two primary topics; first, any recommended changes to the projects or priorities; second, how to fund the projects presented.
    - iii. I have reviewed the submitted projects, grant opportunities, available fundings sources, capital reserve schedules, and other resources in order to recommend the following:
      1. Changes to the Projects/Priorities:
        - a. Move the 'Riprap Filter for Swains Dam' to 2025
          - i. Deferring this project by one year and making appropriate contributions to the Dam Engineering/Repair/Replacement Capital Reserve will ensure proper funding for the upcoming Swains Lake Dam CIP projects.
        - b. Increase Public Safety Building Design, Engineering, and Impact Fee Study to \$150,000
        - c. Move 'Effective Heating/Cooling of Recreation Building' to 2025
          - i. This will allow time to implement energy audit recommendations and ensure the new systems are sized appropriately.



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### 2. Funding Source Recommendations

- a. Increase 2024 Dam Engineering/Repair/Replacement Capital Reserve contribution to \$200,000 and make matching contribution in 2025.
  - b. Present a \$150,000 warrant article in 2024 for Public Safety Building Design/Engineer/Impact Fee Study.
  - c. Earmark ARPA funds to replace the Recreation gymnasium wall for energy efficiency (and other improvements recommended by the energy audit).
  - d. Utilize a bond warrant article in 2024 to fund the new library proposal and renovation of the vacated library space. \$3.5 million is an estimate and the cost will be refined through construction management pricing.
  - e. Present a \$200,000 warrant article in 2024 for Richardson Pond Dam Replacement (with \$150,000 to come from the Conservation Fund).
  - f. Utilize a \$10.5 million bond warrant article in 2025 to fund the Young Road/Swains Lake causeways (\$6 million), Tolend Road (\$2 million), Deer Ridge Road (\$1 million), and Mallego Road (\$1.5 million) projects.
  - g. Utilize a \$3.1 million bond warrant article in 2025 to fund the renovation/addition of the Public Safety Building.
  - h. Maintain a \$300,000 annual contribution into the Highway Heavy Equipment Capital Reserve through 2026 when the contribution can be reduced to \$150,000.
  - i. Maintain a \$100,000 contribution to the Fire Truck Capital Reserve through 2025, then increase to \$150,00 through 2027, then increase to \$200,000 through 2031.
  - j. Present a \$220,000 warrant article in 2024 to fund the Town's 20% share of the Old Settlers Road Bridge project.
- iv. The changes above establish a funding plan for most all projects through 2034. This funding plan relies on support from the Select Board and voters; an interruption in that support would delay implementation of the CIP. Pursuing certain grant and alternative funding opportunities would favorably impact this funding plan. Inflation, premature infrastructure failure, and other unforeseen circumstances would negatively impact this funding plan. Certain Recreation Department projects lack a funding plan and may require separate warrant articles.
- v. The Select Board is asked to recommend any changes which will be brought back to the Planning Board for final adoption of the CIP. After adoption by the Planning Board, the final document will be brought to the Select Board for ratification.

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

***Make a motion to approve the October 2, 2023 consent agenda (A-J) as presented.***

#### A. Meeting Minutes September 11, 2023

*Make a motion to approve the September 11, 2023 minutes [as amended].*

#### B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-238
- ii. Accounts Payable Manifest 2023-239
- iii. Payroll Manifest 2023-137
- iv. Payroll Manifest 2023-137Fire



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- v. Payroll Manifest 2023-138
- vi. Payroll Manifest 2023-138B
- vii. Voluntary Change of Address – Map 219 Lot 30
- viii. Voluntary Change of Address – Map 219 Lot 29
- ix. Dudzik Letter of Support
- x. Strafford MPO Appointment
- xi. SRPC Commissioner Appointment
- xii. Oath of Office – SRPC – Towne
- xiii. Oath of Office – Planning - Donna Massucci
- xiv. Oath of Office – Strafford MPO – Vanessa Price
- xv. Meeting Minutes – August 14, 2023

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

### C. New Requests for Signature

- i. Accounts Payable Manifest 2023-240
- ii. Payroll Manifest 2023-139
- iii. Winter Contractor 2023-2024 Agreement – Hatch
- iv. Winter Contractor 2023-2024 Agreement - Spinale

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

### D. Authorization for Town-Affiliated Groups to Have a Table at the Transfer Station

- i. See attached, [Transfer Station Authorization for Town-Affiliated Groups - Memo 20230927](#)
- ii. We are asking the Select Board to provide a standing authorization for Town-affiliated groups to use space at the Transfer Station to engage residents. Town-affiliated groups would include all statutory boards/committees/commissions, their subcommittees and ad-hoc committees/working groups.

