



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

January 22, 2024 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**
[January 22, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the January 24, 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. NHDOT – Route 4 Culvert Project Information – Scheduled for 2026
 - i. Tim Dunn, Project Manager Division of Project Development, Highway Design at the New Hampshire Department of Transportation will present details of the planned culvert replacement project on Route 4 in Barrington. The project is scheduled for 2026.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the January 22, 2024 consent agenda (A-G) as presented.
 - A. [Meeting Minutes January 8, 2024](#)
Make a motion to approve the January 8, 2024 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Accounts Payable Manifest 2024-203
 - ii. Payroll Manifest 2024-102
 - iii. Payroll Manifest 2024-102B
 - iv. Payroll Manifest 2024-102C
 - v. 2024 Stonehill Municipal Solutions Contract
 - vi. NHMA Anti-Lobbying Bill Letter***Make a motion to authorize and sign the above-referenced documents (i-vi).***
 - C. New Requests for Signature
 - i. Accounts Payable Manifest 2024-204



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- ii. Payroll Manifest 2024-203
- iii. Payroll Manifest 2024-203B

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

- D. Cookie Booths at the Transfer Station - Girl Scouts Green & White Mountains Service Unit 216
- i. The Service Unit has requested permission to hold booth sales at the Transfer Station during open hours between February 9, 2024, and March 31, 2024. Erin Paradis, Transfer Station Administrator, has agreed to work with the Service Unit to place the booth(s) in an appropriate location and to select dates.

- ii. See attached, [2024 GS Liability Insurance](#)

Make a motion to allow Girl Scout cookie booths to be held at the Transfer Station with approval of Transfer Station Administrator between February 9, 2024 and March 31, 2024.

E. Final Phase of Radio Infrastructure Improvements – \$77,238.79

- i. In 2021, the Town began an organized effort to address radio communications infrastructure deficiencies. To learn more about what has been done since 2021, please visit: www.barrington.nh.gov/radioupgrades.
- ii. The final phase of this multi-year improvement project has been designed and we are ready to proceed. The balance of the emergency communications capital reserve at the end of 2023 was \$217,781. After completing the project described below, we will need to replace the remaining 50% of the Police radios and replace all of the Fire/EMS portable radios. Following the radio replacements, the capital reserve will be used to maintain the radio infrastructure.
- iii. Fire Department - \$15,798.06
 - 1. See attached, [TOBFD61693-REV1](#)
 - 2. New control stations and antenna
 - 3. Bunk room horn and lights alert system
 - 4. Speaker and intercom/PA system throughout facility
- iv. Police Department - \$7,856.94
 - 1. See attached, [TOBPD61694-REV1](#)
 - 2. New antenna
 - 3. Speaker and intercom/PA system throughout facility
- v. Town Hall/Emergency Operations Center - \$38,799.36
 - 1. See attached, [TOB-EOC-61696Option2 - REV1](#)
 - 2. Three control stations and antennas for Police/Fire/Highway frequencies
 - 3. Two ethernet desktop control stations for use within Town's multi-facility dark fiber network
- vi. Highway - \$14,784.43
 - 1. See attached, [TOBDPW61692-REV1](#)
 - 2. Two new desk sets (one for front and one for rear garage)
 - 3. Speaker and intercom/PA system throughout front and rear garage

Make a motion to authorize proceeding with the final phase of the radio infrastructure improvements at the Public Safety Building, Town Hall/Emergency Operations Center, and Highway Department using ALL-COMM Technologies, Inc. and to authorize utilizing up to \$80,000 from the Emergency Communications Capital Reserve to fund the project.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

F. Public Safety Building and Recreation Department Security Improvements - \$72,517.92

- i. As part of the Joint Loss Committee required by RSA 281-A:64, the Town is performing safety and security audits of all facilities. These audits are aimed at identifying vulnerabilities and developing a plan to address them. Members of the committee and Department Heads worked to define a scope of improvements to be made at each facility. The Town's new security company, One Source Security, supports cameras, door access, entry alarms, and more. They have prepared quotes which accomplish the recommended security improvements. Most importantly, we are moving towards systems which would be collectively managed and supported throughout all Town facilities.
- ii. In order to address the recommendations as quickly as possible, the Select Board is asked to consider utilizing funds available in the ARPA balance. The current balance of uncommitted funds is \$492,000. The Select Board has discussed, but not committed to, using ARPA funds for improvements to the Recreation facility (implementing energy audit recommendations) and solar at the Town Hall. Implementing these security improvements would make good use of the available balance.
- iii. The proposed renovation/addition to the Public Safety Building would not interfere with the recommended improvements to the Public Safety Building. Further, the door access and surveillance camera system would be able to be expanded to cover the renovation/addition. The recommended improvements to the Recreation facility may change depending on the library vacating the building and/or the receipt of the community center grant. The Recreation scope will wait until after the March Town Meeting.
- iv. Fire Department - \$23,574.37
 1. See attached,
 2. Install door access control system
 3. Install video surveillance system
- v. Police Department - \$16,424.73
 1. See attached,
 2. Update door access control system
- vi. Recreation Department - \$32,518.82
 1. See attached,
 2. Install door access control system
 3. Install video surveillance system
 4. Replace security alarm system

Make a motion to commit up to \$75,000 from the Town's ARPA grant for the proposed security improvements at the Public Safety Building and Recreation facility as recommended by the Joint Loss Committee, to be designed and installed by One Source Security.

