



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

Monday, October 3, 2022

The Select Board meeting for Monday, October 3, 2022 began at 6:29pm. 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 Cappiello, Selectperson Gibson, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle. Selectperson Saccoccia was previously excused from the meeting.

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

**6:29pm.** Chairperson Mannschreck called the meeting to order and requested attendance.

Cappiello – Present, Gibson – Present, Saccoccia – Not Present, Bailey –Present, Mannschreck – Present.

### **PLEDGE OF ALLEGIANCE**

**6:29pm.** Chairperson Mannschreck led the Pledge of Allegiance.

### **AGENDA REVIEW AND APPROVAL**

**6:30pm.** Vice-Chair Bailey asked for additional documents regarding the proposed Public Safety renovation, which TA MacIver confirmed will be included in the budget presentation on October 17<sup>th</sup>. Selectperson Cappiello requested the minutes be removed from the Consent Agenda pending corrections. TA MacIver proposed the addition of item “I” to the Consent Agenda, a Fire Department Grant request.

Motion to accept the October 3, 2022 agenda as amended 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.*

**6:33pm.** Public Comment opened.

**Dewayne Watson – Boulder Drive** – Read a statement regarding the Select Board’s Class VI/Private Road Policy, including his opinion that the policy has been applied disproportionately and he would like to see a committee formed to review and provide any necessary proposed amendments to the policy.

**Steve Saunders, Advisory Budget Committee (ABC) Chair - Mast Road** – Spoke to the development of the Energy Committee, how committees can work together to share information

and plans, specifically the Strategic Planning Committee. He raised concerns about the way the charge is currently written, particularly regarding CO2 emissions, and suggested the new committee propose amendments to the final wording.

**Robert Russell - Tolend Road** – Spoke to his concern regarding a comment he claimed Selectperson Saccoccia made regarding “free gas,” information requested from Road Agent Marc Moreau, and asked about the validity of the comment. Mr. Russell exceeded three minutes and refused to leave the table.

**6:46pm.** Motion for recess by Vice-Chair Bailey. Seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

**6:46pm.** The meeting entered recess; Vice-Chair Bailey stepped out of the room. Mr. Russell exited the table.

**6:48pm.** Vice-Chair Bailey returned to his seat at the table. Motion to resume the meeting by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

Chairperson Mannschreck reminded commenters that they should not expect a response as the Select Board may not have taken a position on the matter.

**6:50pm.** *There were no additional public comments. Public Comment closed.*

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

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

**6:50pm.** School Board members were unavailable for comment this evening.

#### **Issuance of Building Permit on Phinney Way, a Private Road, for Joseph and Cheryl Wilson, Map 118, Lot 4**

**6:50pm.** *Public Comment opened.*

Joseph Wilson, property owner, spoke to the work that’s been done on the property, and stated he has exceeded the 10% requirement, with improvements ongoing, including gravel being added tomorrow.

**6:52pm** – *There were no additional public comments. Public Comment closed.*

Motion to approve the request as they have met the requirements of the Class VI/Private road policy and authorize the issuance of a building permit for Map 118, Lot 4 as proposed by Selectperson Cappiello, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

#### **2023 Budget Presentation – Initial/Executive/Admin./Personnel/Govt. Building/Misc.**

**6:52pm.** Town Administrator MacIver presented the initial budget, providing an overview of the process, budget binder (both physical and online) and resumed the tradition of bringing a snack to share during budget presentations by presenting the board with no-bake cookies. In the presentation,

specific attention was paid to the Tax Rate, budget increases/decreases of \$10,000 or more, as well as requested warrant articles.

Selectperson Cappiello asked that in the ABC minutes, members be identified by their full names.

TA MacIver shared that if the ABC or Select Board have comments or questions, they are asked to discuss now to make incremental changes rather than reviewing all at the end.

