



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

November 27, 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 27, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the November 27, 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. Energy Committee Joint Meeting
 - i. Community Power Aggregation Plan Hearing – **Vote**
 1. Presentation by Paul Panish, Energy Committee Chair and Henry Herndon, Director of Member Services, Community Power Coalition of New Hampshire.
 2. See attached, [2nd Barrington Community Power Public Hearing](#)
 3. See attached, [Community Aggregation Plan](#)
 4. See attached, [Community Aggregation Handout](#)
 5. Public Comment (see Visitor Orientation below)
 6. The Select Board is asked to consider submitting the aggregation plan and proposal to establish Community Power in Barrington to voters at the March 12, 2024 Town Meeting.
Make a motion to submit the aggregation program to voters (as presented) for a final decision at the March 12, 2024 Town Meeting.
 - ii. Town Hall Solar Installation – **Vote**
 1. The Energy Committee has developed a recommendation to pursue a solar installation on the Town Hall.
 2. See attached, [Select Board Recommendation Town Hall Solar 20231120](#)
 3. The Select Board could fund this project through a warrant article or utilizing ARPA funds (~\$400,000 balance).
Make a motion to authorize the development and advertisement of a Request for Proposals to install an approximately 43 kW solar array on the Town Hall.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

C. 2024 Budget Presentation – Land Use

- i. Presented by Vanessa Price, Town Planner
 1. Electronic Budget Binder: www.barrington.nh.gov/2024budget
 - a. [Planning/Land Use – Section 19](#)
- ii. See attached, [Advisory Budget Committee Minutes 20231121](#)
- 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.

D. 2023 Budget Presentation – Building

- i. Presented by John Huckins, Building Inspector/Code Enforcement Officer/Zoning Administrator
 1. Electronic Budget Binder: www.barrington.nh.gov/2024budget
 - a. [Building – Section 20](#)
- ii. See attached, [Advisory Budget Committee Minutes 20231121](#)
- iii. Advisory Budget Committee Review and Comment
 1. The Advisory Budget Committee recommends increasing building permit fees from \$8.50/\$1,000 to \$9.50/\$1,000 to cover the additional costs of the .5 FTE.
 2. 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.

E. 2024 Budget Presentation – Tax

- i. Presented by Linda Markiewicz, Tax Collector
 1. Electronic Budget Binder: www.barrington.nh.gov/2024budget
 - a. [Tax – Section 21](#)
- ii. See attached, [Advisory Budget Committee Minutes 20231121](#)
- 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.

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

Make a motion to approve the November 27, 2023 consent agenda (A-D) as presented.

A. [Meeting Minutes October 23, 2023](#)

Make a motion to approve the October 23, 2023 minutes [as amended].



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-247
- ii. Payroll Manifest 2023-146
- iii. Winter Maintenance Contract 2023-2024 – Barry
- iv. Voluntary Change of Address Form for Map 270 Lot 3-4
- v. Administrative Abatement for Map 18 Lot 10
- vi. Administrative Abatement for Map 101 Lot 31
- vii. Administrative Abatement for Map 117 Lot 46
- viii. Administrative Abatement for Map 270 Lot 51
- ix. Land Use Change Tax Bill & Warrant for Map 26 Lot 24
- x. Land Use Change Tax Bill & Warrant for Map 113 Lot 26-19
- xi. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-13
- xii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-14
- xiii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-27
- xiv. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-28
- xv. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-30
- xvi. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-31
- xvii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-40
- xviii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-47

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2023-248
- ii. Payroll Manifest 2023-147

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

D. Advertise 2007 International Truck for Sealed Bid

- i. See attached, [2023 Highway Surplus Equipment Flyer](#)

Make a motion to authorize the advertisement of the 2007 International for disposal via sealed bid.

7. Appointments

A. Library Trustee per RSA 669:75

- i. Melanie Haley – Discussion

1. See attached, [20230221 Appointment Library Haley](#)
2. Ms. Haley is currently a Library Trustee Alternate and would like to be appointed to the library trustee vacancy created by the resignation of Leigh Elliot. Per RSA 669:61, Select Board appointments to vacancies on the Library Trustees are filled until the next election. As a result, this appointment would be through March of 2024 and voters will vote on a 1-year term for library trustee.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the December 4, 2023 meeting.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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. 22nd Annual Barrington Soiree and Fireworks

1. The 22nd Annual Barrington Soiree will take place on Friday, December 1, 2023 from 5:00pm to 8:00pm. This year, the Christmas Dove is hosting a fireworks show at 7:30pm in celebration of their 50th anniversary. Chief Joy has issued a waiver of the Noise Ordinance for the fireworks show.

iii. Strategic Planning Update

1. See attached, [Strategic Planning Update 20231122](#)
2. The Select Board is asked to review the Strategic Planning Update and consider the proposed next steps and additional strategies for implementing what is proposed. Specifically tying each effort of the Select Board back to the Master Plan has been identified as a priority.
3. At the June 27, 2023 Strategic Planning Session, there was discussion about dedicating a meeting to strategic planning in six months. As that timeframe approaches, Board members are asked to consider the interest in adding a meeting for strategic planning.

iv. Ask Barrington

We had some great questions submitted to Ask Barrington regarding the 2023 revaluation and property tax bills. Please keep the questions coming! ask@barrington.nh.gov.

