



BARRINGTON, NH SELECT BOARD MINUTES

Monday, January 22, 2024

The Select Board meeting for Monday, January 22, 2024 began at 6:30pm. The meeting was held at Barrington Town Hall, 4 Signature Drive, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle.

CALL TO ORDER, ROLL CALL ATTENDANCE

6:30pm. Chair Cappiello called the meeting to order and requested Roll Call attendance.

Hardekopf – Present, Gibson – Present, Mannschreck – Present, Saccoccia – Present, Cappiello – Present.

PLEDGE OF ALLEGIANCE

6:31pm. Chair Cappiello led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:31pm. Selectperson Hardekopf requested item “F” in the Consent Agenda, related to the Public Safety Building and Recreation Department Security Improvements, be removed from the Consent Agenda and placed under New Business.

TA MacIver requested the addition of one item in non-public session related to personnel.

*Motion to approve the Select Board agenda for January 22, 2024 as amended by Chairperson Cappiello, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

PUBLIC COMMENT

6:31pm. *Public comment opened.*

6:31pm. *There were no public comments. Public comment closed.*

PUBLIC HEARINGS AND INVITED GUESTS

School Board Liaison

6:31pm. No members of the School Board were present.

NH DOT Project on Route 4

6:32pm. Tim Dunn, Project Manager in the Division of Highway Design for the New Hampshire Department of Transportation (DOT) presented details of two planned projects on Route 4 in Barrington, a culvert replacement on Caldwell Brook and a replacement of Oyster River Bridge.

January 22, 2024

The project is currently in the alternatives phase, where public input is requested to discuss alternatives and impacts prior to selecting options moving forward.

Steve Langevin from Greenman-Pederson, Inc (GPI), a consultant, spoke to the specifics of the projects; The culvert, built in 1974, gained attention after flooding during the 2006 Mother's Day floods, while the Bridge at Oyster River, built in 1980, was added to the State Red List in 2016. Potential replacement structures, traffic, and other considerations were also discussed.

Mr. Dunn further explained the cost estimate, next steps, and that these projects are projected for 2028. DOT is looking for information from the Town and residents for consideration of the project.

Selectperson Hardekopf questioned whether [Section 106 of the National Historic Preservation Act of 1966](#) would apply to these projects; it is unlikely there will be any archaeological sites in these areas, some additional review will be completed.

Direct abutters were notified of this meeting; additional outreach will be sent to those in an extended area surrounding the project. Detours, if necessary, have yet to be determined. The Select Board and Mr. Dunn discussed various traffic and timing concerns.

7:58pm. There were no public questions or comments.

Private Road Application – Map 111 Lot 6 – P&P Real Estate Management, Alex Pare

6:36pm. This item was a late addition to the agenda. The Planning Board reviewed the project at the January 9, 2024 Planning Board meeting and agreed the applicant is meeting the Category 3 requirements of the Class VI and Private Road Building Policy. The owner will coordinate with the Road Association to ensure the installation of a new culvert, and complete the associated paving.

7:00pm. Public Comment opened.

Kevin Brigham – Owner of 246 Flower Drive and President of the Road Association – Explained there will be additional culvert work paid for by a DES grant related to cyanobacteria; this culvert is in addition to this planned work.

7:02pm. Public Comment closed.

*Motion to authorize the issuance of a building permit on Map 111 Lot 6 with the scope of road improvements as recommended by staff and the Planning Board by Vice-Chair Saccoccia, seconded by Selectperson Mannschreck. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

CONSENT AGENDA

9:10pm. *Motion to approve the Monday, January 22, 2024 Consent Agenda (A-E, G) as amended by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

A. Meeting Minutes January 8, 2024

*Motion to approve the January 8, 2024 minutes. – **Passed on the Consent Agenda.***

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

*Motion to authorize and sign the above-referenced documents (i-vi). – **Passed on the Consent Agenda.***

C. New Requests for Signature

- i. Accounts Payable Manifest 2024-204
- ii. Payroll Manifest 2024-103
- iii. Payroll Manifest 2024-103B

*Motion to authorize and sign the above-referenced documents (i-iii). – **Passed on the Consent Agenda.***

D. Cookie Booths at the Transfer Station – Girl Scouts of the Green & White Mountains Service Unit 216

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.

*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. – **Passed on the Consent Agenda.***

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

The Town has been working to [address radio communications infrastructure deficiencies](#) since 2021. 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.

- i. Fire Department - \$15,798.06
 - 1. New control stations and antenna
 - 2. Bunk room horn and lights alert system
 - 3. Speaker and intercom/PA system throughout facility
- ii. Police Department - \$7,856.94
 - 1. New antenna
 - 2. Speaker and intercom/PA system throughout facility
- iii. Town Hall/Emergency Operations Center - \$38,799.36
 - 1. Three control stations and antennas for Police/Fire/Highway frequencies
 - 2. Two ethernet desktop control stations for use within Town's multi-facility dark fiber network
- iv. Highway - \$14,784.43
 - 1. Two new desk sets (one for front and one for rear garage)
 - 2. Speaker and intercom/PA system throughout front and rear garage

*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. – **Passed on the Consent Agenda.***

F. Public Safety and Recreation Department Security Improvements

In cooperation with the Joint Loss Committee and Department Heads, the Town's new security company, One Source Security, developed recommendations and provided quotes for recommended security upgrades at the Police Department, Fire Department, and Recreation Department facilities.