Selectperson Cappiello asked if the Warrant Article for the Communications Capital Reserve would be lowered by the newly requested grant. TA MacIver explained the grant is specifically for the new Town Hall, while the warrant article is for Public Safety communications, specifically radio infrastructure. The Town owns the antennae by recreation building, repeater and antennae was just installed last week to help with highway communication, which has been lacking.

Selectperson Gibson asked if improvements to the Police Department would be bonded or a warrant article? TA MacIver explained the options, and that the decision would be made by the Select Board.

Vice-Chair Bailey questioned custodial service lines and also raised his concern regarding needing to increase custodial services at the new Town Hall. TA MacIver shared that he and the School Facilities Manager were planning to review needs after the Town Hall opened, and now the school has withdrawn Facilities Management services. Bailey declined to provide a recommendation to the general government buildings and maintenance line.

Steve Saunders shared the quest to make improvements to the process each year. This year, department heads are asked to join the ABC meeting regarding their budget to answer questions prior to Select Board meetings to streamline the process.

The Board briefly discussed a potential cost-of-living adjustment, and projected numbers.

### CONSENT AGENDA

**7:44pm.** Selectperson Cappiello requested item “A” be removed from the Consent Agenda to correct errors, the Select Board agreed to add Fire Department grant opportunity to the Consent Agenda as item “I”, and TA MacIver suggested appointments that are up for vote be added to the Consent Agenda as item “J”.

Motion to include appointments for the Energy Committee (minus Paul Panish) and the Advisory Budget Committee on the Consent Agenda by Selectperson Cappiello, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

Motion to approve the Monday, October 3, 2022 Consent Agenda as amended by Vice-Chair Bailey, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

#### A. Meeting Minutes September 12, 2022

*Motion to approve the September 12, 2022 minutes – This item was removed from the consent agenda and considered under New Business.*

#### B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable 2022-238
- ii. Accounts Payable 2022-239
- iii. Payroll Manifest 2022-137
- iv. Payroll Manifest 2022-137-B
- v. Payroll Manifest 2022-138
- vi. Payroll Manifest 2022-138-B

- vii. Municipal Disclaimer for Map 115 Lot 11 Cottage Lane
- viii. Municipal Disclaimer for Map 104 Lot 27 Berry River Road
- ix. NHMA Legal Inquiries List 20220815
- x. State General Election Warrant
- xi. Timber Intent for Map 256 Lot 30

*Motion to authorize and sign the above-referenced documents (i-xi). – **Passed on the consent agenda.***

C. New Requests for Signature

- i. Accounts Payable 2022-240
- ii. Payroll Manifest 2022-139

*Motion to authorize and sign the above-referenced documents (i-ii). – **Passed on the consent agenda.***

D. Primex Workers' Property and Liability Contribution Assurance Program

*Motion to accept the offer of the New Hampshire Public Risk Management Exchange to renew its Property and Liability Contribution Assurance Program (CAP) and to adopt and sign all related documents. – **Passed on the consent agenda.***

E. Accept Donation of Fixed-V Plow from Paul Guptill

*Motion to authorize the acceptance of an antique V-plow (valued approximately \$500) from Paul Guptill. – **Passed on the consent agenda.***

F. Salt Bid Award

*Motion to award the 2022 salt bid to Eastern Minerals at a price of \$72.81 per ton. – **Passed on the consent agenda.***

G. Recreation Van Policy

*Motion to adopt the [Recreation Vehicle Use Policy](#) as drafted. – **Passed on the consent agenda.***

H. Prosecutor Contract

*Motion to authorize the acceptance of the 2023 [Prosecution Contract](#) as proposed, at a sum of \$20,500 to be paid in monthly installments of \$1,708.33 for the period from January 1, 2023 through December 31, 2023) – **Passed on the consent agenda.***

I. Forestry Grant

*Motion to authorize the Fire Chief to apply for a State Forestry Tools grant in the amount of \$4,000, with a required 50/50 match, to be paid from the Fire Department budget in 2023, and to authorize the Town Administrator to sign all necessary documents – **Passed on the consent agenda.***

