



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

December 4, 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**
[December 4, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the December 4, 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. Budget Presentation – Advisory Budget Committee Final Report – Discussion
 - i. Electronic Budget Binder: www.barrington.nh.gov/2024budget
 - ii. See attached, [Advisory Budget Committee Draft Minutes 20231128 WARRANT ARTICLE REVIEW](#)
 - iii. See attached, [2024 Budget Summary by Function 20231129](#)
 1. Updated budget summary showing current budget proposal of \$8,998,280 (down \$125,175 from the original proposal). While this represents a 7.78% increase over the 2023 budget.
 - iv. See attached, [Operating Budget Wages and Benefits Summary 20231129](#)
 1. This shows an update of the wages and benefits component of the 2024 budget.
 - v. See attached, [Summary of Wage and Benefit Impacts 2024-2025 20231129](#)
 1. This shows an update of the wage and benefit related impacts to the 2024 budget.
 - vi. See attached, [2024 Budget Process Changes Summary by Function 20231129](#)
 1. This shows, by Function, how the budget changed through the process.
 - vii. See attached, [2024 Budget Changes Details 20231129](#)
 1. Details of each budget change since the original budget proposal on 9/19/2023.
 - viii. See attached, [2024 Revenue Estimation Workbook 20231129](#)
 1. This shows the first update to the 2024 revenue estimate. This will be updated again after the close of 2023. This number is essential when understanding how the proposed operating budget would impact the 2024 tax rate.
 - ix. See attached, [Unassigned Fund Balance History 20231130](#)



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1. Updated slightly to reflect current conditions.
 - x. See attached, [Targeted Fund Balance History 20231130](#)
 1. Updated slightly to reflect current conditions.
 - xi. See attached, [2024 Warrant Article Requests - Titles Only and Funding 20231130](#)
 1. List of all warrant article requests for 2024.
 - xii. The Select Board is asked to consider the final recommendations presented by the Advisory Budget Committee.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the December 4, 2023 consent agenda (A-G) as presented.
- A. [Meeting Minutes November 6, 2023](#)
Make a motion to approve the November 6, 2023 minutes [as amended].
- B. [Meeting Minutes November 13, 2023](#)
Make a motion to approve the November 13, 2023 minutes [as amended].
- C. Previously Submitted/Signed Requests for Signature
 - i. CCIP Grant Warrant Article Agreement
 - ii. Land Use Change Tax Bill & Warrant – Map 223 Lot 26-16*Make a motion to authorize and sign the above-referenced documents (i-ii).*
- D. New Requests for Signature
 - i. Accounts Payable Manifest 2023-249
 - ii. Payroll Manifest 2023-148*Make a motion to authorize and sign the above-referenced documents (i-ii).*
- E. Working Dog Foundation Trailer Storage
 - i. The Working Dog Foundation is a non-profit which supports the New Hampshire K9 Academy where Barrington's K9 Officer Morse trains. Chief Joy also trained and served as a trainer for this organization during his career as a K9 handler. The Foundation has asked organizations for a location to store their enclosed trailer.
 - ii. Chief Joy is seeking Select Board approval to allow storage of the Foundation's trailer behind the garage at the Public Safety Building. The Foundation understands that the trailer will be inaccessible after the first snowfall and the trailer storage would not inconvenience the operations of the Fire or Police Departments. Chief Walker has no objection.*Make a motion to authorize storage of the Working Dog Foundation trailer behind the Public Safety Building garage.*



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- F. 426 Calef Highway Inspection – Library and Community Center Capital Reserve - \$2,000
- i. As part of the due diligence period for the proposed property acquisition of 426 Calef Highway, the Town is scheduling a commercial inspection of the property. The cost depends on a few details but will be less than \$2,000. The Library and Community Center Capital Reserve is proposed as a funding source. The available balance is approximately \$20,000.

Make a motion to authorize up to \$2,000 from the Library and Community Center Capital Reserve to fund the commercial building inspection of 426 Calef Highway.

G. Financial Policies Update

- i. The Finance Administrator and Finance Officer (also Deputy Tax Collector) recently completed a Municipal Finance Certificate Program offered by the New Hampshire Municipal Association. Additionally, the Town has started working with the new auditors. As a result, there are a few financial policy changes being recommended.
- ii. See attached, [Credit Card Policy 20231117](#)
 - I. This is a new policy recommended by the auditors. This policy was drafted using best practices.
- iii. See attached, [Purchasing Policy 20231130](#)
 - I. This policy was updated to match the purchase order requirement with the fixed asset requirement. The purchasing limits were also updated.
- iv. See attached, [Deposit Policy 20231003](#)
 - I. The format was updated to maintain consistency.
- v. See attached, [Fixed Assets Policy 20231109](#)
 - I. The format was updated to maintain consistency.
- vi. See attached, [Property Disposition Policy 20231109](#)
 - I. The format was updated to maintain consistency.
- vii. See attached, [Returned Check Policy 20231109](#)
 - I. Credit cards were added as an acceptable alternative to cover a returned check and the format was updated to maintain consistency.

Make a motion to approve the updated financial policies as presented.

7. Appointments

8. Staff Report

A. Administrator MacIver

i. December Work Anniversaries

1. Richard Walker Jr. • Fire Chief • 23 Years
 - a. Hired in December of 2000 as a full-time member of the Highway Department crew; previously appointed as part-time Chief in July of 1999.
2. Dana Martel • Custodian • 11 Years
3. Brian Dodier • Highway Department • 10 Years
4. Jake Roger • Fire Department • 5 Years
5. Kieron Taylor • Fire Department • 4 Years
6. Lilah Cherim • Fire Department • 4 Years
7. Rebecca Nelson • Deputy Town Clerk • 4 Years
8. Malachi Fisher • Fire Department • 3 Years



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9. Alexandra Kirk • Library • 1 Year

B. Municipal Office Administrator Caudle

9. Old Business

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 11, 2023 • December 12, 2023 • January 8, 2024 • January 22, 2024

B. Upcoming Events

- i. February 3, 2024 (Saturday) – Deliberative Session – Barrington Middle School
- ii. March 12, 2024 (Tuesday) – Ballot Session – Barrington Middle School

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/TA20231204. 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



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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.