



TOWN OF BARRINGTON
NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

January 8, 2024 Public Hearings and Select Board Meeting

2024 Operating Budget

Library Bond

Community Center Grant

Barrington Commons and Town Center Tax Increment Financing District
2024 Warrant

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**
[January 8, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the January 8, 2024 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 Proposed Operating Budget - \$8,998,280 – **Vote**
 - i. Annual Budget public hearing pursuant to RSA 32:5, I and V; RSA 40:13, II-a (c). Properly noticed in Fosters Daily Democrat on December 31, 2023.
 - ii. Warrant Article Language:
 1. *To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$8,998,280? Should this article be defeated, the default budget shall be \$8,666,644, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised*



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operating budget only. [Majority Vote Required]. This article is projected to add 13 cents/1,000 to the 2024 tax rate or \$55 to the tax bill on a \$425,000 property.

*This article **is/is not** recommended for approval by the Advisory Budget Committee #-#.*

*This article **is/is not** recommended for approval by the Select Board #-#.*

- iii. An electronic copy of the comprehensive budget binder can be found at www.barrington.nh.gov/2024budget. Please use the table of contents and bookmarks to navigate the electronic budget binder. Summary documents are also attached below.
 1. See attached, [2024 Budget Summary by Function 20231228](#)
 2. See attached, [2024 Warrant Estimated Tax Rate Impact 20231228](#)
 3. See attached, [2024 Estimated Tax Rate Impact by Warrant Article 20231228](#)
 4. See attached, [2024 Tax Rate Impact - Average Home Calculation 20230919](#)
 5. See attached, [2024 Budget Public Hearing Presentation 20231231](#)
- iv. The Advisory Budget Committee unanimously supports the operating budget. They will take their official recommendation votes at their January 9, 2024 meeting.
- v. Public Comment (see Visitor Orientation below)

Make a motion to present the \$8,9998,280 budget to voters on the 2024 Warrant.

C. Library Bond 2024 Warrant Article - \$3,319,324 – **Vote**

- i. Bond Public Hearing pursuant to RSA 33:8-a, I; RSA 40:13, II-a (c). Properly noticed in Fosters Daily Democrat on December 31, 2023.
- ii. Warrant Article Language:
 1. *To see if the Town will vote to raise and appropriate the sum of \$3,631,324 (gross budget) for the purchase and renovation of the property at 426 Calef Highway (former Frisbie Urgent Care) for the purpose of a library and improvements to the existing library space for the purpose of recreation and community center uses, including but not limited to land and building acquisition, building construction, site work, architectural fees, engineering, permitting, inspection, furniture, commissioning and other expenses to occupy the building, and to authorize the issuance of not more than \$3,319,324 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The remaining \$312,000 required for the project will come from the Barrington Library Foundation. Further, to authorize the Select Board to apply for and accept any grants or other donations which may be available for this project. Should such grants or donations be received, the amount of the bonds or notes issued will be reduced by the amount received. [3/5th (60%) Majority Required]. Note: This appropriation is in addition to Warrant Article #23, the operating budget article. This article will have no impact on 2024 property taxes but there is a commitment to make payments in future years which will increase property taxes in those years approximately \$0.19 per \$1,000 of assessed value or \$81 per year on a \$425,000 property.*



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*This article **is/is not** recommended for approval by the Advisory Budget Committee #-#.*

*This article **is/is not** recommended for approval by the Select Board #-#.*

- iii. See attached, [2023-12-18 BPL – Final Total Project Budget](#)
- iv. The Advisory Budget Committee supports the library project by a vote of 3-2. They will take their official recommendation votes at their January 9, 2024 meeting.
- v. Public Comment (see Visitor Orientation below)

Make a motion to present a \$3,631,324 warrant article including a \$3,319,324 bond for a new library to voters on the 2024 Warrant.

D. Community Center Grant 2024 Warrant Article - \$1,150,000 – **Vote**

- i. Bond Public Hearing pursuant to RSA 33:8-a, I; RSA 40:13, II-a (c). Properly noticed in Fosters Daily Democrat on December 31, 2023.
- ii. Warrant Article Language:

- 1. *To see if the Town will vote to raise and appropriate the sum of \$1,150,000 (gross budget) for improvements to the recreation and community center facility at 105 Ramsdell Lane including, but not limited to, the addition of programming space and to authorize the Select Board to apply for and accept a \$1,000,000 Community Center Investment Program (CCIP) loan for this project. It is anticipated that the loan will be forgiven in its entirety. Further, to raise and appropriate \$150,000 from the Recreation Revolving Fund for the 15% require matching funds. [3/5th (60%) Majority Required]. Note: This appropriation is in addition to Warrant Article #23, the operating budget article. This article will have no impact on 2024 property taxes.*

*This article **is/is not** recommended for approval by the Advisory Budget Committee #-#.*

*This article **is/is not** recommended for approval by the Select Board #-#.*

- iii. The Advisory Budget Committee unanimously supports the community center grant warrant article. They will take their official recommendation votes at their January 9, 2024 meeting.
- iv. Public Comment (see Visitor Orientation below)

Make a motion to present a \$1,150,000 warrant article including a \$1,000,000 refundable loan for community center improvements to voters on the 2024 Warrant.

