



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### November 13, 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**  
[November 13, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the November 13, 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. 2024 Budget Presentation – Highway/Dams
    - i. Presented by Marc Moreau, Road Agent
      1. Electronic Budget Binder: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
        - a. [Highway/Dams – Section 17](#)
    - ii. See attached, [Advisory Budget Committee Minutes 20231107](#)
    - iii. Advisory Budget Committee Review and Comment
      1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
    - iv. Select Board Review and Comment
      1. The Select Board is asked to review and comment on the budget as presented.
  - C. 2024 Budget Presentation – Transfer Station and Recycling Center
    - i. Presented by Erin Paradis, Transfer Station Administrator
      1. Electronic Budget Binder: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
        - a. [Transfer Station and Recycling Center – Section 18](#)
    - ii. See attached, [Advisory Budget Committee Minutes 20231107](#)
    - iii. Advisory Budget Committee Review and Comment
      1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
    - iv. Select Board Review and Comment
      1. The Select Board is asked to review and comment on the budget as presented.



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

*Make a motion to approve the November 13, 2023 consent agenda (A-C) as presented.*

A. Previously Submitted/Signed Requests for Signature

- i. Voluntary Change of Address Form – Map 270 Lot 3-4

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

B. New Requests for Signature

- i. Accounts Payable Manifest 2023-246
- ii. Payroll Manifest 2023-145
- iii. Payroll Manifest 2023-145B (Fire)

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

C. Public Safety Building Cabling Project

- i. Currently, the information technology equipment at the Public Safety Building is split between an unconditioned and poorly ventilated space on the Fire side and a separately conditioned and secure space on the Police side. As the Technology Committee has worked to improve and consolidate networking equipment, we are ready to consolidate the equipment to the conditioned and secure IT closet on the Police side.
- ii. See attached, [Public Safety Building Cabling - Consolidate IT Closet 20231101](#)
- iii. The Technology Committee recommends this scope and proposal. Funds are available in the General Government Buildings Equipment budget line.

*Make a motion to authorize proceeding with the cabling project as recommended by the Technology Committee.*

7. Appointments

8. Staff Report

A. Administrator MacIver

i. November Work Anniversaries.

- 1. Jonathan Janelle • Fire/EMS • 25 Years
- 2. Erin Paradis • Transfer Station Administrator / Highway Support Asst. • 15 Years
- 3. Richard Smith • Fire/EMS • 11 Years
- 4. Abigail Clark • Recreation • 7 Years
- 5. Terrence Glazier • Transfer Station Attendant • 4 Years
- 6. Peter Curtin • Full-Time Fire/EMS • 3 Years
- 7. Cameron Berry • Full-Time Police • 2 Years

ii. Tax Bill Insert – Bills Due December 18, 2023

- 1. Tax bills will be mailed on November 15, 2023 and will be due on December 18, 2023. Included with each tax bill will be an information insert.
- 2. See attached, [2023 Second Half Tax Bill Insert 20231108](#)

iii. Joint Advisory Budget Committee and Transfer Station and Recycling Center Review Committee Meeting



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1. The ABC and TSRCRC will hold a joint meeting in the coming weeks to discuss two topics. First, a target for revenue as a portion of operating expenses. Second, the proposed Special Revenue Fund to ease the transition out of the Waste Management contract in 2027.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. Proposed Library Purchase and Sale Terms – 426 Calef Highway – **Vote**

