



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

February 28, 2022 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**
[February 28, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the February 28, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings
 - A. Acceptance of Overlook Circle – RSA 674:40-a III – **Vote**
 - i. Per RSA 674:40-a II, the Planning Board approved the site plan on October 9, 2014.
 1. See attached, [River's Peak \(Overlook Circle\) Approved Plans – 20141009](#)
 - ii. Per RSA 674:40-a IV, *A street accepted under this section shall have the status of a public highway under RSA 229:1. Such street shall be deemed a class V highway, subject to the municipality's duty of regular maintenance as set forth in RSA 231, unless otherwise designated pursuant to statute.*
 - iii. The Town has prepared the following letter detailing the construction of Overlook Circle:
 1. See attached, [Overlook Circle Letter to Residents 20220215](#)
 2. See attached, [922409 Overlook Cir Deficiencies Memo Final](#)
 - iv. The Developer's attorney has provided the following information in support of their request for the Select Board to accept the road.
 1. See attached, [Attorney Steiner Letter to Select Board 20220224](#)
 - v. Public Comment (see Visitor Orientation below)
Make a motion to not accept Overlook Circle pursuant to RSA 674:40-a III because it was not built to the Town's specifications as required by Town Meeting as evidenced in the September 27, 2021 memo from Hoyle, Tanner, and Associates.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the February 28, 2022 consent agenda (A-G) as presented.
 - A. [Meeting Minutes February 14, 2022](#)
Make a motion to approve the February 14, 2022 minutes [as amended].
 - B. Previously Submitted/Signed Requests for Signature
 - i. Meeting Minutes January 24, 2022
 - ii. Meeting Minutes February 5, 2022



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iii. Accounts Payable Manifest 2022-208

iv. Payroll Manifest 2022-107

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

C. New Requests for Signature

i. Accounts Payable Manifest 2022-209

ii. Payroll Manifest 2022-108

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

D. Personnel Policy Update – Recreation Holidays

i. The Recreation Department (similar to the Transfer Station) typically has the need to follow holidays different than the approved list of Town Holidays. The Recreation Department programs (specifically Before and After Care) follow the school vacation schedule. Regularly, Town holidays conflict with school vacations. This policy would allow the Recreation Department to set holidays consistent with the school vacations to not interrupt the programs they offer.

ii. Add the following to ‘Holidays’ in Section IV Time Away from Work and Other Benefits: *Holidays may vary for the Recreation Department to allow programs to follow the school schedule. Seasonal and program-only employees for the Recreation Department are not eligible for holiday pay as they do not have a set schedule.*

Make a motion to approve the proposed update to the Personnel Policy respective to Recreation Holidays.

E. Radio Licensing Appropriation

i. Normand Boucher of CDCG continues to donate his time to design and improve the Town’s radio communications infrastructure. Part of that project includes FCC licensing research and acquisition which has a cost component. We are asking the Select Board to appropriate \$2,907.50 from the Communications Upgrades for Emergency Services Capital Reserve for this purpose.

Make a motion to appropriate \$2,907.50 from the Communications Upgrades for Emergency Services Capital Reserve to CDCG for frequency research and FCC licensing.

F. 2022 Peeper Road Closure Request

i. The 27th Annual Greater Barrington Chamber of Commerce Peeper 5K Run/Walk is scheduled for May 7, 2022.

ii. See attached, [Peeper Race – Select Board 2022](#)

Make a motion to authorize the road closures requested for the 2022 Peeper Race.

G. Transfer Station Metal Container Agreement

i. At the request of the Select Board, the Transfer Station and Recycling Center Review Committee evaluated a variety of options for metal disposal with a focus on revenue options. A full review is available in their recommendation.

ii. See attached, [TSRCC Metal Container Recommendation 20220224](#)

Make a motion to enter an agreement with Harding Metals based on the terms negotiated by the Northeast Resource Recovery Association for the Transfer Station metal disposal.



