



## **BARRINGTON, NH SELECT BOARD MINUTES**

Monday, November 28, 2022

The Select Board meeting for Monday, November 28, 2022 began at 6:30pm. The meeting was held at the Barrington Town Hall, 4 Signature Drive, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Chairperson Mannschreck, Vice-Chair Bailey, Selectperson Gibson, Selectperson Cappiello, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle. Selectperson Saccoccia was excused.

### **CALL TO ORDER AND ROLL CALL ATTENDANCE**

**6:30pm.** Chairperson Mannschreck called the meeting to order and requested attendance. Cappiello – Present, Gibson – Present, Saccoccia – Not Present, Bailey –Present, Mannschreck – Present.

### **PLEDGE OF ALLEGIANCE**

**6:30pm.** Chairperson Mannschreck led the Pledge of Allegiance.

### **AGENDA REVIEW AND APPROVAL**

**6:31pm.** Motion to accept the November 28, 2022 agenda as presented by Selectperson Gibson, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

### **PUBLIC COMMENT**

*Public Comment is limited to three minutes per person, and 15 minutes total. Public Comment is not a discussion and commenters should not expect a response or two-way dialogue as the Select Board may not have discussed or taken a position on a matter. Chairperson Mannschreck read the rules of Public Comment.*

**6:31pm.** *Public Comment opened.*

**6:32pm.** *There were no public comments. Public Comment closed.*

### **PUBLIC HEARINGS AND INVITED GUESTS**

#### **School Board Liaison Report**

**6:32pm.** School Board members were unavailable for comment this evening. Chair Mannschreck reported they had a workshop two weeks ago and he is unsure of the results.

#### **2023 Budget Presentation – Fire/EMS/Cemeteries**

**6:33pm.** Fire Chief and Cemetery Trustee Rick Walker presented the Fire, EMS, and Cemetery budgets for 2023. Significant changes were highlighted, specifically related to wages.

Vice-Chair Bailey asked if the increase would be sufficient for the department? Chief Walker shared he believes it will; he saves large expenditures for the end of the year to ensure the department stays within budget.

The department is in talks with UNH dispatch regarding a contract negotiation for a three-year or five-year contract; Chief Walker is anticipating a 10% increase in cost. Grant funding is ending for dues for Seacoast Chief Fire Officers Mutual Aid District; there will be a cost of approximately \$1,000 for dues over a three-year span.

Vehicle maintenance will remain unchanged; there were unanticipated costs to replace springs for engine 1 to pass inspection and the main engine will require brakes and new tires shortly. The conferences and training line has increased as classes have restarted, and the operating supply line has increased \$500 due to general cost increases.

Vice-Chair Bailey asked about funding for replacement gear. Chief Walker shared that five sets of gear were replaced years ago all at once following a situation where the gear couldn't be cleaned, and the Select Board agreed to purchase all the gear. If necessary, the gear will be purchased.

The board and Chief Walker briefly discussed the replacement schedule.

The Cemetery is level-funded. Some of the anticipated projects were not completed as the Town paid to have a body re-located due to a clerical error. Crystal Merkey, Deputy Tax Collector and Cemetery Clerk, completed a full audit of the cemetery plot sales; Chief Walker praised her diligent work and shared his belief the issue will not be repeated.

### **2023 Capital Improvements Program 2023-2033**

**6:50pm.** TA MacIver gave a brief overview of the purpose of a [Capital Improvement Plan](#); any town with a zoning ordinance must have a Capital Improvement Plan to provide aid in policy decisions and prioritizing capital expenditures. Town Planner Vanessa Price shared the process since the review began this summer, including meeting with all department heads, who filled out worksheets to provide priorities and justification for their planned improvements, and a review by the Planning Board.

Vice-Chair Bailey asked about adding a sunset rule to Impact Fees (page 3). He further noted there was no mention of developing trails or parking after establishment of conservation properties in a set timeframe under Natural Resources and Conservation (page 8). The section on Recreation (page 9) has no recommendations for the elderly; he recommended establishing a bus service. Further, he supported additional FTEs for the Police Department and additional equipment for Highway.

Selectperson Cappiello requested clarification on priority rankings; Vanessa explained the Richardson Pond Dam remained the top priority, though the Planning Board would like the Conservation Commission to fund the repairs while the Conservation Commission would prefer a warrant article be presented to the voters for the majority of repairs. TA MacIver explained the Conservation Commission would like to prioritize development rights, but funding and opportunities are limited. The Select Board will be asked on December 5<sup>th</sup> or 12<sup>th</sup> how to proceed with the recommendations regarding the Richardson Pond Dam.