E. Barrington Commons and Town Center Tax Increment Financing District – **Votes**

- i. Town Center Tax Increment Financing (TIF) District public hearing pursuant to RSA 162-K:4. Properly noticed in Fosters Daily Democrat on December 31, 2023.
- ii. See attached, [Barrington Commons and Town Center Tax Increment Financing District Development and Financing Plan 20231211](#)
 - 1. Additional information is available at: www.barrington.nh.gov/tif.
- iii. See attached, [Barrington Commons and Town Center Tax Increment Financing District Hearing Presentation 20231231](#)



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- iv. Additionally, we have renegotiated the terms of a Letter of Intent with the seller based on feedback from the December 11, 2023 Select Board meeting. The changes include removing the non-refundable deposit before Town Meeting and requiring buyer/seller appraisals to aid in determining the purchase price.
- v. See attached, [LOI - Town Center – 20240104](#)
- vi. If acceptable, the next step would be to sign the Letter of Intent and proceed with an appraisal and drafting a Purchase and Sale Agreement.

Make a motion to approve the January 4, 2024 Letter of Intent as presented, commission an appraisal of the lot, and to begin drafting a Purchase and Sale Agreement.

- vii. Three members of the Advisory Budget Committee support the tax increment financing proposal and two are undecided. They will take their official recommendation votes at their January 9, 2024 meeting.
- viii. Public Comment (see Visitor Orientation below)

Make a motion to present the Barrington Commons and Town Center Tax Increment Financing District to voters on the 2024 Warrant.

F. 2024 Proposed Warrant Finalization – **Votes**

- i. 2024 Warrant public hearing, properly noticed in Fosters Daily Democrat on December 31, 2023.
- ii. View current warrant at: www.barrington.nh.gov/2024warrant.
- iii. See attached, [2024 Estimated Tax Rate Impact by Warrant Article 20231228](#)
- iv. The Select Board is asked to decide how unassigned fund balance will be used or presented to voters in the 2024 warrant. The most accurate and transparent approach which puts utilization of unassigned fund balance in the hands of voters is Option 2. This approach funds 50% of each article 25-36 from unassigned fund balance with the remaining 50% funded from property taxes. Option 1, because the use of unassigned fund balance would not be guaranteed, would overstate the tax rate impact of the warrant by about double (\$0.36). The Select Board could still, at tax rate setting, apply any unused unassigned fund balance in excess of 12.5% to reduce taxes.

Make a motion to present unassigned fund balance utilization consistent with Option 2 where 50% of each article 25-36 is funded from unassigned fund balance and the remaining 50% is funded from property taxes.

- v. The Select Board is asked to take a vote on each proposed article to finalize and make a recommendation which will be included in the article language presented at Deliberative Session. The Advisory Budget Committee recommendations will be made at the January 9, 2024 ABC meeting. If the language of any article is changed at Deliberative Session, the Select Board and ABC will meet immediately following the Deliberative Session to update their recommendation vote only on those articles.
- vi. Public Comment (see Visitor Orientation below)



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vii. Select Board Recommendations:

1. Article 21¹: Library Bond – \$3,319,324
2. Article 22¹: Community Center Grant – \$1,150,000
3. Article 23¹: Operating Budget – \$8,998,280
4. Article 24¹: Barrington Commons and Town Center Tax Increment Financing District
5. Article 25¹: Highway Equipment Capital Reserve – \$300,000
6. Article 26¹: Fire Truck Capital Reserve – \$100,000
7. Article 27¹: Paving and Related Road Work Non-Lapsing Article – \$150,000
8. Article 28¹: Dam Repair/Engineering/Replacement Capital Reserve – \$200,000
9. Article 29¹: Old Settler's Road – 20% Grant Match – \$220,000
10. Article 30¹: Police Equipment Capital Reserve – \$50,000
11. Article 31¹: Fire Rescue Equipment Capital Reserve – \$10,000
12. Article 32¹: Emergency Communication Upgrades Capital Reserve – \$50,000
13. Article 33¹: Public Safety Building Design and Impact Fee Study – \$150,000
14. Article 34¹: Bridge and Culvert Capital Reserve – \$50,000
15. Article 35¹: Transfer Station and Recycling Center Capital Reserve – \$25,000
16. Article 36¹: Library Technology Capital Reserve – \$3,000
17. Article 37¹: Highway and Transfer Station Collective Bargaining Agreement – \$32,280
18. Article 38: Collective Bargaining Agreement Renegotiations and Vote
19. Article 39: Community Power Aggregation
20. Article 40¹: Transfer Station and Recycling Center Revolving Fund
21. Article 41¹: Fire/Ambulance Revolving Fund – Deposit 100% of Revenue
22. Article 42¹: Close Unused Trust Funds and Capital Reserve Accounts