*Make a motion to authorize all Town-affiliated groups to use space at the Transfer Station to engage residents subject to the review/scheduling of the Transfer Station Administrator.*

### E. 2023-2024 Salt Bid Award

- i. See attached, [2023-2024 Salt Bid Memo](#)

*Make a motion to award the 2023-2024 Salt Bid to Eastern Minerals at \$71 per ton.*

### F. Jacob Hartford Haunted Walk Wood Chips

- i. Jacob Hartford (10) is hosting a free-to-the-community haunted walk on his family's property off Keefe Road in Barrington. The family has requested woodchips currently stockpiled at the highway garage. These surplus woodchips are a result of the stump and brush grinding performed by the Highway Department. The Road Agent is comfortable with the family coming to pick up wood chips to be used for the haunted walk.
- ii. Separately, the family has coordinated with the Police Chief to secure the necessary parking permit.

*Make a motion to allow the Hartford family to pick up wood chips from the Highway Department for use on the trails of a free haunted walk in Barrington.*



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### G. Canned Water Grant Acceptance – Am-Bev

- i. The Fire Department was awarded a grant to receive a pallet of canned water from Am-Bev. This grant program is aimed at keeping emergency personnel hydrated during prolonged incidents and natural disasters. [Anheuser-Busch Emergency Drinking Water for Wildland Firefighters](#).

*Make a motion to accept the emergency drinking water grant (pallet of canned water).*

### H. Boat Launch Grant Matching Funds - \$33,333

- i. At the May 8, 2023 meeting, the Select Board supported the pursuit of the [municipal boat launch investment program](#). On September 21, 2023, the Town was notified that we had been awarded up to \$100,000 for project expenses. There is a 25% matching requirement of \$33,333. We will spend the matching funds first on the permitting and engineering scope. Although we have performed significant due diligence through the application process, there is a risk that the engineering/permitting phase will deem the project not feasible. We believe this risk is low and we are confident that we can make lasting improvements to this boat launch location. We propose using funds available in the 2023 Incident Fund to cover the \$33,333 match.
- ii. The Select Board will hold a public hearing on October 16, 2023 to formally accept the grant funds per RSA 31:95-b. This hearing must be advertised in the newspaper seven days prior so it was not possible for the October 2, 2023 meeting.

*Make a motion to authorize matching grant funds of up to \$33,333 from the 2023 Incident Fund for the Ayers Lake/Daniel Cater Road Boat Launch program.*

### I. Issuance of a Building Permit on Castle Rock Road for Timothy and Sonia Whitehouse, 224-49

- i. See attached, [20230912 ClassVIPR App Castlerock](#)
- 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 224, Lot 49 as proposed.*

### J. Reject Forestry Cab, Chassis, and Utility Body Proposal

- i. At the August 14, 2023 meeting, the Select Board authorized advertising the [Forestry Truck Bid Specification](#). Bids were due on September 20, 2023 and the Town received one bid from [Bulldog Fire Apparatus](#). This bid is more than the Town was looking for from a cost and scope perspective. The Fire Chief and officers will review the process and replacement plan and bring a recommendation to the Select Board at an upcoming meeting.

*Make a motion to reject the Forestry Truck bids in order to reevaluate the budget and process.*

## 7. Appointments

### A. Energy Committee

- i. Cynthia (Cindy) Hoisington – **Vote**
  1. See attached, [20230606 App-Energy Hoisington](#)
  2. On July 10, 2023, Ms. Hoisington was appointed as an alternate member of the Energy Committee with a term expiring in 2026. Alyssa Papineau has resigned from the Energy Committee and Ms. Hoisington is interested in becoming a full member. She would fulfill the vacant term which expires in March of 2025.



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3. Pursuant to the Select Board's Appointment Procedure, promoting alternates to full members is considered at one Select Board meeting.

***Make a motion to appoint Cynthia (Cindy) Hoisington as a full member of the Energy Committee with a term expiring in 2025.***

### B. Library Trustee Alternate

#### i. Ezra Hodgson – Discussion

1. See attached, [20230914 App LTrust-Hodgson](#)
2. Mr. Hodgson is interested in becoming a Library Trustee Alternate and his appointment is supported by the Library Trustees. An alternate appointment with a term expiring in 2024 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 16, 2023 meeting.