Selectperson Gibson asked where a secondary cemetery site would be located? Rick shared the trustees are looking at property adjacent to the current cemetery. Long-term he does not believe the Town needs to purchase any additional land, but it has an obligation to provide a place for its residents to be interred. Vice-Chair Bailey asked about utilizing private burial grounds; Rick explained the private cemeteries belong to the heirs of those interred; the Town has no right to require they be used without permission from the heirs.

**CONSENT AGENDA**

**7:05pm.** Motion to approve the Monday, November 28, 2022 Consent Agenda as presented by Selectperson Cappiello, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

A. Meeting Minutes November 7, 2022

*Motion to approve the November 7, 2022 minutes [as amended]. – **Passed on the Consent Agenda.***

B. Meeting Minutes November 14, 2022

*Motion to approve the November 14, 2022 minutes [as amended]. – **Passed on the Consent Agenda.***

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2022-247
- ii. Payroll Manifest 2022-146
- iii. Agreement and Release Regarding a Building Permit for Property Abutting a Private/Class VI Road for Map 211 Lot 2
- iv. Land Use Change Tax Bill and Warrant for Map 204 Lot 12
- v. Land Use Change Tax Bill and Warrant for Map 204 Lot 13

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

D. New Requests for Signature

- i. Accounts Payable Manifest 2022-248
- ii. Payroll Manifest 2022-147
- iii. Municipal Agreement with Sanders Searches, LLC.

*Motion to authorize and sign the above-referenced documents (i-iii).*

E. Transfer Station Holiday Hours

- i. See attached, [Transfer Station and Recycling Center 2022 Holiday Hours 20221123](#)

*Motion to adjust the Transfer Station and Recycling Center Hours as proposed. – **Passed on the Consent Agenda.***

F. Fire Department – Classify Call Members on Pay Plan

- i. As previously discussed, the Fire Chief and Human Resources Administrator have taken the results of the 2022 Wage Study and proposed credential-based assignments for the call force.
- ii. See attached, [Fire Department Call Members to Pay Plan 20221123](#)

*Motion to adopt the proposed pay plan placements for call members of the Fire Department. – **Passed on the Consent Agenda.***

G. Fire Truck Replacement Plan

- i. The Fire Chief and Officers have discussed the upcoming scheduled replacement of Engine 1. They have also discussed with the Advisory Budget Committee that the Fire Truck Capital Reserve is underfunded on the current schedule. The Fire Chief has proposed to refurbish Engine 1 to add an expected ten years of useful life. This will allow funds to be allocated for the full replacement of Engine 2.
- ii. As a first step of the continued consideration of this approach, the Fire Chief is seeking approval to advertise a bid specification for refurbishment of Engine 1. The Select Board will be consulted once the additional information is collected.

*Motion to authorize the advertisement of a bid specification to refurbish Engine 1. –  
Passed on the Consent Agenda.*

## APPOINTMENTS

### Matt Mooers - Recreation Commission

**7:06pm.** Mr. Mooers is interested in an [appointment to the Recreation Commission](#). His application has been reviewed by the Recreation Commission, who unanimously supported his appointment. Pursuant to the Select Board's Application Procedure, this application will be presented for a vote at the December 5, 2022 meeting.

One member, when his term as a full member expires in March, intends to revert to an alternate position. It is likely Mr. Mooers will request appointment to a full membership at that time.

## STAFF REPORTS

### November Work Anniversaries

**7:07pm.** TA MacIver read the anniversary list at the November 7, 2022 meeting. Thank you for your dedication to the Town of Barrington!

Jonathan Janelle	Fire/EMS	24 Years
Erin Paradis	Transfer Station Administrator/Highway Support Assistant	14 Years
Richard Smith	Fire/EMS	10 Years
Abigail Clark	Recreation	6 Years
Terrence Glazier	Transfer Station Attendant	3 Years
Peter Curtin	Full-Time Fire/EMS	2 Years
Cameron Berry	Full-Time Police	1 Year

### Ask The Town

**7:07pm.** TA MacIver again shared the "Ask the Town" initiative as well as some questions that have been asked in the past week, including:

1. Q. What were the 2022 Midterm Election results? [Answer.](#)
2. Q. What is an election recount and why were the 2022 Strafford District 4 results recounted? [Answer.](#)
3. Q. Where can I buy a Barrington flag, like the one flying outside the Town Hall? [Answer.](#)
4. Q. When will Mallego Road from Stone Farm Road to Route 125 be paved? [Answer.](#)
5. Q. What are the Applicable State and Local Regulations Regarding Political Signs? [Answer.](#)

Questions can be sent to [ask@barrington.nh.gov](mailto:ask@barrington.nh.gov), and may be featured on the Town's website: [www.barrington.nh.gov](http://www.barrington.nh.gov); and/or Facebook page: [www.facebook.com/barringtonnhgov](https://www.facebook.com/barringtonnhgov).