***Note*:** Warrant Article numbering subject to change

¹: Advisory Budget Committee will record a recommendation vote on these articles.

Individually make a motion to recommend each article for approval and present to voters on the 2024 Warrant.

G. Issuance of a Building Permit on Long Shores Drive, a Private Road, for Carlos and Natasha Restrepo, Map 104, Lot 96 – **Vote**

- i. See attached, [683 Long Shores Class VI Private Roads Cat 3 SB Packet](#)
- 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 met the road improvement requirements pursuant to Option 2 of the Road Improvement section of the policy. Department Heads have reviewed the application and have no objections.
- iii. The Planning Board has reviewed the application and recommends the issuance of a building permit.
- 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 104, Lot 96 on Long Shores Drive, as presented.



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

Make a motion to approve the January 8, 2024 consent agenda (A-J) as presented.

A. [Meeting Minutes November 27, 2023](#)

Make a motion to approve the November 27, 2023 minutes [as amended].

B. [Meeting Minutes December 4, 2023](#)

Make a motion to approve the December 4, 2023 minutes [as amended].

C. [Meeting Minutes December 11, 2023](#)

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

D. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-251
- ii. Accounts Payable Manifest 2023-252
- iii. Accounts Payable Manifest 2024-201
- iv. Payroll Manifest 2023-150
- v. Payroll Manifest 2023-150B (Fire)
- vi. Payroll Manifest 2023-150C (Buyout)
- vii. Payroll Manifest 2023-150D (Buyout)
- viii. Payroll Manifest 2023-151
- ix. Payroll Manifest 2023-152
- x. Payroll Manifest 2023-152B (Correction)
- xi. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-7
- xii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-8
- xiii. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-9
- xiv. Land Use Change Tax Bill & Warrant for Map 223 Lot 26-10

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

E. New Requests for Signature

- i. Payroll Manifest 2024-101
- ii. Accounts Payable Manifest 2024-202
- iii. Timber Certification of Yield and Warrant for Map 239 Lot 1

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

F. New Cemetery Rates as Recommended by the Cemetery Trustees

- i. See attached, [2024 Cemetery Lot Cost Proposal 20240104](#)

Make a motion to accept the Cemetery Trustee recommendation to increase cemetery rates as proposed, effective January 9, 2024.

G. Forestry Truck – Proceed with State Bid at McFarland Ford - \$80,304

- 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.



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- ii. At the October 2, 2023 meeting, the Select Board authorized the Fire Chief and officers to review the process and replacement plan and bring a recommendation to the Select Board at an upcoming meeting.
- iii. As a result of their efforts, McFarland Ford submitted a state bid price for the truck and mounted utility body: \$80,304. The expected delivery time frame would be early fall.
- iv. This scope does not include emergency equipment, ie: radios, lights, siren lettering the Chief and officers are refreshing that quote and will come back with a solid number. Those costs are estimated to be around \$20,000.
- v. This project is properly budgeted in the Fire Truck Replacement Schedule and there is available cash on hand in the Fire Truck Capital Reserve account.

Make a motion to approve the proposal from McFarland Ford for a Forestry Truck and mounted utility body for \$80,304 and to authorize up to \$81,000 from the Fire Truck Capital Reserve.

H. Financial Consultant Contract – 2024

- i. The Town maintains a contract with an experienced financial consultant who is used on an as-needed basis to support the Finance Administrator. In 2023, we spent less than \$1,000 on these services.
- ii. See attached, [Stonehill Municipal Solution - Finance Consulting 20231231](#)

Make a motion to authorize the Stonehill Municipal Solution financial consulting contract for 2024.

I. Credit Card Policy Update

- i. See attached, [Credit Card Policy 20231212](#)
- ii. The recently adopted credit card policy lacked an opportunity for employees without a Town-issued credit card to utilize the card of an employee who has a Town-issued credit card. In consultation with the Town's auditors, a sign-out and tracking sheet provision was added to the policy which addresses this deficiency.

