



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

March 14, 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. Welcome New Select Board Members
 - i. Joyce Cappiello
 - ii. Robert Gibson
 - B. Roll Call Attendance
 - C. Select Board Reorganization – **Vote**
 - 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 elect a Chair and Vice-Chair.
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**
[March 14, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator

***Note: Consider adding the appointments scheduled for a vote (Appointments A-E) to the Consent Agenda in order to avoid eleven separate motions and votes for appointments.**

Make a motion to approve the March 14, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings
 - A. State Representative – Cassandra Levesque – Discussion
 - i. The Select Board has invited the political leaders representing Barrington to attend a Select Board meeting to discuss topics of interest to our municipal government.



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- B. Issuance of a Building Permit on Jillette Road, a Private Road, for Martin and Maryjane Coronis, Map 126, Lot 12, Sublot 1 – **Vote**
- See attached, [20220214 Jillette 126-12-1 Packet](#)
 - This application has been reviewed by Department Heads and the Planning Board and is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 3 application, road improvements are required, and the applicants have proposed investing \$8,000 into tree removal on Jillette Road which represents 10% of their proposed construction costs (consistent with Option 2 of Section IV, f of the policy).

Make a motion to authorize the issuance of a building permit for Map 126, Lot 12, Sublot 1 as proposed.

6. Consent Agenda (requires unanimous approval) – **Vote**

Make a motion to approve the March 14, 2022 consent agenda (A-F) as presented.

A. [Meeting Minutes February 28, 2022](#)

Make a motion to approve the February 28, 2022 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

- Meeting Minutes February 14, 2022
- Oath of Office – Peter Royce, Treasurer
- Oath of Office – Linda Markiewicz, Tax Collector
- Intent to Excavate – Map 223 Lot 26
- Intent to Excavate – Map 233 Lot 77
- Administrative Abatement Approval – Map 105 Lot 3
- Accounts Payable Manifest 2022-210
- Payroll Manifest 2022-109
- Payroll Manifest 2022-109B

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

C. New Requests for Signature

- Accounts Payable Manifest 2022-211
- Payroll Manifest 2022-110
- Payroll Manifest 2022-110B
- Abatement Approval – Map 21 Lot N
- Abatement Approval – Map 259 Lot 3
- Timber Tax Abatement – Map 241 Lot 15
- Abatement Denial – Map 263 Lot 3
- Abatement Denial – Map 226 Lot 50 Sublot 23

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

D. Tax Record Preservation – Moose Plate Grant

- See attached, [Tax Book Preservation Grant 20220301](#)

Make a motion to authorize the pursuit of a Moose Plate Grant for tax record preservation and to authorize the Tax Collector to sign all accompanying documents.

E. CAI GIS Tax Map Maintenance Contract

- [2023 BarringtonNH MaintenanceContract](#)
- CAI in Littleton, NH maintains Barrington's tax maps. As part of this services, they host a GIS-based online tax map with linked property record cards available at: www.axisgis.com/barringtonnh. This contract (and amount) is properly budgeted.

Make a motion to approve the 2023 CAI Tax Map Maintenance Contract.



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F. Goodwill Conservation Area Expansion – NHDES Grant Acceptance

- i. See attached, [G-1 Grant Agreement Barrington Goodwill](#)
- ii. After many years of dedicated conservation efforts, the final reimbursement from the Goodwill Conservation Area expansion is ready to be released. The Conservation Commission is expected to be reimbursed \$166,412.50 from the New Hampshire Department of Environmental Services.

Make a motion to accept the NHDES grant for the Goodwill Expansion in the amount of \$166,412.50 and authorize the Town Administrator to sign all accompanying documents.

7. Appointments

A. Vanessa Price – Strafford Metropolitan Planning Organization Technical Advisory Committee –

Vote

- i. See attached, Barrington [FY 2022-2023 TAC Appointment Request Letter VPrice](#)
- ii. Vanessa Price was recently hired as Barrington's Town Planner. This appointment will allow her to represent Barrington on the Strafford Metropolitan Planning Organization Technical Advisory Committee.

Make a motion to appoint Vanessa Price Barrington's representative on the Strafford Metropolitan Planning Organization Technical Advisory Committee with a term expiring in FY 2023.