### NHMA Conference Review

**7:09pm.** The Select Board Chair, Town Administrator, Municipal Office Administrator, and other staff members participated in the NHMA annual conference. Sessions attended were as follows:

- a. NHMA's Annual Legislative Update
- b. Hot Topics in Highway Regulation
- c. NH Energy Landscape: Patterns, Policies, and Potential
- d. RSA 79:A – Current Use
- e. When and How to do Succession Planning

- f. NHMA's Annual Court Update
- g. The Ethics of Local Control
- h. What is Your HR Strategy?
- i. Right-to-Know Law Update
- j. Conflict Management

Vice-Chair Bailey requested information from the energy sessions be shared; TA MacIver explained the Energy Committee had received the information after the conference.

### New Town Hall Community Project Funds Grant

**7:10pm.** In March of 2019, voters appropriated \$1.9 million (\$1,025,000 from fund balance and \$875,000 in a bond authorization) for the design and construction of a new Town Hall. After answering a call for projects from Congressman Pappas in March of 2021, the Town Hall project was selected and approved in the 2022 federal budget for a \$1.5 Million grant. The Community Project Funds have experienced significant delays in implementation, causing the Town to need to move forward with a \$875,000 grant anticipation loan. A closing is scheduled for December 12, 2022, with TD Bank serving as the loan source, and Devine Millimet as bond counsel for the project.

Vice-Chair Bailey asked if the new congress can take the funds from the Town? Per TA MacIver, no, it is already cleared through the 2022 budget. This process has not been completed in approximately 20 years; they are sorting out procedures at the federal level and it will take time.

### Master Plan Community Meeting – December 10, 2022

**7:16pm.** More than 600 responses were received in the survey. The meeting will be at the ECLC Multipurpose Room 9am-12pm and all are welcome to attend. A professional facilitator will be present to probe those in attendance for additional information.

### MOA Caudle

**7:18pm.** MOA Caudle requested the Board sign the Sanders Searches, LLC contract before leaving tonight.

### **OLD BUSINESS**

### Tax Increment Financing and Barrington Town Center (TIF)

**7:18pm.** The provisions of [RSA 162-K](#) were adopted by the Town at [Town Meeting in 1988](#), laying the foundation to allow the Select Board to propose TIF districts for voter approval. TA MacIver presented [a map](#) created by Strafford Regional Planning displaying the proposed district and explained the limitations of a TIF district and the proposal. Additionally, TA MacIver created a page on the Town's website dedicated to the proposed TIF district ([www.barrington.nh.gov/tif](http://www.barrington.nh.gov/tif)).

Vice-Chair Bailey requested the color of the map be changed to ease reading. Selectperson Cappiello asked about Bumford Road and Oak Hill Road; both will be included. The Planning Board will be putting forth a warrant article in 2023 to establish a Town Center TIF District. TA MacIver expanded on the limitations of TIF districts, funding, and how the funds can be used.

Motion to accept the proposed district as drawn by Selectperson Gibson, seconded by Vice-Chair Bailey. Roll Call Vote: Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

Stakeholder input was discussed and condensed by the Board. The Board discussed how to prioritize and took issue with none of the priorities suggested by stakeholders. Those items which occurred most on the stakeholder input list, such as water infrastructure, connectivity improvements, and indoor/outdoor community space were supported as priorities.

The Board and TA MacIver discussed how funding works, as well as how it can incentivize private developers to complete some projects for the Town, as well as how Zoning rules may be changed to support development in the district.

Motion to support the development program items as indicated and discussed by Selectperson Cappiello, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

### **Fiber Partnership Warrant Article**

**8:07pm.** The Technology Committee, responding to feedback from residents, has been working since January to improve data connection and reliability for residents. A goal of bringing fiber to all homes in Barrington has been established by the group. Information on the process can be viewed at [www.barrington.nh.gov/fiber](http://www.barrington.nh.gov/fiber).

Two proposals were received and reviewed by the group: one from Consolidated Communications, the other from HUB66. Both proposals were scored by the group with Consolidated scoring higher. There is no financial component currently.

Motion to authorize the inclusion of a warrant article for the 2023 Town Meeting to enter a non-binding agreement with Consolidated Communications to support bringing fiber to the home in Barrington by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

### **Richardson Pond Dam**

**8:13pm.** Selectperson Cappiello shared the Planning Board discussions regarding the dam, including the opinion of some that no Town monies should be spent to repair the dam, and repairing vs. removing the dam. There are no restrictions in the deed regarding removal of the dam, and Southeast Land Trust (SELT) and the Conservation Commission would like to see an ecological study prior to considering the removal of the dam. Cost-wise, removal of the dam would likely be higher than reconstruction; long-term cost savings with either option is questionable.