### C. Isinglass Local River Advisory Committee

#### i. Anne Melvin – Discussion

1. See attached, [20230914 App LRMAC\\_Melvin](#)
2. Ms. Melvin is interested in being reappointed as a member of the Isinglass Local River Advisory Committee. The Select Board makes these appointments per RSA 483:8-a. An appointment 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 October 16, 2023 meeting.

### D. Trustee of Trust Funds

#### i. Sally Varney – Discussion

1. See attached, [20230927 App TTF-Varney](#)
2. Ms. Varney has applied to fill the vacant position on the Trustee of Trust Funds. In September, Chelsie Fitzgerald resigned from the elected position. Per RSA 669:73, *Vacancies in the office of trustee of the trust fund shall be filled by appointment made by the board of selectmen for the remainder of the unexpired term.* Ms. Fitzgerald's term was set to expire in March of 2025. A full appointment with a term expiring in March of 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 16, 2023 meeting.

## 8. Staff Report

### A. Administrator MacIver

#### i. October Work Anniversaries

1. Samuel Surawski • Police Officer • 4 Years

#### ii. Training Opportunities

1. [October 4, 2023 - 2023 Hard Road to Travel Workshop](#)
  - a. 9:00am to 12:30pm in Concord or Virtual
2. [October 12, 2023 - 2023 Right-to-Know Law: Public Meetings & Governmental Records](#)
  - a. 9:00am to 1:00pm in Concord or Virtual





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3. [October 14, 2023 – 2023 Land Use Law Conference - Planning Board](#)
    - a. 9:00am to 3:00pm in Concord
  4. [October 21, 2023 – 2023 Land Use Law Conference - Zoning Board](#)
    - a. 9:00am to 3:00pm in Concord
  5. [November 15-16, 2023 – 82<sup>nd</sup> Annual Conference and Exhibition](#)
    - a. The following conference sessions may be of interest to Select Board members:
      - i. Electric Vehicle (EV) Economics: Practical Resources to Support EV and EV Charging Projects in NH Communities
      - ii. Legislative Update
      - iii. Advocating to Policymakers
      - iv. Community Power Coalition: Public Power for New Hampshire
      - v. Don't Get Shocked: Keeping Ahead of the Transition to Electric Vehicles
      - vi. Court Update
      - vii. The Sun is Rising for Municipal Solar in NH: New Laws, New Funding, New Assistance
      - viii. Right-to-Know Law Update & Hot Topics
      - ix. The Challenges of Building Expansions/Renovations for Public Safety Facilities
      - x. Community Engagement in Action!
      - xi. Ethics & Conflicts of Interest
      - xii. Financing Community Revitalization Projects
- iii. 2024 Budget Binder Webpage
1. The 2024 budget development process is well underway, and the initial budget proposal was submitted to the Advisory Budget Committee and Select Board on September 25, 2023. The approximately 300-page budget binder is available entirely electronically at: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget). This resource will be updated regularly throughout the budget development process.
  2. The Advisory Budget Committee (ABC) will begin meeting to review the budget on October 10, 2023. These meetings are open to the public and will also be available for virtual participation at [www.barrington.nh.gov/abcmeeting](http://www.barrington.nh.gov/abcmeeting). Recordings of the ABC meetings will be made available on the Town's YouTube Channel: [www.youtube.com/BarrNHGov](http://www.youtube.com/BarrNHGov).
  3. The Select Board will begin reviewing the budget on October 16, 2023.
- iv. Voter Checklist Updates
1. As of 9/27/2023, Barrington has 6,345 registered voters.
  2. The Supervisors of the Checklist are responsible for:
    - a. Determining if an applicant is legally qualified to vote;
    - b. Updating the Checklist of registered voters, which includes:
      - i. Changing party affiliations as the law permits
      - ii. Entering newly registered voters



