



BARRINGTON, NH SELECT BOARD MINUTES

Monday, April 26, 2021

The Select Board meeting for Monday, April 26, 2021 began at 6:32pm. 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 Knapp, Vice-Chair Saccoccia, Selectperson Ayer, Selectperson Bailey, Selectperson Mannschreck, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle.

6:32pm. The meeting was called to order by Chairperson Knapp.

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

6:32pm. Chairperson Knapp 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

6:34pm. Select Board attendance was taken via Roll Call: Ayer-Present, Bailey – Present, Mannschreck – Present, Knapp – Present, Saccoccia – Not Present. The Select Board members shared their locations and stated that at present, they were alone in their respective locations with no one influencing their votes.

PLEDGE OF ALLEGIANCE

6:36pm. Chairperson Knapp led the Pledge of Allegiance.

PUBLIC HEARINGS

Issuance of a building permit on Flower Drive, Map 112, Lot 20 - Matthew and Susan Kornguth

6:36pm. Department Heads and the Planning Board have reviewed the request for a building permit and [Private Road Agreement packet](#) and recommended the Select Board support the following requirements:

1. Grade Flower Drive
2. Restore any ditch lines to their functional use which were damaged as a result of construction.
3. Prominently display a street number at the end of the driveway prior to construction.
4. Join the local road association.

6:40pm. Vice-Chair Saccoccia joined the meeting.

Selectperson Bailey raised concerns regarding the lack of a clear plot plan. TA MacIver suggested the Select Board review the requirements for the Class VI Agreement/Building Permit Application process and expand on the requirements at a later time.

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Motion to authorize a building permit on Flower Drive for Matthew and Susan Kornguth Map 112, Lot 20 with the conditions noted by Department Heads and contingent upon final approval by John Huckins that all requirements as set by the Select Board have been satisfied by Chairperson Knapp, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

APPOINTMENTS

Swearing in of New Police Officer – Henry Reznicek

6:52pm. Henry Reznicek officially started work with the Town on April 19th and completed his physical fitness test on April 21st, 2021. He will begin training full-time at the Police Academy on May 3rd, 2021. Henry is a resident of Lee, NH, and was attending night classes towards his Associate's in Criminal Justice, which we expect he will continue after his graduation from the Police Academy.

Selectperson Knapp completed the Oath of Office for Officer Reznicek.

Welcome to Barrington, Officer Reznicek!

Municipal Clerks' Week Proclamation

6:56pm. Chairperson Knapp read the [proclamation](#) declaring May 2-8, 2021 as Municipal Clerks' Week.

PUBLIC COMMENTS

Public Comments are limited to three minutes per person, and 15 minutes total.

6:58pm. Public Comments opened.

Police Chief Joy thanked Chairperson Knapp and Turbocam for their assistance with the removal of a safe from the evidence room of the Police Department recently.

6:59pm. Public Comments closed.

Municipal Clerks' Week Proclamation - Vote

7:00pm. Motion to proclaim May 2-8, 2021 "[Municipal Clerks' Week](#)" by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

REVIEW OF MINUTES

7:00pm. Corrections to the minutes include the removal of a paragraph from the top of page 7 which referenced the previous meeting, the removal of an extra "by" in a motion, as well as corrections in individual titles for consistency.

Motion to approve the [meeting minutes for Monday, April 12, 2021](#) with the noted corrections by Selectperson Bailey, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

STAFF REPORTS

Requests for Signature

7:02pm. Municipal Office Administrator Caudle presented for signature:

- Meeting minutes for Select Board meeting of Monday, April 12, 2021
- Municipal Clerks' Week proclamation for May 2-8, 2021

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- A Private Road Agreement which will be sent to Chairperson Knapp for the Flower Drive building permit

Previously submitted:

- One oath of office
- One abatement denial

OLD BUSINESS

2021 Striping Bid Award

7:03pm. The Town advertised a Request for Proposals for 2021 Road Striping on March 17th, 2021, which were due Monday, April 26th, 2021. Four proposals were received, from: Industrial Traffic Lines (\$34,404.00), K5 Corporation (\$39,492.00), Markings, Inc. (\$49,262.50), and On-The-Line, Inc. (\$67,657.00).

Motion to award the bid to Industrial Traffic Lines, Inc. for \$34,404.00 by Selectperson Ayer, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Community Development Block Grant Administration Award

7:05pm. The Select Board previously voted to pursue Community Development Block Grant (CDBG) funds on behalf of the Barrington Oaks Cooperative, a 49-unit community of low to moderate income homeowners who are currently experiencing issues with the septic on the property. Only municipalities may apply for the funds, with all costs and liabilities falling on the sub-granted organization. Barrington Oaks Cooperative asked the Town to pursue a CDBG on their behalf. On April 8th, 2021 the Town advertised the 2021 CDBG Administration RFP, which were due by April 21st. The Town received one response, from Donna Lane.

