



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

Monday, November 15, 2021

The Select Board meeting for Monday, November 15, 2021 began at 6:31pm. The meeting was held at the Early Childhood Learning Center (ECLC), 77 Ramsdell Lane, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Chairperson Knapp, Vice-Chair Saccoccia, Selectperson Ayer, Selectperson Bailey, Town Administrator (TA) MacIver, Advisory Budget Committee (ABC) Chair Steve Saunders, and Municipal Office Administrator (MOA) Caudle was in attendance remotely.

**6:31pm.** The meeting was called to order by Chairperson Knapp, who also requested all silence their cell phones.

### **ROLL CALL ATTENDANCE**

**6:31pm.** Select Board attendance was taken via Roll Call: Ayer-Present, Mannschreck – Not Present, Bailey – Present, Saccoccia – Present, Knapp – Present.

### **PLEDGE OF ALLEGIANCE**

**6:31pm.** Chairperson Knapp led the Pledge of Allegiance.

### **AGENDA REVIEW AND APPROVAL**

**6:32pm.** Chairperson Knapp shared TA MacIver had requested the discussion and vote for the Poll Pads be moved to immediately follow.

Motion to approve the November 15, 2021 Agenda by Selectperson Bailey, seconded by Selectperson Saccoccia. Roll call vote: Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

### **PUBLIC COMMENT**

*Public Comment is limited to three minutes per person, and 15 minutes total.*

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

**Joyce Capiello** – Library Trustee – Shared the Library is hosting an event with Jason Viola on November 16<sup>th</sup> about the creation of graphic novels. The shed is scheduled to be delivered by the end of the week, which may cause a disruption in access to the library. The library will be available for community use once the room is cleared and items added to the shed. The library is collaborating with the Early Childhood Learning Center, Recreation Department, School Foundation, and PTO to create a drive-through polar express on Saturday December 5<sup>th</sup> from 12-2.

**6:35pm.** There were no additional public comments. Public Comment closed.

### **PUBLIC HEARINGS**

There were no public hearings.

**CONSENT AGENDA**

**6:36pm.** Selectperson Mannschreck joined the meeting.

Motion to accept the Monday, November 15, 2021 Consent Agenda (A-D) as presented by Selectperson Knapp, seconded by Vice-Chair Saccoccia. Roll call vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed by unanimous consent.***

A. **Meeting Minutes November 1, 2021**

*Motion to approve the November 1, 2021 minutes – **Passed on the consent agenda.***

B. Previously Submitted/Signed Requests for Signature

- i. Minutes for October 25, 2021
- ii. Oath of Office for Police Officer Cameron Berry
- iii. Application for Driveway Permit for a realignment of Bumford Road at Route 125
- iv. PR Manifest 2021-145
- v. PR Manifest 2021-145B
- vi. AP Manifest 2021-246

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

C. New Requests for Signature

- i. Oath of Office for Library Trustee Alternate Sam Ronda

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

D. Signature Drive Access Agreement

*Motion to authorize the Town Administrator to sign the Signature Drive Access Agreement to allow access over the future Signature Drive during construction of the new Town Hall – **Passed on the consent agenda.***

**APPOINTMENTS****2022 Budget Presentation – Tax**

**6:36pm.** Linda Markiewicz, Tax Collector, shared the only significant changes to the budget for 2022 are the purchase of a new notary stamp as hers will expire, and furniture for the new building as the desks currently in use do not belong to the Town.

TA MacIver answered questions posed by the ABC, explaining the warrant articles that were approved in 2019 were for the designing and constructing the Town Hall and did not include furniture, only engineering and building. To prepare, Department Heads have allocated funds in their budgets for the purchase of necessary furniture. Additionally, if the Town borrows the funds for the building of the Town Hall, \$25,000 in interest will be due in 2022 and will be budgeted, as well as rent payments for the time the Town remains in the building.

Selectperson Bailey asked for additional information about the equipment line. Linda confirmed that is for the desks.

**2022 Budget Presentation – Town Clerk/Election**

**6:41pm.** Kimberly Kerekes, Town Clerk, and Town Moderator Ron St. Jean spoke to the budget for the Town Clerk and Election. There were no notable items in the Town Clerk budget.

The Election budget will be increased by approximately 9%, due to three elections plus deliberative session being held in 2022.