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- iii. Making address changes and corrections
    - iv. Making name changes and corrections
    - v. Removing voters no longer eligible to vote in Barrington
  - 3. In support of their duties, the Supervisor of the Checklist are regularly updating the checklist of registered voters. Here is a brief history of the number of registered voters on the dates given:
    - a. 3/9/2021 – 7,859
      - i. Every 10 years the elected Supervisors of the Checklist must verify the checklist of registered voters ([RSA 654:39](#)). This process includes verification of the qualifications of any voter who has not voted in any election within the previous four years.
    - b. 3/8/2022 – 6,508
    - c. 3/28/2023 – 6,706
    - d. 7/27/2023 – 6,680
    - e. 9/27/2023 – 6,345
      - i. The Supervisors of the Checklist performed another purge using new data shared from the United State Postal Service through the NH Secretary of State's Office.
- v. Seacoast Shipyard Association Data
  - 1. The Town received a report focusing on the economic impact of the Portsmouth Naval Shipyard on the area communities. Interestingly, Barrington has 157 employees at the Portsmouth Naval Shipyard (down from 162 in 2021) with a total of \$13.3 million in payroll (up from \$12.6 million in 2021). This is the fifth highest number of employees of all NH municipalities. The four communities with more shipyard employees are the cities of Rochester, Dover, Portsmouth, and Somersworth.
- vi. Community Power Handout and Discussion
  - 1. See attached, [July2023 Community Power Handout](#)
- vii. 105 Ramsdell Lane Energy Audit Report
  - 1. See attached, [Barrington Community Center Level II Audit Report 9-26-23](#)
  - 2. The grant-funded energy audit of 105 Ramsdell Lane has been completed. The Energy Committee and Working Facilities Manager will work through the recommendations, available grants/rebates, and other planned projects to make recommendations for implementing the recommendations of the energy audit.

### B. Municipal Office Administrator Caudle

## 9. Old Business

- A. Public Safety Building and 105 Ramsdell Generator Project Award – **Vote**
  - i. Notes from the Working Facilities Manager, Jim Andersen:



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1. *Request for Proposals for Two Backup Generators for the Public Safety Building and the Emergency Communications Tower/105 Ramsdell Lane Building were released on August 15, 2023. I met with six contractors to do tours of the facilities. Contractors were encouraged to give us options in addition to what we had asked for in our proposal. All six contractors submitted bids for the project.*
2. *In considering all aspects of the generator project at the Public Safety Building, locating the generator on the garage side of the driveway allows for better flexibility for the possible future 4,000 square foot expansion to the Public Safety Building. The pavement cutting and excavation work is inevitable given that the current fuel supply system for heating the building is near capacity. A propane generator was specified and is recommended at this site.*
3. *The Emergency Communication Tower/105 Ramsdell Lane Building has two separate electrical service entrances to the building requiring two separate transfer switches.*
4. *Generator Connection submitted the lowest proposal for the project by \$ 60,576.00 to the next highest bidder (Gemini Electric, Inc.). See full table attached.*
- ii. See attached, [2023 Generators Proposal Spreadsheet 20230927](#)
- iii. The Request for Proposal (RFP), Addendum #1, and all six (6) proposals are available at: [www.barrington.nh.gov/bids/2023generators](http://www.barrington.nh.gov/bids/2023generators).
- iv. On Monday, September 25<sup>th</sup>, Wayne Noyes of Generator Connection contacted the Town and indicated that he had made a tabulation error on the proposal he submitted for the Communications Tower/105 Ramsdell Lane generator. His originally submitted proposal totaled \$78,200. He miscalculated the line-item breakdown and the amended proposal totaled \$88,550. He submitted additional backup documentation showing the line item costs for both proposals (not required per the RFP). All submitted materials are available online at [www.barrington.nh.gov/bids/2023generators](http://www.barrington.nh.gov/bids/2023generators). The tabulation (attached above) was prepared using the \$88,550 proposal.
- v. We recommend awarding the bid to the low bidder (over \$60,000), Generator Connection. This Barrington-based business has provided services to the Town previously, including the installation and maintenance of the Town Hall emergency backup generator.
- vi. On June 12, 2023, the Select Board accepted a \$74,500 grant to fund the emergency communications tower generator. On August 23, 2021, the Select Board authorized using ARPA grant funds to purchase and install a generator at the Public Safety Building. These projects would be funded by the \$74,500 FEMA grant and \$113,550 from the Town's ARPA allotment.

***Make a motion to award the Public Safety Building and Emergency Communications Tower/105 Ramsdell Lane Generator scope to Generator Connection, the low bid at \$188,050, using the \$74,500 FEMA generator grant and \$113,550 from the Town's ARPA allotment.***

### 10. New Business

### 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





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E. Select Board Chair Cappiello

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

14. Adjournment

A. Upcoming Meetings

i. October 16, 2023 • October 23, 2023 • November 6, 2023 • November 13, 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/TA20231002](http://www.barrington.nh.gov/TA20231002). 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.

#### **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.