The Select Board is asked to utilize funds in the ARPA balance in order to implement the updates as quickly as possible. The proposed updates would not interfere with the recommended improvements at the Public Safety Building and would be expanded to cover the renovation/addition. The Recreation scope will wait until after the March Town Meeting due to potential changes.

This item was removed from the Consent Agenda and moved to New Business.

G. 2024 Police Cruiser Purchase

For the 2024 Police Cruiser purchase, the Police Chief has obtained a quote from McGovern Municipal. Due to the difficulty in obtaining vehicles, he has requested authorization to purchase the cruiser from McGovern as they have the quoted vehicle available on their lot. It will need to be outfitted for patrol use.

Motion to purchase the 2024 cruiser from McGovern Municipal at state bid pricing as budgeted in the 2024 operating budget. – Passed on the Consent Agenda.

NEW BUSINESS**Public Safety Building and Recreation Department Security Improvements - \$72,5117.92**

7:03pm. This item was moved to New Business from the Consent Agenda at the request of Selectperson Hardekopf. TA MacIver explained the Town is performing safety and security audits of all facilities, with the purpose of identifying vulnerabilities and plans to address them. The proposed improvements at the Fire Department are quoted at \$23,574.37, Police \$16,424.73, and Recreation \$32,518.82.

This item was not added to the proposed Community Center Grant, as the review was completed at the same time as the application and this scope would be completed regardless of the result of the grant. TA MacIver explained the Recreation Commission has expressed their opinion the use of the Revolving Fund should not be for building improvements.

Selectperson Hardekopf requested the Recreation Department scope be removed from this vote and deferred to follow the March Town Meeting vote.

TA MacIver described the previously disjointed security systems, and the movement to consolidate services, including security. Costs, including ongoing and upfront costs were briefly discussed.

*Motion to commit ARPA funds for the proposed security improvements at the Public Safety Building for both Fire and Police as recommended by the Joint Loss Committee, to be designed and installed by One Source Security by Selectperson Hardekopf, seconded by Vice-Chair Saccoccia. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

*Motion to review the Recreation Department security improvements following the March vote by Selectperson Hardekopf, seconded by Selectperson Mannschreck. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

January 22, 2024

APPOINTMENTS**7:14pm.** There were no appointments.**STAFF REPORTS****January Work Anniversaries****7:14pm.** TA MacIver Presented January's work anniversaries at the January 4, 2024 Select Board meeting. Thank you for your service to the Town of Barrington!

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

2024 Town Meeting Information**7:14pm.** TA MacIver shared information pertaining to the 2024 Warrant and expectations and requirements for the Select Board. He further reviewed the changes in the support for the ABC due to a member having been absent from a prior meeting. The library warrant article is expected to change at Deliberative Session due to the Friends of the Library having a CD mature that will be used towards the library cost.

The Select Board and ABC are expected to meet following the Deliberative Session to vote on recommendations following any changes. Additionally, questions regarding Deliberative Session were discussed. Information on the 2024 warrant can be found at www.barrington.nh.gov/2024warrant.

Motion to, at Deliberative Session, recommend the petitioned warrant article be updated to have three (3) members each selected by the School Board and Select Board, with one (1) agreed on by both parties by Selectperson Hardekopf, seconded by Selectperson Mannschreck. *Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – No, Cappiello – Aye. **The motion passed.***

TA MacIver will prepare an amendment ahead of Deliberative Session.

The filing period for town offices is from Wednesday, January 24, 2024 through Friday, February 2, 2024.

The Town's Deliberative Session will be held starting at 9am on Saturday, February 3, 2024, with a Select Board meeting to immediately follow. Town Meeting (ballot session) will be held March 12, 2024 at the Barrington Middle School from 8am-7pm.

January 23, 2024 Primary Election Information Tables**7:21pm.** The Advisory Budget Committee and Select Board will be staffing an information table to assist residents in understanding the approximately 40 warrant articles to be voted on in March.**Map 263, Lot 13.1 and 19 Commercial/Industrial Development – Next Steps****7:24pm.** TA MacIver explained a new partnership is being explored for possible future development of the property to establish additional revenue without excavation, which was heavily

January 22, 2024

opposed due to the environmental impact. TA MacIver also provided additional history of the property.

Volunteer Recognition Application

7:28pm. The Select Board reviewed a new process to recognize exemplary volunteer service at the August 14, 2024 meeting. Individuals or groups can be recognized. [Nominations](#) are due no later than January 31, 2024.

Land Use Chapter of Master Plan

7:29pm. The Land Use Chapter of the Master Plan was updated in 2023; the consultant is still working on a final draft. TA MacIver explained his interest in the Select Board focusing on implementing the Master Plan, to be discussed at a future strategic planning meeting.