Selectperson Mannschreck asked if there will be a remote component to Deliberative Session. TA MacIver explained the challenges of allowing participation virtually, including verifying identities and voter status. Last year at the School Board Deliberative session, there was public participation virtually but not voting.

## OLD BUSINESS

### Electronic Poll Pads

**6:50pm.** TA MacIver and Town Clerk Kerekes recently visited Rochester during their election to view the Poll Pads in action. They continue to be in support of use of the Poll Pads, but would like to purchase outright, not lease the pads. As a result, part-time wages will be reduced from \$22,000 to \$16,000.

Selectperson Ayer questioned the longevity of the poll pads. Currently the pads are recommended for replacement every six years, but the cost for the hardware is reduced; the software is the primary cost.

Chairperson Knapp asked if the program can be built by the Town. Town Clerk Kerekes explained the streamlined process, and that this is the product the State is moving towards. This may be required by the next Presidential election, Town Clerk Kerekes would like for all to become comfortable with the pads prior to a Presidential election. Moderator St. Jean spoke to the benefits of the Poll Pads, the difficulty in obtaining volunteers and workers and how this might improve the workforce.

Motion to take the necessary steps to implement electronic poll books for Barrington elections and purchase the equipment from LHS Associates for \$9,375 using funds available in the 2021 Operating Budget Incident Fund by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll call vote: Ayer – Aye, Mannschreck – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

## STAFF REPORTS

### TA MacIver – Town Hall Building Fees

**7:04pm.** Careno Construction, the contractor for the new Town Hall, is planning to begin site work as soon as the end of this week. TA MacIver requested the Town waive fees associated with the permitting process for the building.

Motion to waive fees for the Town Hall building permit by Chairperson Knapp, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Mannschreck – Aye, Bailey – Aye, Saccoccia – Abstain, Knapp – Aye ***The motion passed.***

### TA MacIver - Fire Association Stuff-A-Truck

**7:05pm.** On behalf of the Fire Association, Chief Walker requested permission to use the Public Safety parking lot for their annual Stuff-A-Truck, either November 27<sup>th</sup> or December 4<sup>th</sup>. ***The Select Board agreed by consensus to approve the request.***

### TA MacIver – Gerrior Drive RFQ

**7:06pm.** TA MacIver requested permission to advertise the RFQ prior to the next meeting despite it not being finalized. Consideration will be made for over 55 housing as was supported by the Select Board previously. The Select Board would then be able to review the responses and approve. January 3<sup>rd</sup> is the final opportunity to make a decision on a warrant article, so advertising the RFQ now will allow that timeline. The Select Board agreed by consensus to allow the advertisement of the RFQ and to make a decision regarding a proposal on January 3<sup>rd</sup>.

TA MacIver noted MOA Caudle was previously excused from the meeting.

**NEW BUSINESS****Winter Contractor Fuel Allowance**

**7:14pm.** With fuel prices increasing, winter contractors have raised concerns about the rate for contractors in Barrington. Fuel prices have increased approximately \$1 over this time last year and are expected to continue to rise. Road Agent Marc Moreau proposed the Town adopt New Hampshire Department of Transportation's (NH DOT) fuel allowance, which adds the difference of the fuel price at the time of a storm by a gallons-used-per-hour factor (4.25 for six-wheeled or 2.5 for one-tons) with the additional funds added to their pay. AAA would be used as the source for prices.

Motion to establish a fuel allowance program for outside winter contractors assuming 4.25 gallons per hour for six-wheeled trucks and 2.5 gallons per hour for one-ton trucks with a base fuel rate of \$2.50 per gallon by Selectperson Bailey, seconded by Vice-Chair Saccoccia. Roll call vote: Ayer – Aye, Mannschreck – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye ***The motion passed.***

**Public Safety Building Roof Replacement Discussion**

**7:18pm.** The Public Safety Building roof is 25 years old and needs to be replaced. The School recently bid out for roof work and is working with Melanson and Son. Jim Towle, Facilities Manager, spoke with Melanson and Son and learned they have availability to complete the necessary work at the Public Safety Building. \$25,000 are available in budget, and \$45,000 available in surplus funds. If the Select Board approves, the work could be paid for in the 2021 budget to avoid paying in 2022.

The Select Board raised concerns regarding the lack of a bidding process. TA MacIver explained that the Town is able to use Melanson and Son in this case due to having been competitively bid by the School District, and there is a well-defined scope.

The Select Board agreed by consensus to bid out for the project.