B. Tiffany Caudle – Deputy Town Treasurer – **Vote**

- i. In 2021, the Municipal Office Administrator, Tiffany Caudle, was appointed as Deputy Treasurer in response to an audit recommendation. The Town had not been able to maintain a citizen volunteer as Deputy Treasurer, which consistently resulted in having only one authorized signatory on the Town's accounts. Having a staff member serve as Deputy Treasurer fulfills the Town's continuity of operations objectives.

Make a motion to reappoint Tiffany Caudle as the Deputy Treasurer with a term expiring in 2023.

C. Planning Board

i. Andrew Melnikas – Planning Board – **Vote**

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 was presented for discussion at the February 28, 2022 meeting.

Make a motion to reappoint Andrew Melnikas as a full member of the Planning Board with a term expiring in March of 2025.

ii. John Driscoll – Planning Board – **Vote**

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.



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3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint John Driscoll as a full member of the Planning Board with a term expiring in March of 2025.

iii. Bob Tessier – Planning Board – **Vote**

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 was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Bob Tessier as a full member of the Planning Board with a term expiring in March of 2023.

iv. Andrew Knapp – Planning Board – **Vote**

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.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Andrew Knapp as a full member of the Planning Board with a term expiring in March of 2024.

v. Donna Massucci – Planning Board – Discussion

1. See attached, [20220308 PlanningApp Massucci](#)
2. Mrs. Massucci has served on the Planning Board for a number of years and is currently an alternate member. An alternate 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 28, 2022 meeting.

D. Transfer Station and Recycling Center Review Committee

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

1. See attached, [20220228 TSRCCApp Wallace](#)
2. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint John Wallace as an alternate member of the Transfer Station and Recycling Center Review Committee with a term expiring in March of 2023.

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

1. See attached, [20220228 TSRCCApp Shepard](#)
2. A full appointment with a term expiring in 2025 is proposed.



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3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Margery Shepard as a full member of the Transfer Station and Recycling Center Review Committee with a term expiring in March of 2025.

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

1. See attached, [20220228 TSRCCApp Mead](#)
2. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Aubrey (Pat) Mead as an alternate member of the Transfer Station and Recycling Center Review Committee with a term expiring in March of 2023.

- iv. Leonard Kerekes – Transfer Station and Recycling Center Review Committee – **Vote**

1. See attached, [20220228 TSRCCApp Kerekes](#)
2. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Leonard Kerekes as a full member of the Transfer Station and Recycling Center Review Committee with a term expiring in March of 2025.

E. Zoning Board of Adjustment

- i. Tracy Hardekopf – Zoning Board of Adjustment – **Vote**

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 was presented for discussion at the February 28, 2022 meeting.

Make a motion to appoint Tracy Hardekopf as a full member of the Zoning Board of Adjustment with a term expiring in March of 2025.

- ii. George Bailey – Zoning Board of Adjustment – Discussion

1. See attached, [20220303 ZoningApp Bailey](#)
2. Mr. Bailey has served on the Zoning Board of Adjustment for a number of years. Note, this appointment is entirely separate from Mr. Bailey's elected role as a member of the Select 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 28, 2022 meeting.

F. Recreation Commission

- i. Dale Sylvia – Recreation Commission – Discussion

1. See attached, [20220308 RecreationApp Sylvia](#)
2. Mr. Sylvia has served on the Recreation Commission for a number of years. A full appointment with a term expiring in 2025 is proposed.



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3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 28, 2022 meeting.

ii. David Johnson – Recreation Commission – Discussion

1. See attached, [20211201_recapp_Johnson](#)
2. Mr. Johnson was recently appointed as an alternate member of the Recreation Commission. 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 28, 2022 meeting.

8. Staff Report

A. Administrator MacIver

i. March Work Anniversaries

1. Steven Paul • Highway Department • 22 Years
2. Eric Lenzi • Assistant Fire Chief • 21 Years
3. Peter Royce • Treasurer • 17 Years
4. Larry Coon • Fire/EMS • 16 Years
5. Will Lenharth • Fire/EMS • 16 Years
6. Amanda Barber • Police Sergeant • 6 Years
7. Melissa Huetten • Library Director • 4 Years

B. Municipal Office Administrator Caudle

9. Old Business

A. 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 to communicate that to the Chair. The Chair will be asked to make committee assignments at the March 28, 2022 meeting

B. 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.



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- 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 20220314](#)
- 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.