2023 Revaluation Webpage: www.barrington.nh.gov/2023reval

2023 Second Half Tax Bill Insert: www.barrington.nh.gov/2023NovTaxInsert

1. Q. Why did the tax rate go down from \$19.85 to \$16.69?
A. The 2023 revaluation; more details: www.barrington.nh.gov/tax-collector/faq/why-did-tax-rate-go-down-1985-1669-11192023
2. Q. Why did the revaluation change the assessed value of my property so much in six months?
A. The values changed over two years, not six months; more details: www.barrington.nh.gov/assessing-office/faq/why-did-revaluation-change-assessed-value-my-property-so-much-six-months



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

3. Q. Why did my tax bill go up (or down)?
A. The fair market value of your property went up more (or less) than the average and based on approved funding for the school/town/county; more details: www.barrington.nh.gov/tax-collector/faq/why-did-my-tax-bill-go-or-down-11182023
4. Q. What assistance does Barrington offer for property taxes (exemptions and credits)?
A. Barrington offers a variety of exemptions (elderly/disabled/etc.) and credits (veteran/service connected total disability/etc.); more details: www.barrington.nh.gov/tax-collector/faq/what-assistance-does-barrington-offer-property-taxes-exemptions-and-credits
5. Q. How do I review my property's assessed value or property record card; what if there are mistakes?
6. A. Online at next.axisgis.com/BarringtonNH; contact the assessing office; more details: <https://www.barrington.nh.gov/assessing-office/faq/how-do-i-review-my-property-s-assessed-value-or-property-record-card-what-if>
7. Q. What does the Town do with my property taxes?
A. The town sends 74% to the school, 10% to the county, and uses the remaining 16% to fund municipal services (roads/police/fire/EMS/etc.); more details: www.barrington.nh.gov/town-administrator/faq/what-does-town-do-my-property-taxes-11182023
8. Q. How does new development (residential and/or commercial) impact my tax bill?
A. Development expands the tax base (contributes to lower tax bills), but can also lead to increased services (contributes to higher tax bills); more details: www.barrington.nh.gov/tax-collector/faq/how-does-new-development-residential-and-or-commercial-impact-my-tax-bill-11192023
9. Q. Who decides how property is subdivided or developed?
A. The property owner within regulations set by voters and administered by the Planning Board; more details: www.barrington.nh.gov/land-use-department/faq/who-decides-how-property-subdivided-or-developed-1282022
10. Q. Who decides land use rules, how can I get involved?
A. Voters, generally with guidance from the Planning Board. Show up, share your opinion and/or join a board/committee/commission; more details: www.barrington.nh.gov/land-use-department/faq/who-decides-land-use-rules-how-can-i-get-involved-11192023
11. Q. I want to be informed when I vote on town issues in March, what can I do?
A. There are many resources available online and you can contact a Select Board member; more details: www.barrington.nh.gov/town-administrator/faq/i-want-be-informed-when-i-vote-town-issues-march-what-can-i-do-11192023

B. Municipal Office Administrator Caudle



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

9. Old Business

A. Establishing a Town Center with a Tax Increment Financing District – **Vote**

- i. At the June 27, 2023 Strategic Planning Session, the Select Board reviewed a 13-acre lot for sale in the Town Center and an opportunity to reevaluate the Town Center TIF District. There was broad interest from the Board in further considering both items.
- ii. At the August 14, 2023 meeting, the Select Board reviewed feedback from abutters of the 13-acre parcel who are all in support of Town acquisition.
- iii. At the August 17, 2023 Town Center Concert, Select Board members had an informational table to talk with residents about the larger vision for the Town Center.
- iv. At the September 11, 2023 meeting, the Select Board discussed having TF Moran complete an evaluation and updated visual plan for the vision of the Town Center.
- v. The 13-acre lot remains on the market and if the Town remains interested, it would be prudent to pursue a purchase and sale agreement. The structure of the acquisition would be such that revenue from the tax increment financing district would cover all costs.
- vi. A new (and smaller) tax increment financing district would still have sufficient new tax base to be captured to fund the land acquisition and improvements. Specifically, there remains about \$8 million of unrealized value from units across from the middle school; this equates to about \$134,000 per year in tax value. That value is expected to be realized in 2024. There is approximately \$15 million of unrealized value from the 80 units behind Irving (under construction); this equates to about \$250,000 per year in tax value. That value is expected to be realized over the next few years. There are additional projects in the Town Center which would add even more value.
- vii. In sum, it is expected that approximately \$400,000 to \$450,000 per year would be available by 2027. These funds could be used to purchase and develop the 13-acre lot and make additional transportation and safety improvements in the district.
- viii. The Select Board is asked to consider support for negotiating a purchase and sale for Map 239, Lot 7 and for drafting a new proposed tax increment financing district for the Town Center.