Municipal Office Administrator Caudle

7:31pm. MOA Caudle requested signatures for the minutes approved on the Consent Agenda.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Disposal of Over-The-Counter Medications

7:33pm. Chair Cappiello explained this topic came about from a discussion with the Planning Board in regard to elder care facilities, and prescription medications. There was a discussion of water and air quality impacts on the Town, and how to create appropriate zoning requirements.

Chief Joy explained he would like to do more research, specifically speaking with Chief Dronsfield in Lee. Building for security and monitoring purposes.

The Select Board agreed the Police Chief should complete additional research before considering action.

SELECT BOARD REPORTS AND CONCERNS

7:38pm.

Selectperson Hardekopf – The Zoning Board heard three cases last week, one was deemed not necessary and applicant's funds were returned, the second was relief for setbacks for a small garage, the third was an administrative appeal that was upheld.

Selectperson Gibson – The Energy Committee and Conservation Committees have each met, both will have tables at the primary. The Energy Committee discussed Community Power and also the opportunities through Strafford County for weatherization assistance. They are looking at ways to inform residents of opportunities. The program is through the Community Action Program. Conservation has had ongoing conversations about developments such as Coot Farm and an environmental impact study of Richardson Pond Dam. The Town Lands committee will be starting up shortly.

Selectperson Mannschreck – The School Board met last Tuesday and voted on their warrant articles and budget. The School Board voted 0 for, 3 against recommending the joint school/town Advisory Budget Committee.

The Transfer Station met today at 2:30 and discussed how to track traffic. They'll meet again on February 26th.

January 22, 2024

The Library Trustees met earlier today. The NH State Library recommends not giving non-residents access to electronic items as it is an expensive service. There are leaks in the building over the stacks. 89% of the budget was used last year. The foundation has over \$300,000 in funds. In the past couple of days, they've received a \$5,000 check. Just Desserts event is February 10th 4pm to 6pm; participants get to eat dessert and vote on the best dessert.

Vice-Chair Saccoccia – The Recreation Department has winter sports activities, no updates on Class VI/Private Road committee. No updates on the Technology Committee.

Chair Cappiello – The Planning Board meeting was cancelled due to weather, and a public hearing will be on Thursday night for the proposed warrants.

TA added if a Community Center is developed, the Community Action Partnership will have hours at the community center monthly.

PUBLIC COMMENT

7:46pm. *Public Comment opened.*

Rick Walker – 24 Greenhill Road – Shared his concern the School Board and Select Board won't have a matching suggestion, and any ramifications that may have. While he understands it is advisory, he is concerned the school won't support it if there is a discrepancy. The School Board previously voted not to support the article.

The Select Board discussed Chief Walker's concern.

7:48pm. *Vice-Chair Saccoccia exited the meeting.*

7:50pm. There were no additional public comments. *Public Comment closed.*

NONPUBLIC SESSION

7:50pm. *Motion to enter nonpublic session for reasons of personnel by Selectperson Hardekopf, seconded by Selectperson Gibson. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Not Present. Cappiello – Aye. The motion passed.*

Present in nonpublic session were Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, Town Administrator (TA) MacIver, Municipal Office Administrator (MOA) Caudle, and Police Chief George Joy.

Complaint Update

7:51pm. Chief Joy provided final information regarding a submitted complaint that the Select Board had previously been made aware of, as well as information regarding the complaint process.

No decisions were made.

7:52pm. *Vice-Chair Saccoccia returned to the meeting.*

8:01pm. Chief Joy left the meeting.

Staff Contract

8:01pm. The Select Board discussed an extension through July, 2025 for a current staff member.

Motion to approve the proposed contract extension by Vice-Chair Saccoccia, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. Cappiello – Aye. The motion passed.

January 22, 2024

Staff Position Regrading

8:04pm. TA MacIver and the Select Board discussed upcoming changes to multiple positions, and the potential to regrade the Finance Administrator position to an 11 due to the addition of supervision and responsibility for grant oversight. They further discussed increasing wages due to an increase of responsibilities.

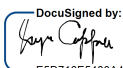
The Board agreed by consensus to support the regrading of the Finance Administrator position to Grade 11 on the pay scale.

*Motion to exit nonpublic session by Selectperson Saccoccia, seconded by Selectperson Mannschreck. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

RETURN TO PUBLIC SESSION AND ADJOURNMENT

8:13pm. *Motion to adjourn the January 22, 2024 Select Board Meeting by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call Vote: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***


Additional information and links to all reviewed documents can be found in the January 22, 2024 Town Administrator's Report. The next regular meeting will be held on February 12, 2024.

DocuSigned by:


3/2/2024

 Chairperson Joyce Cappiello

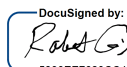
 Selectperson D. Mannschreck

DocuSigned by:


2/29/2024

 Selectperson T. Hardekopf

 Vice-Chair J. Saccoccia

DocuSigned by:


2/29/2024

 Selectperson R. Gibson

 February 12, 2024

 Date Minutes Were Approved