



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

February 13, 2023 Select Board Meeting

The Select Board plans to meet from 6:00-6:30pm in non-public session.

The regularly scheduled meeting will begin at 6:30pm

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 13, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the February 13, 2023 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. State Representative – Michael Harrington – 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. School Board Liaison Report
 - i. The School Board liaisons are Dave Gibson (Chair) and Carrie Neill (Vice-Chair). Each meeting, the liaisons will be invited to discuss topics of their choice with the Select Board.
 - C. Library Trustee Chair, Susan Gaudiello – Library Project Survey Results Presentation
 - i. The Library Trustees recently conducted a survey of residents to inform their decision-making regarding a new Library project. The Library Trustee Chair will present the results to the Select Board and community.
 - ii. Additionally, the Library Trustees have scheduled a listening session to be held at the Early Childhood Learning Center on Saturday, March 25, 2023 from 9:00am to 11:30am. All residents are encouraged to attend and provide input on the redesign of a library proposal.
 - iii. See attached, [2023 BPLCommunitySurvPresent-rlb-syg2](#)
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the February 13, 2023 consent agenda (A-G) as presented.
 - A. [Meeting Minutes January 23, 2023](#)
Make a motion to approve the January 23, 2023 minutes [as amended].



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B. [Meeting Minutes February 4, 2023](#)

Make a motion to approve the February 4, 2023 minutes [as amended].

C. Previously Submitted/Signed Requests for Signature

D. New Requests for Signature

E. Firefighter's Association Pancake Breakfast – March 18/19, 2023

- i. The Firefighter's Association is planning the annual Pancake Breakfast fundraiser. Traditionally, the Select Board has supported the Firefighter's Association using the Public Safety Building for this event.

Make a motion to allow the Firefighter's Association to use the Public Safety Building to host the Pancake Breakfast on March 18/19, 2023.

F. Town Hall Energy Efficiency Rebate - \$5,839.57

- i. The Town received an energy efficiency rebate in the amount of \$5,839.57 from the construction of the new Town Hall.
- ii. The Select Board is authorized to accept and expend grant funds pursuant to RSA 31:95-b.
- iii. See attached, [Town of Barrington Town Hall - Barrington - NC Letter of Approval_signed 20221127](#)

Make a motion to accept and expend the Town Hall Energy Efficiency Rebate of \$5,839.57.

G. Cookie Booths at the Transfer Station - Girl Scouts Green & White Mountains Service Unit 216

- i. Girl Scout cookie booth sales begin February 9, 2023, and end March 20, 2023. The Service Unit has requested permission to hold booth sales at the Transfer Station on select Saturdays in that timeframe. Erin Paradis, Transfer Station Administrator, would work with the Service Unit to place the booth(s) in an appropriate location and to select dates.
- ii. See attached, [20230131_GS-CookieBoothRequest](#)
- iii. See attached, [2023 COI Girl Scouts of the Green White Mountains](#)

Make a motion to allow Girl Scout cookie booths to be held at the Transfer Station on select Saturdays between until March 20, 2023.

7. Appointments

8. Staff Report

A. Administrator MacIver

- i. February Work Anniversaries
 1. Tyler Currier • Police Sergeant • 4 Years
 2. Daniel Brooks • Deputy Police Chief • 3 Years
 3. James Jennison • Deputy Building Inspector • 1 Year

ii. 2023 Deliberative Session Review and Ballot Session Information

1. The Town conducted the Deliberative Session on Saturday, February 4, 2023. The event was recorded and is available on the Town's YouTube channel at: <https://youtu.be/yfp8gXD4WXQ>. We have received many compliments and words



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of appreciation for the organization of the meeting and quality of the digital and audio recording. A special 'thank you' to all that contributed to the session.

2. Articles 27-31 were amended during Deliberative Session.
3. Complete information regarding the 2023 Warrant to be voted on at the Ballot Session on March 14, 2023 is available at: www.barrington.nh.gov/2023warrant. Additional information is also available at:
 - a. www.barrington.nh.gov/2023VoterGuide
 - b. www.barrington.nh.gov/2023budget
 - c. www.barrington.nh.gov/tif
 - d. www.barrington.nh.gov/2022PoliceNegotiations
 - e. www.barrington.nh.gov/fiber
 - f. www.barrington.nh.gov/2023noiseupdate
 - g. [Absentee Ballot Request](#)
4. See attached, [2023 Town Meeting Voter Guide](#)
5. 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.
6. There will be a Candidate Forum hosted by Ron St. Jean and Jack Gale. The forum will be held on Thursday, February 16th from 6:30pm to 8:30pm at the Town Hall meeting room. The session will also be available for virtual participation by visiting www.barrington.nh.gov/2023CandidateForum. Select Board candidates will be from 6:30pm to 7:40pm and Library Trustee candidates will be from 7:45pm to 8:30pm.

iii. Appointments for Terms Expiring in 2023

1. Select Board appointments expire on March 31st each year. Appointment terms are staggered to preserve institutional knowledge on each board and committee.
2. Each year by the last Select Board meeting in March, the Select Board is asked to consider appointments and reappointments for terms expiring.
3. The Select Board will review appointments and reappointments starting on February 27, 2023 and will plan to make final appointments on March 6, 2023.
4. On behalf of the Town, I would like to extend my appreciation for the care and dedication of Barrington's many citizen volunteers.

B. Municipal Office Administrator Caudle

9. Old Business

A. Public Safety Building Generator – **Vote**

- i. On August 23, 2021, the Select Board voted to authorize the use of ARPA grant funds to purchase and install an automatic start whole building generator for the Public Safety Building. This generator would replace the existing generator which is beyond end of useful life causing significant issues regarding parts and service. The Select Board asked that specifications for the new generator be compiled by an Electrical Engineer.

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- ii. During 2022, the Police and Fire Chiefs began evaluating a renovation and/or expansion to the existing Public Safety Building. The Select Board authorized a feasibility study to be performed by CMA Engineers. The result of that feasibility study was that a renovation/addition was the best option to address the space needs of the two departments.
- iii. Based on that information, on August 8, 2022, the Select Board voted to commission a study to be performed by CSI Engineering in order to calculate the specifications for a generator at the Public Safety Building. This study evaluated the proposed renovation/addition as well.
- iv. See attached, [2022-110 Barrington Police & Fire Electrical Service & Generator \(09-16-22\)](#)
- v. Generator Connection, Inc. was competitively selected by Careno Construction to supply, install, and maintain the automatic start generator at the new Town Hall. The Select Board has previously recognized the value of identifying preferred contractors for specific trades in order to consolidate the support and maintenance agreements. Generator Connection provided the following proposal to provide, install, and maintain an automatic start generator at the Public Safety Building consistent with the engineered specifications.
- vi. See attached, [The Generator Connection Inc Public Safety Building Generator Proposal](#)
Make a motion to award the Public Safety Building generator scope to The Generator Connection Inc. waiving the Purchasing Policy because they were competitively selected during the construction of the new Town Hall, utilizing \$66,800 from the Town's ARPA funds.

10. New Business

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.

14. Adjournment

- A. Upcoming Meetings

- i. February 27, 2023 • March 6, 2023 • March 20, 2023 • April 10, 2023 • April 24, 2023

- B. Upcoming Events

- i. March 14, 2022 (Tuesday) – Ballot Session – Barrington Middle School



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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**
 - New Town Hall Meeting Room
 - 4 Signature Drive, Barrington, NH 03825
- **Remote Meeting Participation**
 - Video: barrington.nh.gov/sbmeeting
 - Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 193 013 548#

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/TA20230213. 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.