



BARRINGTON, NH SELECT BOARD MINUTES

MONDAY, May 11th, 2020

The Select Board meeting for Monday, May 11th, 2020 began at 6:30 p.m. The meeting was held by remote participation via a Microsoft Teams Meeting due to the COVID-19 pandemic, in accordance with [Emergency Order #12](#), pursuant to [Executive Order 2020-04](#). In attendance were Chairperson Hardekopf, Selectperson Knapp, Selectperson Bailey, Selectperson Saccoccia, Selectperson Ayer, Town Administrator MacIver, and Municipal Office Administrator Caudle.

The meeting was called to order by Chairperson Hardekopf.

RSA 91-A EMERGENCY PROVISIONS/SELECT BOARD CHAIR EMERGENCY DETERMINATION

6:30pm. Chairperson Hardekopf read the emergency provisions of the State of Emergency and explained how this meeting is accessible as well as how to access future meetings.

ROLL-CALL ATTENDANCE AND PLEDGE OF ALLEGIANCE

6:33pm. Select Board Attendance was taken via Roll Call: Ayer – Present, Bailey – Present, Knapp – Present, Saccoccia – Present, Hardekopf – Present. Each Select Board member shared their location and stated that at present, they were alone in their respective locations. Chairperson Hardekopf led the pledge of allegiance.

PUBLIC HEARINGS

Class VI Road Building Permit – 90 Flower Drive Map 112, Lot 23

6:34pm. John Huckins, Building Inspector, confirmed that the lots, previously two lots, had been voluntarily merged into one lot of record. Of note: the interactive maps on the Town website are not necessarily up to date, as they are updated in batches.

The following requirements were suggested:

- a. Ensure the septic system does not adversely affect site lines
- b. Any damage caused by construction traffic be repaired at the owner's expense

Selectperson Ayer disclosed his company performed test drilling for the site. The Select Board agreed by consensus that Selectperson Ayer did not need to recuse himself from the vote.

There were no public comments.

Motion to issue the building permit with the conditions set forth by Selectperson Knapp, seconded by Selectperson Bailey. Roll call vote: Ayer- Aye, Bailey – Aye, Knapp – Aye, Saccoccia – Aye, Hardekopf – Aye. *The motion passed.*

Acceptance of Coronavirus Aid, Relief and Economic Security Act (CARES) Municipal Aid

6:38pm. The Governor's office for Emergency Relief and Recovery (GOFERR) has allocated \$32 million for payments to municipalities for eligible COVID-19 related expenses. Barrington is eligible for up to \$213,764 in reimbursement.

Motion to allow acceptance and expending of up to \$213,764, pursuant to RSA 21-P:43, for the purposes of emergency management, with funding coming from the CARES Act, subject to terms of the grant agreement and to authorize the Town Administrator to execute related documents by Selectperson Saccoccia, seconded by Selectperson Knapp. Roll call vote: Ayer- Aye, Bailey – Aye, Knapp – Aye, Saccoccia – Aye, Hardekopf – Aye. *The motion passed.*

Acceptance of CARES Act First Responder Stipend Assistance

6:42pm. GOFERR allocated \$25 million for stipends to first responders. All full-time personnel will receive \$300 per week for eight weeks, part time/per-diem/call/volunteer personnel will receive \$150 per week for eight weeks. The Town will be responsible for covering the taxes and benefits, but those expenses are eligible for reimbursement through the CARES Act Municipal Aid. The total amount for Police and Fire/EMS for eight weeks will be \$57,200.

Motion to accept and expend up to \$57,200, pursuant to RSA 21-P:43, for the purposes of emergency management, with funding coming from the CARES Act, subject to terms of the stipend program and to authorize the Town Administrator to execute related documents by Selectperson Ayer, seconded by Selectperson Saccoccia. Roll call vote: Ayer- Aye, Bailey – Aye, Knapp – Aye, Saccoccia – Aye, Hardekopf – Aye. *The motion passed.*

The Board also agreed by consensus to review each similar opportunity as it arises.

APPOINTMENTS**Public Works Week Proclamation**

6:43pm. National Public Works Week is May 17th-23rd, 2020. In conjunction with Public Works Week, the Highway Department is sponsoring a "[Fill a Truck](#)" event to Benefit End 68 Hours of Hunger. Chairperson Hardekopf read a proclamation The Board agreed by consensus to approve 2020 National Public Works Week.

Employment Anniversary – Kimberly Kerekes – Town Clerk

6:43pm. Kimberly Kerekes, Barrington's Town Clerk, has been an employee of Barrington for 20 years, having served as Town Clerk since 2011. Thank you, Kim for your years of service!