G. 2024 Police Cruiser Purchase

- i. See attached, [2024 Police Cruiser Purchase Memo](#)
- ii. See attached, [2023 Stock PIU GAS](#)
- iii. See attached, [Police Cruiser State Bid](#)

Make a motion to purchase the 2024 cruiser from McGovern Municipal at state bid pricing as budgeted in the 2024 operating budget.

7. Appointments



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

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

ii. 2024 Town Meeting Information

1. Warrant: www.barrington.nh.gov/2024warrant
2. Budget Binder: www.barrington.nh.gov/2024budget
3. Advisory Budget Committee Minutes and Recommendations
 - a. See attached, [Advisory Budget Committee Minutes 20240109](#)
4. [2024 Open Offices](#) (for elected positions)
 - a. The filing period for town offices is from Wednesday, January 24, 2024 through Friday, February 2, 2024 [office open ONLY for filing 3pm-5pm].
5. Deliberative Session: Saturday, February 3, 2024 at 9am (BMS)
6. Town Meeting (Ballot Session): Tuesday, March 12, 2024 from 8am-7pm (BMS)

iii. January 23, 2024 Primary Election Information Tables

1. The Select Board and Advisory Budget Committee will be available to voters at the polls on Tuesday, January 23, 2024. This Presidential Primary election creates an opportunity for the Select Board and Advisory Budget Committee to educate voters and discuss topics to be voted on at the March 12, 2024 Town election.

iv. Map 263, Lot 13.1 and 19 Commercial/Industrial Development – Next Steps

1. In February of 2023, Arleigh Greene notified the Town that he would be terminating the [2017 Development Agreement](#). The primary reason for the termination was inability to secure the necessary permits to excavate the site. As part of the termination, I negotiated the rights and license to use all engineering and permitting performed as part of the development agreement.
2. See attached, [Hard Rock Termination Agreement 20230213](#)
3. At the June 2023 Strategic Planning Session, the Select Board identified that a new development plan for these 130 acres of property behind Allegiance Trucks (formerly Liberty Truck) as a three-year goal. During the balance of 2023, we focused on topics of importance for the 2024 Town Meeting.
4. On January 8, 2023, I met with Barry Gier, Vice President of Jones and Beach Engineers. Mr. Gier was hired by Arleigh Greene as the primary engineer to execute the development agreement Mr. Greene had with the Town of Barrington. Consistent with the termination agreement, all of the work performed by Barry Gier is the Town's to use.
5. Mr. Gier explained that Arleigh Greene and his partner were primarily interested in gravel excavation. The permitting for that work was very challenging and necessitated many monitoring wells to be drilled. The wells showed that there was more overburden and less rock to be excavated than originally thought.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Development of the site for commercial/industrial use might be best accomplished without excavating.

6. Mr. Gier will be submitting a scope and fee to assist the Town in pursuing development of this site. The scope will include an evaluation of options and phases to aid in the Town's decision-making. A preliminary review of those options includes:
 - a. Pursuing a solar power purchase agreement on part of the property to generate revenue and which would not interfere with future commercial/industrial development.
 - b. Selling a portion or portions of the lot which are not congruent with the large developable land. This could be to abutters or other interested parties.

v. Volunteer Recognition Application

1. At the August 14, 2023 meeting, the Select Board reviewed a new process to recognize exemplary volunteer service.
2. See attached, [Select Board Volunteer Award Nomination Form 20230715](#)
3. Nominations are due by January 31, 2024.

vi. Land Use Chapter of the Master Plan

1. The Land Use Chapter of the Master Plan was updated in 2023. The final version is attached below.
2. See attached, [Land Use Chapter Report2023 - FINAL Rev 05-05-23-1](#)
3. See attached, [Land Use Chapter Appendices 2023- FINAL Rev 05-05-23](#)

B. Municipal Office Administrator Caudle

9. Old Business

10. New Business

A. Disposal of Over-The-Counter Medications – Discussion

- i. The Planning Board has been looking at regulations for elder care facilities in our zoning ordinance. The members brought up drugs (metabolized and unmetabolized) getting into the groundwater. Chair Cappiello researched the topic and found that another problem is people disposing of Over-The-Counter (OTC) medication (Tylenol, Advil and prescription meds other than opioids) and liquid medicines (cough syrups, NyQuil, etc.). This topic is discussed in detail at this webpage: cleanwater.org/keeping-drugs-out-our-waterways-safe-drug-disposal-program.
- ii. In discussions with the Police Chief, some departments offer a drug drop-box. This is an option we could consider.
- iii. Additionally, the Transfer Station Administrator found the attached fact sheet.
- iv. See attached, [Emptying the Medicine Cabinet NHDES Factsheet 2020](#)
- v. The Select Board is asked to discuss the topic and what steps Barrington might want to take to address any current or future concerns.

11. Select Board Member Reports and Concerns

A. Select Board Member Hardekopf



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- 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. February 12, 2024 • February 26, 2024 • March 4, 2024 • March 18, 2024 • April 8, 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/Phone: barrington.nh.gov/sbmeetings

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/TA20240122. 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.