Make a motion to authorize the Town Administrator to begin negotiating a purchase and sale agreement for Map 239, Lot 7 structured with a proposed new tax increment financing district.

B. 2024 Warrant Articles and Funding – Discussion

- i. The 2024 budget and warrant development process is nearing an end. The Select Board and Advisory Budget Committee have requested an advanced copy of tax rate impacts for proposed warrant initiatives. The Select Board will need to decide whether warrant articles will all be listed with a tax rate impact or if a portion will be directly funded with unassigned fund balance.
- ii. See attached, [2024 Warrant Article Requests - Titles Only and Funding 20231122](#)
- iii. Included in the 2024 Budget Binder is an [Analysis of Warrant Article Tax Rate Impacts – Town Meeting 2023](#). This reviews how listing all warrant articles with a tax rate impact may have influenced voter decision making.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

C. Exemption and Credit Changes – **Vote**

- i. At the September 11, 2023 meeting, the Select Board was asked to consider what additional information they would like to review in order to consider any changes to the exemptions or credits at the 2024 Town Meeting.
- ii. At the November 6, 2023 meeting the Select Board reviewed an updated exemption and credit analysis which shows Barrington's current exemption and credit levels and utilization. The exemption and credit levels are compared to Strafford County and state averages.
- iii. See attached, [Exemption and Credit Analysis 2023](#)
- iv. The Select Board briefly discussed cost of living as it impacts exemptions as well as income/asset limits. Staff researched the most recent update to exemptions and income/asset limits and added the Social Security Administrations cost of living as an adjustment factor. This data aims to demonstrate how the value of the exemptions and income/asset limits may have been impacted by inflation. Also included with this data is a separate comparison of the 15 comparable communities identified through the 2022 wage analysis.
- v. See attached, [ExemptionsCreditsCOLA](#)
- vi. Barrington's current exemption levels and income/asset limits remain competitive/generous when compared to the state, Strafford County, and the 15 comparable communities.
- vii. The Select Board is asked to propose any changes to exemptions or credits to be presented to voters at the March 2024 Town Meeting.

D. Joint Advisory Budget Committee and Transfer Station and Recycling Center Review Committee Meeting – **Vote**

- i. On November 20, 2023 the joint Advisory Budget Committee and Transfer Station and Recycling Center Review Committee was held at the Town Hall. This was an incredible productive meeting where the group discussed revenue targets for the Transfer Station and the Special Revenue Fund in anticipation of the Waste Management contract expiration. The group settled on two unanimous recommendations to the Select Board. This outcome is especially important because the two groups have very different goals and objectives and agree completely with the proposed path forward.
- ii. Specifically, the recommended setting a revenue target for the Transfer Station and Recycling Center which is equal to the non-staff/administrative portion of the budget. In 2024, that means the revenue target would be 72% of total operating costs for the facility.
- iii. Additionally, the group recommended proceeding with a warrant article to establish a Special Revenue Fund for the Transfer Station which would allow the Town to prepare for a dramatic increase in waste disposal costs at the end of the contract with Waste Management (12/31/2026). The proposal would be to retain \$225,000 annually as revenue in the general fund to offset taxes (and fund approximately 72% of the Transfer Station). Further, the proposal would target an approximately 20% annual increase in Transfer Station user fees and that additional revenue would be deposited in the special revenue fund. A 20% increase in 2024 is expected to generate \$45,000 in additional revenue. An additional 20% increase in 2025 would add \$100,000 and an additional 20% in 2026 would



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

add \$165,000. The result would be approximately \$310,000 in time for a new waste disposal contract (where we anticipate a doubling of disposal costs). The group was in favor of an approach which incrementally increased user fees to avoid a doubling of fees in one year. Additionally, the group felt that the balance in the special revenue fund could be used to extend the incremental user fee increases and/or pursue other options such as performing transportation using Town equipment/personnel.

- iv. The Select Board is asked to consider ratifying the recommendations of the joint Advisory Budget Committee and Transfer Station and Recycling Center Review Committee meeting.

Make a motion to set a revenue target (for the purposes of setting user fees) for the Transfer Station and Recycling Center equal to all non-wage/benefit/training/dues operating costs or approximately 72%.

Make a motion to present voters with a warrant article in 2023 to establish a special revenue fund for the Transfer Station and Recycling Center which retains \$225,000 in the general fund and further to support incrementally increasing user fees (approximately 20% per year).

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
- E. Select Board Chair Cappiello

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

14. Adjournment

A. Upcoming Meetings

- i. December 4, 2023 • December 11, 2023 • January 8, 2024 • January 22, 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
- 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/TA20231127. Please contact the Town Hall Administrative Office with questions.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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.