PUBLIC COMMENTS

6:49pm. *Public comments are limited to three minutes per person, and a total of 15 minutes.* There were no public comments. *Public comment closed at 6:51pm.*

REVIEW OF MINUTES

6:51pm. Motion to approve the [minutes for the April 27th, 2020](#) Select Board meeting by Selectperson Bailey, seconded by Selectperson Saccoccia. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

STAFF REPORTS**May Work Anniversaries****6:52pm.**

Donald Millette	Firefighter/EMT	22 Years
Kimberly Kerekes	Town Clerk	20 Years
Antonio Maggio	EMS Chief	18 Years
Wendy Rowe	Assistant Library Director	16 Years
John Abbott	Deputy Building Inspector	5 Years
Jeffrey Roub	Firefighter/EMT	5 Years
Charles Kilgour	Transfer Station Attendant	2 Years
Richard Wentworth	Transfer Station Attendant	2 Years
Joseph Spinney	Firefighter/EMT	2 Years
Regina Lytle	Deputy Town Clerk	1 Year

Request for Signatures**6:54pm.** Municipal Office Administrator Caudle requested the Select Board sign the following:

- AP Register 2020-38
- One Abatement Approval
- One Deed with No Covenants, which will need to be signed in person, not via e-signature

Bid Award – 2020 Road Striping

7:57pm. The Town received four responses to the [2020 Road Striping Request for Proposals: Hi-Way Systems, Industrial Traffic Lines, Inc., On-The-Line, Inc., and Sir Lines-A-Lot, LLC](#). The Road Agent recommended awarding the project to Industrial Traffic Lines at \$32,150, the low bid.

Motion to award the 2020 Road Striping to Industrial Traffic Lines for \$32,150 by Chairperson Hardekopf, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Bid Award – 2020 Winter Sand

6:58pm. The Town received six responses to the [2020 Winter Sand Request for Proposals: LCG Limited, Northeast Earth Mechanics, Inc., Plourde Sand & Gravel Co, Inc., R. Pepin & Sons, Inc., Scott Barry Trucking, and William A. Renaud Jr. Trucking, Inc.](#) The Road Agent Recommended awarding the bid to LCG Limited at \$13.45/cubic yard (\$26,900 total) based on price and sample quality.

Selectperson Ayer disclosed his company does business with LCG Limited. The Select Board agreed by consensus that Selectperson Ayer did not need to recuse himself from the vote.

Motion to award the 2020 Winter Sand to LCG Limited for a total of \$26,900 by Selectperson Saccoccia, seconded by Selectperson Knapp. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Bid Award - Six Wheeled Dump Truck

7:03pm. The Town received only one response to this request. The Board was asked to consider extending the bid to June 1st to allow additional vendors to respond.

Motion to extend the bid to June 1st, 2020 by Selectperson Ayer, seconded by Selectperson Knapp. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye.
The motion passed.

Bid Review – Asset Management Grant Engineering Consultant

7:07pm. The Town received four responses to this request: [Dubois & King](#), [Hoyle, Tanner, & Associates](#), [VHB](#), and [Weston & Sampson](#). Staff will review the responses and prepare a recommendation for the June 8th Select Board meeting.

Recreation Facility Projects Update

7:08pm. After reviewing the Select Board’s feedback, the Recreation Department is providing some small updates. First, the Fire Marshall’s Office has been unable to provide a final determination regarding the need for a two-hour fire separation. The current location of the Food Pantry is the most appropriate location as moving to the Highway Garage or another location in Town is not currently feasible. The Recreation Department intends to move forward with the addition.

Goodwill Conservation Easement – Baseline Report Finalization

7:10pm. The Select Board reviewed an Interim Baseline Report for the Goodwill Conservation Easement at a previous meeting, and delayed approval until full photo documentation was made available.

Motion to approve the completed [Baseline Documentation Report](#) and authorize the Town Administrator to execute all necessary documents by Chairperson Hardekopf, seconded by Selectperson Ayer. Roll call vote: Ayer – Aye, Bailey – No, Knapp -No, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Department of Health and Human Services (DHHS) Stimulus Funds Update

7:15pm. The Fire Chief is evaluating the opportunity to use the DHHS stimulus funds to purchase a wand that would be used to sterilize equipment.

The Select Board requested an update on the costs associated with maintaining the wand, and Chief Walker explained the Town does not need to spend the funds immediately, and the Town can return the funds if it is in the Town’s best interest to do so.

Town of Barrington Services – COVID-19

7:22pm. There are no additional updates. Each Town Department has committed to continuing to provide services during the COVID-19 pandemic, while making necessary adjustments to minimize public contact. Information regarding updates to services can be found at the [Town’s](#)

[COVID-19 Information Page](#). The New Hampshire State Emergency Operations Center is providing all businesses with free masks if requested through maskrequest@dos.nh.gov.

Highway Department Summer Schedule

7:26pm. Road Agent Marc Moreau has requested the Select Board authorize a seasonal schedule for the Highway Department for May 18th through September 3rd.

Motion to accept the modified schedule for June, July, and August by Selectperson Ayer, seconded by Chairperson Hardekopf. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

COVID-19 Restaurant Outdoor Seating

7:38pm. Due to the COVID-19 pandemic and with the cooperation of the Fire Chief, Police Chief, and Health Officer/Code and Zoning Enforcement Officer Barrington has created a process for restaurants to obtain permission for outdoor seating starting May 18th.