Make a motion to adopt the Credit Card Policy update as proposed to incorporate a sign-out provision.

J. Young Road Culverts Engineering Project

- i. The three causeways along Young Road have been the source of much discussion in recent planning conversations. These projects are included in the Capital Improvements Program. As we continue to make progress on the design and construction of these projects, the Town is proceeding with an engineering task order which considers not only replacement, but also improvement (widening) of these crossings. The first three tasks of initiation (surveying, core samples, etc.), funding opportunity assistance, and hydrologic/hydraulic evaluations will cost \$60,700. The total engineering cost is anticipated to be \$166,100.
- ii. The funds to pay for this engineering project are properly budgeted in the Bridge and Culvert Capital Reserve account.
- iii. See attached, [Young Road Culverts Engineering 20240102](#)

Make a motion to authorize up to \$61,000 from the Bridge and Culvert Capital Reserve account to fund the first three tasks of the Young Road culvert/causeway engineering project.



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K. NHMA Anti Lobbying Bill Letter

- i. The New Hampshire Municipal Association has asked members to consider opposing HB 1479 and the efforts to limit towns' ability to budget for legislative advocacy. They have explained the concerns in a form letter to the House Legislative Administration.
- ii. See attached, [NHMA Anti-Lobbying Bill Letter 20240104](#)

Make a motion to sign and deliver the proposed letter opposing HB 1479.

7. Appointments

8. Staff Report

A. Administrator MacIver

i. January Work Anniversaries

1. Tyler Rand • Fire/EMS • 15 Years
2. Cody Guile • Fire/EMS • 7 Years
3. Amy Doherty • Finance Administrator • 5 Years
4. Erin O'Dea • Recreation Administrative Assistant • 4 Years
5. Jim Andersen • Working Facilities Manager • 1 Year

B. Municipal Office Administrator Caudle

9. Old Business

A. Transfer Station Fees and Schedule Changes – **Vote**

- i. See attached, [TSRCRC Recommendations Memo - Fees and Schedule 20231215](#)
- ii. See attached, [Transfer Station User Fee Draft for 2024](#)
- iii. The 2024 warrant includes two Transfer Station and Recycling Center initiatives. First, the operating budget includes funding to keep the facility open for the same hours all year (expanding the Thursday hours beyond just the summer). Second, the Transfer Station and Recycling Center Revolving Fund which relies on gradual fee increases to prepare for the 2027 waste disposal contract.
- iv. The Transfer Station and Recycling Center Review Committee made the following recommendations:
 1. Additional Operating Hours: 8am-12noon on Thursdays.
 2. Fees: See attached, effective January 9, 2024.

Make a motion to support the recommendations of the Transfer Station and Recycling Center and set year-round Thursday hours from 8am to noon (contingent on budget approval) and approve the proposed user fee changes effective January 9, 2024.

10. New Business

A. Old Garrison Road Discontinuance – Discussion

- i. Please consider the following request from Chris Berry of Berry Surveying and Engineering:
 1. *We would like to request on behalf of our client that the remaining Road Leading to the Garrison, which starts on NH Route 9, on Tax Map 234, Lot 25.1 and traverses across Tax Map 234, Lot 28 and Tax Map 234, Lot 27 to Smoke Street be sponsored by the Select Board for discontinuance on the warrant in 2024. It is clear from the research conducted, included herewith, that there may not have ever been a formal layout and we have not found a formal discontinuance or*



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abandonment. It is also clear from our research at that three land owners affected by this former road have been using and transferring pieces of the road as if it were abandoned.

It is unclear if this was ever a formal town road, and therefore out a caution we would like it discontinued.

2. See attached, [22-051 Old Garrison Road Memo to NHDOT with Sketches](#)

- ii. The discontinuance is requested in order to satisfy NHDOT's concerns that there would be multiple curb cuts in a short section of Route 9. Although, Chris Berry's research was inconclusive if the road was a formal Town road or if it was abandoned, NHDOT would like confirmation that the old garrison road access off of Route 9 will not be used in addition to the proposed driveway of the approved subdivision.
- iii. As an alternative to a discontinuance warrant article, I have proposed to Chris Berry and NHDOT that the Town could accept an easement along the new driveway in place of the curb cut from the old garrison road. NHDOT is evaluating this proposal and, if agreeable, a discontinuance would be less critical.

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. January 22, 2024 • February 12, 2024 • February 26, 2024 • March 4, 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/TA20240108. Please contact the Town Hall Administrative Office with questions.



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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.