J. Appointments

- i. *Motion to appoint [Daniel Federico](#) as a full member of the Energy Committee with a term expiring in March of 2025 – **Passed on the consent agenda.***
- ii. *Motion to appoint [Jack Bingham](#) as a full member of the Energy Committee with a term expiring in March of 2024 – **Passed on the consent agenda.***
- iii. *Motion to appoint [Leah Harrington](#) as a full member of the Energy Committee with a term expiring in March of 2025 – **Passed on the consent agenda.***
- iv. *Motion to appoint [Doug Bogen](#) as a full member of the Energy Committee with a term expiring in March of 2024 – **Passed on the consent agenda.***
- v. *Motion to appoint [Alyssa Papineau](#) as a full member of the Energy Committee with a term expiring in March of 2025 – **Passed on the consent agenda.***

- vi. *Motion to appoint [Peter Royce](#) as a full member of the Advisory Budget Committee with a term expiring in March of 2023 – **Passed on the consent agenda.***
- vii. *Motion to appoint [Bill Irving](#) as an alternate member of the Advisory Budget Committee with a term expiring in March of 2023 – **Passed on the consent agenda.***

## APPOINTMENTS

### [Energy Committee](#) & Conservation Commission

**7:46pm. Paul Panish**

[Mr. Panish has applied](#) to the newly created Energy Committee. A full appointment with a term expiring in 2024 is proposed.

[Mr. Panish has applied](#) to the Conservation Commission. An alternate appointment with a term expiring in 2023 is proposed.

Vice-Chair Bailey expressed his support for the candidate in both positions.

Pursuant to the Select Board's Appointment Procedure, these applications will be presented for vote at the October 17, 2022 Select Board meeting.

## STAFF REPORTS

### [October Work Anniversaries](#)

**7:47pm.** Thank you for your dedication to the Town of Barrington!

Samuel Surawski

Police Officer

3 Years

### [NHMA Conference](#)

**7:48pm.** The NHMA Annual Conference is scheduled for November 16-17, 2022, and registration is now open. This year's conference, with a theme of "Getting Used to Different" will be held in-person at the DoubleTree Hilton in Manchester, and the Select Board is invited to participate in the conference.

### [New Town Hall Open House](#)

**7:48pm.** A committee of staff have been meeting to organize an Open House event for the new Town Hall. Upon review, the group has proposed Thursday, October 27, 2022 as the date, with a time of 3pm-7pm.

### [Drought and Water Conservation](#)

**7:49pm.** Chair Mannschreck was recently contacted by a concerned resident regarding water conservation and the current drought conditions. TA MacIver shared the opportunities available for municipalities to limit water consumption. Current classification in the area per the [US Drought Monitor](#) map is abnormally dry/moderate draught. The Select Board encouraged public information be shared rather than enacting new policies.

**Select Board Duties on Election Day**

**7:53pm.** The Select Board requested details of the election day duties of Select Board members. TA MacIver [compiled information](#) for the Board's review, including relevant RSAs and 'Duties of Selectmen' from the [NH Election Procedures Manual](#).

**OLD BUSINESS****Building Permit on McDaniel Shores Drive – Map 124, Lot 10 Class VI/Private Road Building Permit Policy**

**7:55pm.** Ken Hochgraff, the new Road Agent for McDaniel Shores Drive, has [asked the Select Board](#) to clarify their decision regarding the private road building permit approval. The previous decision of the Select Board read the *"applicant must pay for the road's annual regrading, purchase a culvert to be replaced at the discretion of the road association, repair any damage to the road created by construction, and to record a road maintenance agreement at the registry of deeds prior to issuance of a Certificate of Occupancy."*

The Road Agent shared his concern that the applicant has not fulfilled his obligations by paying the full regrading bill, and that he will purchase a culvert, and not install or pay to install it.