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7. Appointments

A. Tax Collector – Linda Markiewicz – **Vote**

- i. In 2013, voters approved warrant article 30 which authorized the Select Board to appoint a Tax Collector pursuant to RSA 669:15-17b. Linda Markiewicz was hired in April of 2013 and continues to serve as Barrington's Appointed Tax Collector.

Make a motion to reappoint Linda Markiewicz as the Barrington Tax Collector with a term expiring in 2023.

B. Town Treasurer – Peter Royce – **Vote**

- i. In 2012, voters approved warrant article 13 which authorized the Select Board to appoint a Town Treasurer. Prior to 2012, Peter Royce was an elected Treasurer and he has been the appointed treasurer since 2012. Per RSA 41:27 and RSA 41:26-e, the Treasurer needs to be appointed each year prior to Town Meeting.

Make a motion to reappoint Peter Royce as the Town Treasurer with a term expiring in 2023.

C. Planning Board

There are four Planning Board appointments expiring in 2022 (not including the Select Board ex-officio). One member has submitted an application to be reappointed which will be considered by the Select Board at the first meeting in March (along with all other reappointments). One member has asked to be considered as an alternate and the other two members have not reapplied. Please review the list below of residents interested in appointment to the Planning Board.

i. Andrew Melnikas – Planning Board – Discussion

1. See attached, [20220228 PlanningApp Melnikas](#)
2. Mr. Melnikas is interested in being reappointed to the Planning Board. He is a member in good standing. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

ii. John Driscoll – Planning Board – Discussion

1. See attached, [20220228 PlanningApp Driscoll](#)
2. Mr. Driscoll attended the most recent Planning Board meeting (and watches most meetings online), where he also spoke with the acting Chair. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

iii. Bob Tessier – Planning Board – Discussion

1. See attached, [20220228 PlanningApp Tessier](#)
2. Mr. Tessier watches most of the Planning Board meetings online and he has spoken with the most recent Chair. A full appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.



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iv. Andrew Knapp – Planning Board – Discussion

1. See attached, [20220228_PlanningApp_Knapp](#)
2. Mr. Knapp has been serving on the Planning Board as the Select Board's ex-officio member for two years. Although he decided not to seek reelection to the Select Board, he is interested in being reappointed as a regular member of the Planning Board. A full appointment with a term expiring in 2024 is proposed.

D. Transfer Station and Recycling Center Review Committee

There are two open seats on the Transfer Station and Recycling Center Review Committee. Recently the following four residents attended a meeting and remain interested in being appointed. The Committee recommends the appointment of two full members and two alternates.

i. John Wallace – Transfer Station and Recycling Center Review Committee – Discussion

1. See attached, [20220228_TSRCCApp_Wallace](#)
2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

ii. Margery Shepard – Transfer Station and Recycling Center Review Committee – Discussion

1. See attached, [20220228_TSRCCApp_Shepard](#)
2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

iii. Aubrey (Pat) Mead, Jr. – Transfer Station and Recycling Center Review Committee – Discussion

1. See attached, [20220228_TSRCCApp_Mead](#)
2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

iv. Leonard Kerekes – Transfer Station and Recycling Center Review Committee – Discussion

1. See attached, [20220228_TSRCCApp_Kerekes](#)
2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.

E. Zoning Board of Adjustment

There is one vacancy on the Zoning Board of Adjustment. The following resident is interested in appointment.

i. Tracy Hardekopf – Zoning Board of Adjustment – Discussion

1. See attached, [20220228_ZBAApp_Hardekopf](#)
2. Mrs. Hardekopf has previously attended Zoning Board meetings and is interested in joining the Board. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 14, 2022 meeting.



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F. Select Board Member Recognition – Discussion

- i. The Select Board, on behalf of the Town, would like to recognize Andrew Knapp and Daniel Ayer for their six years of selfless service to the Town in their role as Select Board Members.