C. Update on Sale of Map 248 Lot 3 – **Vote**

- i. At the July 26, 2021 meeting, the Select Board voted to support the recommendations of the Town Lands Committee and offer ten properties for sale directly to abutters. Details of the review, recommendations, and process can be found at www.barrington.nh.gov/2021sale. On September 13, 2021, the Select Board made a motion to identify Cindy Lee (and family) as the purchasers for Map 248, Lot 3 for \$49,500 and to authorize staff to proceed with the sale process.
- ii. Subsequently, the Select Board followed the process of RSA 41:14-a to prepare the property for transfer ([248-0003 - RSA 41-14-a Notice](#)). During their due diligence, the purchasers raised concerns with the title which will result in their need to pursue a quiet title action upon acquisition. They remain interested in purchasing the lot but have requested a reduction in the purchase price by \$5,000 to reflect their anticipated title costs.
- iii. The Select Board is asked to consider the request to reduce the purchase price of Map 248, Lot 3 to \$44,500.

D. Recreation/Library Emergency Septic Repairs – **Vote**

- i. Recently, deterioration of the septic outflow at the Recreation/Library building was identified. As you will recall, this resulted in a closure of the building while the immediate septic issue was resolved. Certain components of the septic outflow were found to be damaged beyond repair and in need of replacement. Unfortunately, the discharge runs under the concrete floor, the full width of the building. The repairs will require a tremendous amount of handwork to cut and excavate the discharge line before replacing, backfilling, and pouring new concrete. The Facilities Manager worked with Beaudette and Sons to prepare the following quote:
- ii. See attached, [Rec-Library Emergency Septic Work Quote 20220303](#)
- iii. The Recreation portion of the building is currently offline while the gym wall project is underway. The timing would be good for Recreation so the projects could be completed at the same time. The impact on the Library would be more substantial. The septic repairs are expected to take two weeks. During this time, the Library would not have use of water or restrooms. Continuity of operations would include temporary bathrooms for the Library or use of facilities at the Early Childhood Learning Center.
- iv. The 2022 Budget includes \$50,000 in Building Maintenance. The largest project we anticipated using those funds towards was upgrading the furnaces at the Recreation/Library building. The septic repairs are a more pressing issue and I recommend using the funds available in General Government Buildings – Building Maintenance to fund these repairs. This would likely result in deferring the furnace upgrade project to 2023. It is also possible



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that the Select Board could consider utilizing ARPA grant funds or surplus towards the end of 2022 to accomplish the planned project.

Make a motion to authorize proceeding with the Beaudette and Sons quote dated March 3, 2022 for repairs to the Recreation/Library septic discharge system in the amount of \$39,150 using budgeted funds available in General Government Buildings – Building Maintenance.

10. New Business

A. 2022 Town Meeting Ballot Session Results – Discussion

- i. Residents voted on March 8, 2022 to approve the proposed operating budget and all warrant articles as recommended and supported by the Select Board and Advisory Budget Committee. Additionally, eight of the thirteen zoning amendments (reviewed and presented by the Planning Board) passed with a majority vote.
- ii. See attached, [2022 Town Meeting Election Results](#)
- iii. This was the first election utilizing the LHS Poll Pad system to check in voters. This process resulted in fast and efficient voter check-in and was well received in the community. The New Hampshire Secretary of State visited the polls on election day and was impressed with Barrington's implementation of this system. It is important to note that this Poll Pad system is not connected to the electronic ballot-counting machines. The ballot boxes are safe and secure.
- iv. More than 23% of Barrington's registered voters cast their ballots on election day compared to 13% in 2021. Voters overwhelmingly supported the operating budget with nearly 75% voting in support. Contributions to capital reserve accounts all passed with nearly 60-85% support. This high level of support reflects the hard work and dedication of Barrington's elected/appointed citizen volunteers and employees. We will continue to be responsive to the expectations of residents with the services we provide.

11. Select Board Member Reports and Concerns

- A. Select Board Member Saccoccia
- B. Select Board Member Bailey
- C. Select Board Member Mannschreck
- D. Select Board Member Gibson
- E. Select Board Member Cappiello

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

- A. Legal

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

14. Adjournment

A. Upcoming Meetings

- i. March 28, 2022 • April 11, 2022 • April 25, 2022 • May 9, 2022 • May 23, 2022

Visitor Orientation to the Select Board Meeting



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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/TA20220314. 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.