



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

March 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**
[March 28, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
*Note: Consider adding the appointments scheduled for a vote (only those highlighted as **Vote** in Appointments A, i; B, i; C, i; and C, ii) to the Consent Agenda in order to avoid additional motions and votes.
Make a motion to approve the March 28, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. State Senator – David Watters – 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.
 - B. Mitchell Municipal Group Attorneys – Discussion
 - i. The attorneys at [Mitchell Municipal Group](#) (MMG) have represented the Town for a number of years. Since the onset of the COVID-19 pandemic and the reliance on virtual meetings and teleconferences, there have not been as many opportunities to meet in person. After the election of two new Select Board members, we felt it would be beneficial to bring the attorneys from MMG to a Select Board meeting for introductions.
 - C. School Board Liaison Report – Discussion
 - i. The School Board recently selected Chair Dave Gibson and Vice-Chair Carrie Neill to be the liaisons to the Select Board. Each meeting, the liaisons will be invited to discuss topics of their choice with the Select Board.
 - D. Acceptance of Community Project Funds for New Town Hall - \$1,500,000 – **Vote**
 - i. On March 14, 2022, President Biden signed the \$1.5 trillion [fiscal year 2022 Federal Budget](#) into law. Included in the federal budget is \$1.5 million in direct federal funding to Barrington for the new Town Hall and Primary Emergency Operations Center. This funding is known as [Community Project Funding](#).
 - ii. The process for securing these funds started in March of 2021 with a call for projects from Congressman Chris Pappas’ office. After reviewing over 300 projects, Congressman



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Pappas selected ten projects to be presented to the federal appropriations committees for inclusion in the federal budget. After multiple continuing resolutions, the omnibus appropriations package was signed into law with \$1,500,000 towards the Town Hall project which is currently under construction.

- iii. In March of 2019, voters appropriated \$1.9 million (\$1,025,000 from fund balance and \$875,000 in a bond authorization). We expect that the \$1.5 million will eliminate the need to issue any bonds to pay for this project. As a result, the only ongoing costs we expect will be from regular maintenance.
- iv. Acceptance of the unanticipated funds are governed by [RSA 31:95-b](#). As required, this public hearing was noticed on March 21, 2022.
- v. Public Comment (see Visitor Orientation below)

Make a motion to accept and expend the Community Project Funds for the new Town Hall and Primary Emergency Operations Center in the amount of \$1,500,000.

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

Make a motion to approve the March 28, 2022 consent agenda (A-E) as presented.

A. [Meeting Minutes March 14, 2022](#)

Make a motion to approve the March 14, 2022 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

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

- i. *Meeting Minutes for the February 28, 2022 Meeting*
- ii. *Accounts Payable Manifest 2022-212*
- iii. *Accounts Payable Manifest 2022-213*
- iv. *Payroll Manifest 2022-111*
- v. *Payroll Manifest 2022-111B*
- vi. *Payroll Manifest 2022-112*
- vii. *10 Oaths of office for appointments approved at the March 14, 2022 meeting*
- viii. *Land Use Change Tax for Map 126 Lot 61 Sublot 1*
- ix. *Yield Warrant for Map 20 Lot 27*
- x. *Private Road Agreement for Map 126 Lot 21 Sublot 1*
- xi. *2023 CAI GIS Tax Map Maintenance Contract*
- xii. *SRPC MPO Technical Advisory Committee Appointment – Vanessa Price*

C. New Requests for Signature

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

- i. *Elderly Exemption Denial for Map 233 Lot 54*
- ii. *Abatement Denial for Map 214 Lot 6*
- iii. *Gravel Tax for Map 251 Lot 6*
- iv. *Gravel Intent for Map 22 Lot 27 Sublots 5 & 6*

D. Authorize Budgetary Wage Increases (Step and COLA)

- i. During [2022 budget](#) development, the Select Board included funding for a 2.5% cost of living adjustment (COLA) for all employees and a step progression for eligible employees. At the time, Select Board discussed the important difference between a COLA being across



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the board to keep wages current with inflation and a step allowance/salaried wage increases recognizing merit, tenure, and experience.

- ii. Each year, the wage increases are scheduled for the first payroll in April (after Town Meeting). The Select Board commits to this decision during the budget development process. The proposed 2022 budget was passed by voters and now the Select Board is asked to authorize the included wage increases.

Make a motion to authorize a step allowance for eligible employees and a 2.5% cost of living adjustment to increase all base wages on salaries and pay plans (including union) effective April 4, 2022.