Motion to authorize the non-enforcement of site review requirements for outdoor seating at restaurants during the State of Emergency pursuant to the stay-at-home order and for the Town Administrator to waive any associated business-continuity permit fees by Selectperson Saccoccia, seconded by Selectperson Ayer. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Property Tax Warrant – First Half Bills

7:51pm. The first half Property Tax Warrant bills have been finalized. Tax bills will be due on July 6th, 2020. With no objection from the Select Board, a letter will be included with all tax bills describing the Town's service modifications during the COVID-19 pandemic.

Transfer Station – Independence Day Schedule

7:54pm. The Fourth of July, an approved Town holiday, falls on a Saturday in 2020. The Select Board was asked to consider closing the Transfer Station on July 4th, and extending the hours on Thursday, July 2nd to 8am to 5pm.

Motion to authorize the Transfer Station to close on July 4th and operate with extended hours on July 2nd by Selectperson Ayer, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Returned Check Policy Amendment – Add Form Letter

8:03pm. After implementing changes made to [the Returned Check Policy](#), the Finance Administrator developed a form letter for notifying individuals of non-sufficient funds checks to be attached to the Returned Check Policy.

Motion to accept the returned check ACH policy by Selectperson Knapp, seconded by Selectperson Bailey. Roll call vote: Ayer – Aye, Bailey – Aye, Knapp -Aye, Saccoccia – Aye, Hardekopf - Aye. ***The motion passed.***

Investment Policy Review

8:05pm. As part of the annual audit, the Town's Investment Policy was reviewed. No changes were recommended.

2019 Financial Audit

8:06pm. The Town is currently undergoing its fifth audit with Vachon Clukay & Company PC. This is the first audit which has been done 100% remotely due to the COVID-19 pandemic, so special thanks to the Finance Department staff for their extra efforts. The Recreation Revolving Fund will be included as a Major Fund as requested by the Select Board.

Chairperson Hardekopf approved Town Administrator MacIver's request that the Board consider two items not on the agenda.

Memorial Day Parade

8:09pm. The Barrington Memorial Day Parade will not be held this year, the American Legion has requested the parade be considered for the 4th of July rather than Memorial Day. Fire Chief Walker and Police Chief Joy are both in support of this change. *The Board agreed by consensus to support the date change for the parade.*

Stars and Stripes for Barrington

8:09pm. The group Stars and Stripes for Barrington displays flags on the telephone poles along Route 9 each year. The Town is required to sign the authorization on behalf of the group. *The Board agreed by consensus to sign the authorization on behalf of the group.*

SELECT PERSONS REPORTS

8:11pm.

Selectperson Ayer did not attend the Conservation Commission meeting.

Selectperson Bailey shared that four cases came before the Zoning Board, three were approved and one continued.

Selectperson Knapp shared that during the Planning Board meeting there was a continuance request for Barrington Shores Campground, and an applicant was in attendance for a welding shop on Colonial Way in addition to the building permit that was voted on earlier this evening. The Town Hall Building Committee met with Careno Construction regarding cost estimates and building specifications.

Selectperson Saccoccia shared the Recreation Department is working with Careno Construction and are discussing the potential need for a firewall.

Chairperson Hardekopf shared the Transfer Station Committee has been working on questions to put forth and has found a volunteer to provide drone footage. The Advisory Budget Committee will not be meeting until later this year.

PUBLIC COMMENT

8:15pm.

Selectperson Bailey thanked the Cemetery Committee for allowing individuals into the cemetery for Mother's Day.

There were no additional public comments. Public comment closed at 8:16pm.

NONPUBLIC

8:18pm. *Motion to enter nonpublic for reasons of Reputation and Legal by Selectperson Knapp, seconded by Selectperson Saccoccia. Roll call vote: Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.***

8:21pm. The meeting resumed with Chairperson Hardekopf, Selectperson Knapp, Selectperson Bailey, Selectperson Saccoccia, Selectperson Ayer, Town Administrator MacIver, and Municipal Office Administrator Caudle in attendance remotely.

Hardship Abatement

8:22pm. Motion to approve a one-time abatement due to hardship in the amount of \$201.15 plus any interest and fees owed by Selectperson Saccoccia, seconded by Selectperson Bailey. *Roll call vote: Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.***

Court Action

8:26pm. Selectperson Ayer notified the Board of a request from the Code Enforcement Officer for previous legal documents, Selectperson Ayer provided the documents.

8:27pm. *Motion to exit nonpublic by Selectperson Saccoccia, seconded by Selectperson Ayer. Roll call vote: Ayer – Aye, Bailey – Aye, Saccoccia – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.***

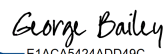
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ADJOURNMENT


8:28pm. Chairperson Hardekopf, Selectperson Knapp, and Selectperson Bailey returned to the Virtual Public Meeting room to reconvene. *Motion to adjourn by Selectperson Bailey, seconded by Chairperson Hardekopf. Roll call vote: Bailey – Aye, Knapp – Aye, Hardekopf - Aye. **The motion passed.***

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Chairperson T. Hardekopf

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Selectperson G. Bailey

Vice-Chairperson A. Knapp

Selectperson D. Ayer

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Selectperson J. Saccoccia

6/8/2020
Date Minutes Were Approved