Vice-Chair Bailey shared his support for reconstructing the dam. Chair Mannschreck would like to know what the ecological impact would be before considering the options. Selectperson Cappiello would like to have numbers to share with the public. The Board would like the Conservation Commission to weigh in. Chair Mannschreck, TA MacIver, and Conservation Chair Ken Grossman met previously and discussed the dam project. The Conservation Chair at that meeting expressed the possibility of increasing the Commission's \$50,000 contribution to \$100,000. There is a possibility ARPA funds could be used; however, the Town Hall grant funding must be received first.

TA MacIver will speak with the Conservation Commission regarding reconstruction vs. removal, look into an ecological impact study, and will start the conversation with the state to see if the project can be delayed.



**NEW BUSINESS****Library Budget as Separate Warrant Article**

**8:31pm.** Vice-Chair Bailey stated he had further educated himself on the Library Operating Budget and his concerns had changed; he now supports the warrant article. He requested removal of this item from the agenda. The Board did not object.

**Energy Capital Reserve**

**8:32pm.** Selectperson Gibson shared the Energy Committee's interest in establishing a capital reserve (via warrant article) to fund energy audits at municipal facilities. The initial request is proposed to be \$10,000. TA MacIver explained he recently learned there are grant matching opportunities of up to 75%.

Motion to add a warrant article to establish a capital reserve fund in the amount of up to \$10,000 to fund energy audits by Selectperson Gibson, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

**SELECT PERSON REPORTS AND CONCERNS**

**8:37pm.**

**Selectperson Cappiello** – Spoke to proposed Zoning amendments, including redesignating some lots from residential to commercial and some clarifying home occupation requirements, including using the standard of “common roof.” Ordinances regarding signage have not gone through legal yet. **Selectperson Bailey** is concerned about the “common roof” standard due to multiple storied buildings. The Lakeside Oak culvert was discussed as well. **Selectperson Gibson** asked how the proposed home occupation requirements would impact seasonal workers or home businesses where employees work out of the house. **Selectperson Cappiello** will bring those questions to the Planning Board for discussion. The Planning Board discussed the Library Capital Improvement Project number, and felt Library number was too high.

**Selectperson Gibson** – Conservation Commission met on November 17<sup>th</sup> and discussed the Planning Board cases. The Energy Committee met shortly thereafter and are looking to educate members of the Town by having guest speakers present. Town Lands met and discussed the results of the auction, the Town Forest, the Town-owned property behind the Transfer Station and the stewardship of that land, as well as the possibility of solar arrays.

**Vice-Chair Bailey** – Attended the Library meeting, where they discussed the search for a new director.

**Chairperson Mannschreck** – Peter Lachapelle joined today's Transfer Station meeting and shared how recycling works; the ABC had asked how to increase revenue at the Transfer Station so options were discussed, and they also discussed the holiday hours as well as composting. The next meeting is January 9<sup>th</sup>. The ABC will meet again tomorrow and met last Tuesday. The School Board had a budget workshop on November 15<sup>th</sup> and will meet again next week. **TA MacIver** asked if budget materials were available from the School District? **Chair Mannschreck** did not receive materials.

**PUBLIC COMMENT**

*Chairperson Mannschreck reiterated the rules of Public Comment.*

**8:45pm.** *Public Comment opened.*

**Rick Walker – Resident, Tricentennial Committee** – Provided a brief history of the Town’s acquisition of Richardson Pond Dam. The owner was offered full value for the property. He shared he had objected to the purchase and was told his concerns were invalid. He voiced his frustration that the property was purchased without regard for the maintenance and eventual replacement of the dam. The final event for the Tricentennial Committee is a fireworks display behind the Christmas dove on Friday night during the soiree. The Tricentennial Committee is considering continuing to hold events occasionally.

**8:51pm.** *There were no additional public comments. Public comment closed.*

### NONPUBLIC SESSION


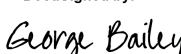
**8:51pm.** Motion to enter nonpublic session pursuant to RSA 91-A:3 for the purposes of personnel by Selectperson Gibson, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

### RETURN TO PUBLIC SESSION AND ADJOURNMENT


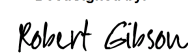
**9:24pm.** Motion to seal the nonpublic minutes for the November 28, 2022 Select Board Meeting for six (6) months by Chair Mannschreck, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

Motion to adjourn the November 28, 2022 Select Board meeting by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

*Links to all reviewed documents can be found in the [November 28, 2022 Town Administrator’s Report](#).*

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Chairperson D. Mannschreck  
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December 12, 2022  
Date Minutes Were Approved