Motion to clarify the motion made by Selectperson Saccoccia to state the applicant must pay the 2022 annual Bell & Flynn bill in full, in addition to the purchase and installation of a culvert at the discretion of the road association, include grading and grading materials, repair any damage to the road caused by construction, and supply evidence of a road maintenance agreement by Selectperson Cappiello, seconded by Selectperson Gibson.

Vice-Chair Bailey asked the original cost of 10% not be exceeded by the applicant.

Selectperson Cappiello amended her previous motion to add that the total cost is not to exceed 10% of the total construction cost, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The amendment passed.***

Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The full motion passed.***

**Class VI & Private Road Policy Review**

**8:03pm.** The Select Board discussed working to update the policy now vs. reviewing in April after more properties have been reviewed. They agreed with a review in April, all stakeholders could be involved, and it would allow more time to use and review the current policy as well as obtain additional feedback. The Select Board agreed to discuss the policy further over the winter and review in the spring.

**2022 Wage Study**

**8:17pm.** The Select Board commissioned a Wage Study to be performed by Municipal Resources, Inc. (MRI). After reviewing comparable positions in 15 comparable communities in New Hampshire, MRI provided recommendations regarding position classification and the pay plan. The recommendations include a 9% increase in minimum wage rates and an 8.82% increase in maximum wage rates.

The new wage plan would be in place of a COLA/step, as those were factored into the recommendations. The full report is expected from MRI before October 17<sup>th</sup>, and the Select Board was encouraged to ask for any additional information in the meantime.



**Energy Committee**

**8:32pm.** The Board discussed potential changes, including Mr. Saunders' concern re: CO2 levels, and TA MacIver shared an expectation to be shared with the committee regarding conflicts of interest and confirmed the committee will be expected to review and update the charter.

Motion to adopt the proposed charter by Selectperson Cappiello, seconded by Vice-Chair Bailey.

Chair Mannschreck requested the item be amended to include the paragraph regarding a conflict of interest as part of the charge; Selectperson Cappiello amended her motion to:

Motion to adopt the proposed Energy Committee charge and to adopt the conflict-of-interest parameters that are outlined in section D (4) by Selectperson Cappiello, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The full motion passed.***

D (4) reads:

*Presenters and members of the committee should be open and transparent about any desire or potential for financial gain related to Town energy projects. Additionally, should the Town develop and advertise a Request for Proposals (or similar) anyone with a real or perceived conflict should recuse themselves from that phase of the process.*

**Petitioned Special Town Meeting**

**8:38pm.** Chair Mannschreck reiterated the Ballot Session will be held October 18<sup>th</sup> from 8am to 7pm at the new Town Hall, 4 Signature Drive. Additional information is available on the Town's website: [www.barrington.nh.gov/2022specialtownmeeting](http://www.barrington.nh.gov/2022specialtownmeeting).

**NEW BUSINESS****Landry/Nippo Lake Conservation Acquisition of Property Interest**

**8:41pm.** Southeast Land Trust (SELT) is finalizing the conservation of the Landry Forest which includes 164 acres of property (25% of the watershed) along Nippo Lake. The Barrington Conservation Commission supports this effort and has appropriated \$100,000 to acquire an executory interest in the conservation easement. The Select Board must authorize the acquisition of property per [RSA 36-A:4-a](#). Duane Hyde, Land Conservation Director for SELT spoke regarding the easement, which will ensure public access to the land and pond, and if SELT fails to exist, the Town has the option to take SELT's easement rights. There is a woods road that will be used as the primary access to the property, and a parking area is being considered, and will be allowed in the easement.

Vice-Chair Bailey shared his interest in building additional trails and a public parking area, as agreements in the past have not been fulfilled.

Ken Grossman, Conservation Commission Chair, stated this easement will save Nippo Pond. It has been subject to multiple algae blooms, and this year there were none.