8. Staff Report

A. Administrator MacIver

- i. February Work Anniversaries
 1. Tyler Currier • Police Sergeant • 3 Years
 2. Daniel Brooks • Deputy Police Chief • 2 Years

B. Municipal Office Administrator Caudle

9. Old Business

A. 2022 Town Meeting – March 8, 2022 – Discussion

- i. The second session of Barrington's Town Meeting is the ballot session which will take place on Tuesday, March 8, 2022.
- ii. [Voting Information](#)
- iii. [Sample Ballots and Warrant Information](#)
- iv. [Absentee Ballot Request](#)
- v. The Select Board is asked to communicate to the Chair when they are available to assist on voting day. Gaps will be filled by pro-tem appointments. A schedule will be prepared and available at the polling place for inspection by the Secretary of State's Office.

B. New Town Hall Update and Finances – **Vote**

- i. Construction of the [Town Hall](#) approved by voters in 2019 is well underway. Winter conditions have presented some challenges, but Careno Construction maintains that the project will be substantially complete by the middle of July.
- ii. While we remain optimistic about the federal appropriation through Congressman Pappas' office for \$1.5 million toward the project, we need to begin the financing process should we need to use the \$875,000 bond approved by voters. As previously discussed, we can also use the ARPA funds (\$969,845) to offset the need to bond the full \$875,000.

Make a motion to begin the financing process for the \$875,000 bond approved by voters in 2019 and use ARPA funds to reduce the amount needing to be bonded.

10. New Business

A. Appointments for Terms Expiring in 2022 – Discussion

- i. Select Board appointments expire on March 31st each year. Appointment terms are staggered to preserve institutional knowledge on each board and committee.
- ii. Each year by the last Select Board meeting in March, the Select Board is asked to consider appointments and reappointments for terms expiring.
- iii. As reviewed earlier in this meeting, the Select Board is beginning to review appointees. Attached below is a full list of appointees, applications, and vacancies.
- iv. See attached, [Appointments 20220328](#)



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- v. On behalf of the Town, I would like to extend my appreciation for the care and dedication of Barrington's many citizen volunteers.
- vi. The Select Board is asked to review the attached list and request any additional information necessary to consider the appointments between now and the March 28th meeting.

B. Select Board Reorganization - Discussion

- i. According to Section 1 (d) of the Select Board Rules of Procedures (ELECTION OF OFFICERS):
 - 1. i) Procedures for electing officers are as follows:
 - a. (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.
 - b. (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
 - c. (3) The above election shall be by a majority vote of the Select Board. During the year the Board by majority vote may change the officers.
 - ii. The Select Board is asked to be prepared to elect officers at the March 14, 2022 meeting.

C. Select Board Committee Assignments – Discussion

- i. The Select Board Chair is tasked with making committee assignments for Select Board members.
- ii. The following boards, committees, and commissions are available for Select Board representation:
 - 1. Planning Board, Library Trustees, Conservation Commission, Recreation Commission, School Board, Advisory Budget Committee, Zoning Board of Adjustment, Technology Committee, Trails Committee, Town Lands Committee, and Transfer Station and Recycling Center Review Committee.
- iii. I have compiled the meeting information for each committee:
 - 1. See attached, [All Boards Meeting Details](#)
- iv. The Select Board is asked to consider which assignments they may be interested in and be prepared to communicate that to the Chair elected at the March 14, 2022 meeting. The Chair will be asked to make committee assignments at the March 28, 2022 meeting.

11. Select Board Member Reports and Concerns

- A. Select Board Member Ayer
- B. Select Board Member Bailey
- C. Select Board Member Mannschreck
- D. Select Board Vice-Chair Saccoccia
- E. Select Board Chair Knapp

12. Public Comment (see Visitor Orientation below)



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13. Nonpublic Session (if required)

A. Personnel and Legal

Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purposes of personnel and legal.

14. Adjournment

A. Upcoming Meetings

i. March 14, 2022 • March 28, 2022 • April 11, 2022 • April 25, 2022

B. Upcoming Events

i. March 8, 2022 (Tuesday) – Town Meeting Vote – 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

- Early Childhood Learning Center (ECLC)
Multi-Purpose Room
- 77 Ramsdell Lane, Barrington, NH 03825

• Remote Meeting Participation

- Video: barrington.nh.gov/sbmeeting
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 694 999 611#

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/TA20220228. Please contact the Town Administrator or Municipal Office Administrator 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 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.