- i. At the September 11, 2023 meeting, the Select Board directed the Town Administrator to negotiate a purchase and sale agreement to acquire the property at 426 Calef Highway. This proposal would be presented to voters in March of 2024 as a site for a new Barrington Library.
- ii. After a couple months of negotiations, a final draft of the purchase and sale is available for the Select Board to review.
- iii. See attached, [426 Calef Highway Purchase and Sale 20231108](#)
- iv. Key Provisions
  1. Purchase Price: \$1,000,000
    - a. Subject to inspection and due diligence period.
  2. Deposit: \$20,000
    - a. Refundable (less \$100) if voters deny the proposal in March or if the Town fails to secure bond funding.
    - b. The Barrington Library Foundation has agreed to fund the \$20,000 deposit.
  3. Timeline: Closing by September 2024
    - a. New Hampshire Municipal Bond Bank proceeds are scheduled to be distributed in mid-August. This schedule prevents the need for a bond anticipation note (adding costs).
  4. Deed Restrictions: Cannot be used or sold for use as a medical facility (municipal Fire and EMS provisions exempted)

***Make a motion to approve the terms of the Purchase and Sale for 426 Calef Highway subject to Town Meeting approval and to authorize the Town Administrator to sign all accompanying documents.***

## 10. New Business

### A. Advisory Budget Committee Scope/Charge – Discussion

- i. At their November 7<sup>th</sup> meeting, the Advisory Budget Committee (ABC) discussed the scope of their involvement regarding policy decisions which have financial impacts. This topic arises each year, especially when registering warrant article recommendations. Is it appropriate for the ABC to provide a recommendation on the changing of an exemption or credit value? Should the ABC advise the Select Board on the reconstruction or removal of the Richardson Pond Dam? The ABC scheduled a special meeting on November 14<sup>th</sup> to discuss this topic (they will also discuss the funding of the Capital Improvements Program). To support that discussion, the ABC asked the Select Board to provide some thoughts on the expected scope/charge of the ABC.
- ii. In support of this discussion, I provided the ABC the following background and informational materials:



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1. The Town is not required to have an advisory budget committee.
2. Barrington established an advisory budget committee in 1976.
3. This is distinctly different than an official budget committee per RSA 32:14
4. In 2009, voters passed a requirement to have numerical tallies from the ABC: *Are you in favor of requiring that all votes of the Board of Selectmen and Advisory Budget Committee be recorded and that the numerical tally of each vote relative to the budget item[s] or warrant articles be printed on the official ballot next to the affected article?*
5. In 2014 there were two budget committee-related warrant articles. The first to update the appointment process of members (since transitioning to SB-2) which passed and the second article to establish a municipal budget committee per RSA 32:14 which failed.
  - a. Article 23 (passed): *To see if the Town will vote to authorize the Board of Selectmen to appoint five members and up to 2 alternates to the Advisory Budget Committee established in or prior to 1976 and to do so with staggered 3 year terms of office that can be renewed. The method of selection from 1976 is no longer available under the changed form of town meeting and was originally limited to one 2 year nonrenewable term. If both this article and Article 28 pass, this article will take precedence and the town will continue with only an Advisory Budget Committee. [Majority vote required]. By a 5-0 vote the Board of Selectmen recommends this article.*
  - b. Article 28 (failed): *Shall a nine (9) member "official" budget committee be adopted and members appointed by the Town Moderator until elections in 2015? If this article and Article 23 both pass, Article 23 will take precedence and the town will continue with only the Advisory Budget Committee. If this article passes and Article 23 does not, the current Advisory Budget Committee will be dissolved and the town will only have the official Budget Committee. (By Petition) [Majority Vote Required] The Board of Selectmen does not recommend this article by a 5-0 vote.*
6. Budget Committee article from NHMA (note the difference between advisory budget committee and official budget committee):  
<https://www.nhmunicipal.org/town-city-article/municipal-budget-committee-roles-and-responsibilities>.
- iii. The Select Board is asked to discuss their perspective of the role/responsibility of the ABC in advising the Select Board.

### 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)



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### 13. Nonpublic Session (if required)

#### A. Land

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

### 14. Adjournment

#### A. Upcoming Meetings

i. November 27, 2023 • December 4, 2023 • December 11, 2023 • January 8, 2024

### **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/TA20231113](http://www.barrington.nh.gov/TA20231113). 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.