**2022 Property Tax Rate**

**7:25pm.** TA MacIver reviewed and explained the [2021 Tax Rate Setting Document](#) including the Unassigned Fund Balance calculation. He reminded all that tax bills will be sent out this week and will be due December 16<sup>th</sup>. Tax bills for Barrington and many other Towns in NH can be viewed online at [www.nhtaxkiosk.com](http://www.nhtaxkiosk.com) and the Tax Bill Insert can be viewed online at [www.barrington.nh.gov/Nov2021TaxInsert](http://www.barrington.nh.gov/Nov2021TaxInsert). Historical tax rates and other information for Barrington and all NH municipalities are available on the Department of Revenue Administration's website: <https://www.revenue.nh.gov/mun-prop/municipal/property-tax-rates.htm>.

**SELECT PERSON REPORTS AND CONCERNS**

**7:33pm.**

**Selectperson Ayer** – Town Lands has not met. The Conservation Commission discussed bylaws and the Memorandum of Understanding, and are making sure they are complying with all necessary rules.

**Selectperson Mannschreck** – Transfer Station and Recycling Center Review Committee did not meet, the ABC will not meet this week, but information from the previous meeting is available in the minutes. The School Board has a scheduled meeting tomorrow.

**Selectperson Bailey** – Will attend a Library meeting tomorrow, and a Zoning Board of Adjustment meeting on Wednesday.

**Vice-Chair Saccoccia** – Basketball is starting up at the Recreation Department, and the shade structures are being installed.

**Chairperson Knapp** – Was unable to attend the Technology meeting. The Planning Board will be meeting on Tuesday.

TA MacIver shared tomorrow the Planning Board will finalize the zoning changes they'll present to voters as well as set a public hearing date. He does not expect the changes to be controversial, they're issues that have come up during application processes. Wording cannot be changed at Deliberative Session.

#### PUBLIC COMMENT

**7:36pm.** Public Comment opened.

**7:36pm.** There were no public comments. Public Comment closed.

#### NON-PUBLIC SESSION

**7:37pm.** Motion to enter non-public session pursuant to [RSA 91-A:3, II](#) for reasons of personnel and reputation by Chairperson Knapp, seconded by Selectperson Ayer. Roll call vote: Ayer – Aye, Mannschreck – Aye, Bailey – Aye, Saccoccia – Abstain, Knapp – Aye ***The motion passed.***

Present in Nonpublic session were Chairperson Knapp, Vice-Chair Saccoccia, Selectperson Bailey, Selectperson Ayer, Selectperson Mannschreck and TA MacIver.

#### The Melanson Company

**7:38pm.** Chair Knapp shared his professional experience with The Melanson Company and expressed his satisfaction with the outcome during public session.

No motions were made.

#### Amy Doherty – Earned Time Buyout Exception

**7:43pm.** TA MacIver explained how the Finance Administrator, Amy Doherty, has performed above and beyond her essential position functions and has covered for the Human Resources Administrator and Finance Officer through much of 2021. As a result, she has used very little of her accumulated earned time. In recognition of her extra effort TA MacIver asked the Select Board to authorize a one-time exception of the earned time buyout policy to allow Amy Doherty to buyout 60% of her earned time this year.

Motion to authorize a one-time exception to the earned time buyout policy to allow Amy Doherty to buyout 60% of her earned time this year by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll call vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Barrington, NH Select Board Minutes  
November 15, 2021

Page 6

**Exit Non-Public Session**

**7:49pm.** Motion to exit non-public session by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll call vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

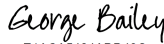
**RETURN TO PUBLIC SESSION AND ADJOURNMENT**

**7:50pm.** The Select Board returned from non-public session and announced they discussed a personnel issue that they will be taking action on to productively move forward.

**7:51pm.** Motion to adjourn the November 15, 2021 Select Board meeting by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. Ayer – Aye, Mannschreck – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Links to all reviewed documents can be found in the [November 15, 2021 Town Administrator's Report](#).

DocuSigned by:  
  
C21B9AB96A2A4C0...  
Chairperson A. Knapp

DocuSigned by:  
  
E1AC3824ADD49C...  
Selectperson G. Bailey

Vice-Chairperson J. Saccoccia

Selectperson D. Ayer

DocuSigned by:  
  
1864EECD61D944D...  
Selectperson D. Mannschreck

November 29, 2021  
Date Minutes Were Approved