Motion to support the Conservation Commission's allocation of \$100,000 for, authorize the acquisition of an executory interest in the Landry Forest Conservation Easement, and authorize the Town Administrator to sign all accompanying documents by Selectperson Gibson, seconded by

Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

TA MacIver and Mr. Hyde confirmed this will come before the Select Board later in the process to approve the wording of the conservation easement, and at that time a presentation regarding the project would be welcome to be able to share with the community. The expected timeframe for closing would be August-December 2023.

### **Mallego Road Conservation Subdivision Open Space Ownership**

**8:57pm.** The developer of a 17-lot subdivision on Mallego Road on the site of the former Guptill sand/gravel pit has asked if the Town is willing to accept ownership of the open space similar to the Tolend Road subdivision and the Stonearch at Greenhill subdivision.

The Chair has not met with the full Conservation Commission but expects the commission will support the proposal. The full proposal will be brought to the Planning Board in November and would like to indicate at that time who will be the proposed owner of the space. The Town's engineer has been asked to evaluate the property for potential liability.

The Select Board did not object to the plan.

### **Minutes Correction**

**9:06pm.** Selectperson Cappiello noted that under the acceptance of Town Hall Grant Funds, both Cappiello and Gibson were listed as having seconded. Also, during Selectperson Reports, the Elf Made discussion was related to design, not a proposal at that time.

Vice-Chair Bailey requested that regarding Library staffing and wage changes, he would like the details to be included.

Motion to approve the September 12, 2022 minutes as amended by Selectperson Gibson, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

### **SELECT PERSON REPORTS AND CONCERNS**

**9:09pm.**

**Selectperson Cappiello** – The most recent Planning Board meeting was primarily a work session, reviewed previous ordinance changes that did not pass in 2022. In a discussion with Ken Grossman, Chair of the Conservation Commission, asking the Board and Conservation Commission to consider a quantitative measure on the impact of permits on wetland buffers. The Planning Board asked for a scope of work proposal. Kingston has developed a half-page metric regarding wetland buffers. The Planning Board will increase the impact fee structure.

**Selectperson Gibson** – At the September 22 Conservation Commission meeting, they reviewed the Guptil and Thibodeau sites, Mr. Grossman will present any issues to Planning Board. The Commission voted to approve the Town taking executory interest in the Landry Easement and discussed capital improvement requests that were submitted.

**Vice-Chair Bailey** – Had no information to report.

**Chairperson Mannschreck** – The Advisory Budget Committee met last Tuesday. They will not meet tomorrow; the next meeting is the 11<sup>th</sup>. The Transfer Station Committee will reschedule their



meeting. The School Board meets tomorrow October 4, 2022; Chair Mannschreck was unable to attend the previous meeting.

### PUBLIC COMMENT

**9:13pm.** *Public Comment opened.*

**Ken Grossman, Conservation Commission Chair, Scruton Pond Road** – spoke to the Guptill development, sharing that initially the developer proposed a parking area for 2-3 cars, through discussion the developer eventually agreed to 5-6.

**9:15pm.** *There were no additional public comments. Public comment closed.*

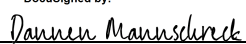
### ADJOURNMENT


**9:15pm.** Chair Mannschreck reviewed upcoming important dates, including:

Select Board Meeting	October 17 6:30pm	Town Hall
Special Town Meeting	October 18 <sup>th</sup> 8am-7pm	Town Hall
Select Board Meeting	October 24 6:30pm	Town Hall
Select Board Meeting	November 7 6:30pm	Town Hall

Motion to adjourn the October 3, 2022 Select Board meeting by Selectperson Gibson, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

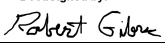
*Links to all reviewed documents can be found in the [October 3, 2022 Town Administrator's Report](#).*

DocuSigned by:  
  
Chairperson D. Mannschreck

DocuSigned by:  
  
Vice-Chair G. Bailey

\_\_\_\_\_  
Selectperson J. Saccoccia

\_\_\_\_\_  
Selectperson J. Cappiello

DocuSigned by:  
  
Selectperson R. Gibson

\_\_\_\_\_  
October 17, 2022  
Date Minutes Were Approved