E. Authorize Application for Tricentennial Banners and American Flags on Utility Poles

- i. See attached, [Tricentennial Banners 20220323](#)
- ii. The Tricentennial Committee worked with AMI Graphics in Strafford to design the attached banners. At the March 14, 2022 meeting, the Select Board authorized appropriating funds from the Tricentennial Expendable Trust Fund to purchase the banners.
- iii. In order to install the banners on the utility poles, a formal application needs to be made by the municipality. We do this every year so that Stars and Stripes for Barrington can install American flags on the utility poles between the Middle School and Public Safety Building. This year, we plan to apply together.
- iv. Additionally, the Tricentennial Committee would like to install the banners in suitable locations on Town property (Public Safety/Rec/Library/Highway/Transfer).

Make a motion to authorize the application for utility pole attachments for tricentennial banners and American flags.

Make a motion to authorize the installment of tricentennial banners on Town property.

7. Appointments

A. Planning Board

- i. Donna Massucci – Planning Board Alternate – **Vote**
 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 was presented for discussion at the March 14, 2022 meeting.

Make a motion to appoint Donna Massucci as an alternate member of the Planning Board with a term expiring in March of 2023.

- ii. Steve Diamond – Planning Board – Discussion
 1. See attached, [20220110 PlanningApp_Diamond](#)
 2. On March 22, 2022 we learned that staff were not receiving e-mails sent to 'appointments@barrington.nh.gov'. Once we received the appropriate permissions to access the e-mail group, we found an application for reappointment from Steve Diamond to the Planning Board. Staff and the Planning Board Chair were previously unaware that Mr. Diamond was interested in reappointment.



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3. In the meantime, the Select Board has made multiple appointments to the Planning Board resulting in full board membership with one alternate.
4. I called Mr. Diamond on 3/22 to apologize and explain the situation and options. He explained (as indicated on his application) that he remains interested in being reappointed as a full member and is not interested in being an alternate. Additionally, he is not comfortable attending in-person meetings at this time because of the ongoing pandemic. Although RSA 91-A allows virtual participation (and voting) a quorum is still required to be physically present.

Make a motion to table Steve Diamond's application for appointment to the Planning Board for future consideration when a full member seat becomes available.

B. Zoning Board of Adjustment

i. George Bailey – Zoning Board of Adjustment – **Vote**

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 was presented for discussion at the March 14, 2022 meeting.

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

ii. Gary Imbrie – Zoning Board of Adjustment Alternate – Discussion

1. See attached, [20220315 ZoningApp Imbrie](#)
2. Mr. Imbrie has attended multiple recent Zoning Board meetings and is interested in being appointed. 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 April 11, 2022 meeting.

C. Recreation Commission

i. Dale Sylvia – Recreation Commission – **Vote**

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.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 14, 2022 meeting.

Make a motion to appoint Dale Sylvia as a full member of the Recreation Commission with a term expiring in March of 2025.

ii. David Johnson – Recreation Commission – **Vote**

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.



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3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 14, 2022 meeting.

Make a motion to appoint David Johnson as a full member of the Recreation Commission with a term expiring in March of 2025.

D. Library Trustees

i. Susan Gaudiello – Library Trustee – Discussion

1. See attached, [20220308 LibraryApp Gaudiello](#)
2. Mrs. Gaudiello has previously served as a full member of the Library Trustees and Select Board. There is one full member vacancy on the Library Trustees created by a recent resignation. Pursuant to [RSA 669:75](#) the Select Board appoints members to fill vacancies. 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 April 11, 2022 meeting.

ii. Sam Ronda – Library Trustee Alternate – Discussion

1. See attached, [20220314 LibraryAltApp Ronda](#)
2. Mr. Ronda is currently serving as a Library Trustee Alternate and wishes to continue. 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 April 11, 2022 meeting.

iii. Melanie Haley – Library Trustee Alternate – Discussion

1. See attached, [20220316 LibraryAltApp Haley](#)
2. Mrs. Haley has attended recent Library Trustee meetings and had conversations with the Chair. She is interested in being appointed as an alternate member of the Trustees. 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 April 11, 2022 meeting.

E. Conservation Commission

i. Ken Grossman – Conservation Commission – Discussion

1. See attached, [20220322 ConservationApp Grossman](#)
2. Mr. Grossman is currently the Chair of the Conservation Commission. He is interested in reappointment as a full member. 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 April 11, 2022 meeting.

ii. Scott Heron – Conservation Commission Alternate – Discussion

1. See attached, [20220316 ConservationApp Heron](#)
2. Mr. Heron has attended recent Conservation Commission meetings and has had conversations with the Chair. He is interested in being appointed as an alternate member. An alternate appointment with a term expiring in 2023 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 April 11, 2022 meeting.

iii. Jenny Stuart– Conservation Commission – Discussion

1. See attached, [20220324 ConservationApp Stuart](#)
2. Mrs. Stuart is currently an alternate member of the Conservation Commission. She is interested in being reappointed as a full member. 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 April 11, 2022 meeting.

F. Lamprey River Local Advisory Committee

i. John Wallace – Lamprey River Local Advisory Committee – Discussion

1. See attached, [20220315 DESLACLampreyApp Wallace](#)
2. Mr. Wallace currently serves on the Lamprey River Local Advisory Committee and is interested in reappointment. The Select Board nominates members for appointment pursuant to [RSA 483:8-a](#).
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the April 11, 2022 meeting.

8. Staff Report

A. Administrator MacIver

i. March Work Anniversaries

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. After consultation with Select Board Members, the Chair has made the following appointments:
 1. Planning Board Ex-Officio
 - a. Joyce Cappiello
 - b. Rob Gibson, Alternate
 2. Library Trustees Liaison
 - a. George Bailey
 3. Conservation Commission Liaison
 - a. Rob Gibson



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4. Recreation Commission Liaison
 - a. Jim Saccoccia
5. School Board Liaison
 - a. Dannen Mannschreck
6. Advisory Budget Committee Liaison
 - a. Dannen Mannschreck
7. Zoning Board of Adjustment
 - a. George Bailey
8. Town Lands Committee
 - a. Rob Gibson
9. Transfer Station and Recycling Center Review Committee
 - a. Dannen Mannschreck

B. Appointments for Terms Expiring in 2022 – Discussion

- i. The Select Board is approaching the conclusion of regular appointments and reappointments for 2022. Attached below is a full list of appointees, applications, and vacancies.
- ii. See attached, [Appointments 20220328](#)
- iii. On behalf of the Town, I would like to extend my appreciation for the care and dedication of Barrington's many citizen volunteers.
- iv. The Select Board is asked to review the attached list and request any additional information necessary to consider the appointments between now and the April 11th meeting.

10. New Business

A. Tricentennial License Plates on Town Vehicles – **Vote**

- i. The Tricentennial Committee worked with the New Hampshire Department of Motor Vehicles to receive authorization for Barrington residents to replace their front license plate with a tricentennial commemorative plate during 2022. In recent conversations with Department Heads, we would like to install the commemorative license plates on all Town vehicles. This would include the Police, Fire, Highway, and Building Departments.
- ii. The cost would be \$600 and with support of the Tricentennial Committee, we are proposing to use funds available in the Tricentennial Expendable Trust Fund.

Make a motion to authorize the placement of tricentennial commemorative license plates on the front of Town vehicles and authorize \$600 from the Tricentennial Expendable Trust Fund to purchase the license plates.

B. MMANH Fellowship Application – Discussion

- i. The Municipal Managers Association of New Hampshire sponsors subsidized fellowships for current university students to gain experience in municipal government.
- ii. See attached, [MMANH Fellowship-Municipal App Package 2022](#)
- iii. The fellowship is scheduled for approximately 400 hours over a five-month period. The total cost is \$8,000 and if awarded, the cost would be split 50-50 between MMANH and the Town of Barrington. If the Select Board were interested in proceeding with an application, I would propose utilizing funds available in the Incident Fund to cover the cost.



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- iv. One goal of the fellowship is to expose students to a wide variety of municipal government activities. We have many ongoing and upcoming projects which would accomplish this goal. Additionally, they ask for one larger project of focus. I would suggest one of the following:
 1. Update of Personnel Policies and Procedures Manual
 - a. Last updated in 2014. Work with small committee of employees, supervisors, and Select Board member(s). Work with the Town's labor attorney. Integrate changes to benefit structures/policies made since 2014. Integrate updated language from adjusted federal or state requirements. Research and recommend additional policy changes to the Select Board. Provide educational sessions with employees to address questions regarding the updated manual. Present updated manual to the Select Board for adoption.
 2. Develop and Implement Policies and Procedures for Electronic Records
 - a. Department-specific and general policies/procedures. Guided by NH's record retention laws within RSA 91-a. Work with Barrington's Managed Services Provider and Technology Committee to determine location and organization of electronic records. Recommend equipment purchases to support electronic records (PDF-A scanners, for example). Generate universal policies and procedures to be followed by all departments. Work with each department to develop specific policies and procedures for their records.
 3. Primex PRIME – Insurance Best Practices/Discount Program
 - a. Primex offers a PRIME discount program which prescribes best practices relative to our property and liability insurance. The program is very prescriptive and details what steps need to be taken to apply and be accepted into the PRIME program.
- v. I believe this would be a good opportunity for Barrington and would like to make an application. The application deadline is April 15, 2022. If the Select Board supports proceeding, I can bring the draft application to the Select Board at the April 11, 2022 meeting for approval.

11. Select Board Member Reports and Concerns

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

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

- A. Personnel

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



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14. Adjournment

A. Upcoming Meetings

April 11, 2022 • April 25, 2022 • May 9, 2022 • May 23, 2022 • June 14, 2022

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/TA20220328. 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.