Motion to select Donna Lane as the CDBG Administrator for Barrington Oaks Cooperative and to authorize the Town Administrator to execute documents by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Community Development Block Grant Environmental Engineer Award

7:08pm. On April 8th, 2021 the Town advertised the 2021 CDBG Environmental Engineer RFQ, which were due by April 21st. The Town received three responses, from BETA Group, Dubois & King, and SRW Environmental Consulting. Staff has reviewed and researched the three firms and utilized the CDBG Environmental Engineering Selection Form to prepare a recommendation. SRW ranked highest upon completion of the form.

Motion to select SRW as the CDBG Environmental Engineer for Barrington Oaks Cooperative and to authorize the Town Administrator to execute documents by Chairperson Knapp, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Ratify October 19, 2020 Expenditure Decision

7:11pm. The Select Board voted to expend up to \$10,000 on engineering and the FEMA Hazard Mitigation Application for the Lakeside Oaks culvert project. The motion did not include the intended funding source, which is the Bridge and Culvert Capital Reserve.

Motion to ratify the expenditure of up to \$10,000 from the Bridge and Culvert Capital Reserve for the engineering and FEMA application on Lakeside Oaks Drive by Selectperson Mannschreck, seconded by Selectperson Bailey. Roll Call Vote: Ayer – No, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Roadside Clean-up

7:16pm. The third annual roadside cleanup was held on April 24th, 2021. Transfer Station & Recycling Center Administrator Erin Paradis shared that about 150 volunteers showed up to collect hundreds of bags of trash from Barrington's roadsides. Also collected were: seven car tires, one truck tire, two televisions, one outboard motor, one computer tower, political signs, miscellaneous metal objects, and countless coffee cups, cans, and bottles. Please do not throw litter out of your vehicle, keep a bag in your car for disposal. Thank you to the organizers and volunteers for being a part of the SOLUTION, not the POLLUTION!

NEW BUSINESS**First Quarter Financial Analysis**

7:20pm. The Town operates on a calendar year budget, with March 31st representing the close of the first quarter. TA MacIver presented the 2021 First Quarter Financial Analysis and supporting data including the 2020 Expenditures, 2020 Revenue, 2021 Expenditures, and 2021 Revenue. Additionally, he discussed the decrease in tax delinquency when compared to previous years. Barrington is in a strong financial position from a revenue, expenditure, and tax delinquency standpoint.

Adding a Working Foreman Position in the Highway Department

7:26pm. The Town has long considered the addition of a Working Foreman to the Highway Department, with the Select Board concluding the new Road Agent should ultimately make the staffing decision. After approximately a year and a half in the position, Road Agent Marc Moreau has concluded the Town will benefit from the addition of the position. A draft Job Description has been developed, and the Select Board was asked to consider approving the position as of June 1st, 2021. The budget impact for 2021 will be \$36,000-\$50,000, with a future annual cost being \$62,500-\$85,000 depending on health insurance elections.

Selectperson Ayer disclosed he may apply for the position.

Vice-Chair Saccoccia requested the flagger certification be changed to "desired," and engineering experience be emphasized.

Motion to authorize the creation of a Working Foreman position with noted changes as discussed by Vice-Chair Saccoccia, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Abstain, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Recreation Semi-Permanent Storage Shed

7:37pm. The Recreation Department would like to replace the blue shipping container with a semi-permanent prefabricated 12'x20' shed costing \$8,374, to be funded through the Recreation Revolving Fund. The Town is exempt from site review requirements, but for larger projects (such as additions or buildings) has traditionally participated in the process.

The Select Board voiced their support for changing the storage container and expressed their desire for the Recreation Department to look at different options for the best use of funds.

Motion to waive site review by the Planning Board by Selectperson Ayer, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Motion to authorize the replacement of the shipping container with a semi-permanent structure of the Recreation Department's choosing on Town-owned property by Vice-Chair Saccoccia, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Swains Road Class VI Improvements

7:51pm. A resident of Swain Road (Jack Dibb) and the road association are interested in investing in the long-term improvement of a ~450' section of Swain Road. Pursuant to [RSA 236:9](#), [RSA 236:10](#) and [RSA 236:11](#), this would require approval of the Select Board. Mr. Dibb is proposing the use of geotextiles to create a "floating" subbase and would like to maintain the 16' to 18' wide section due to the associated cost with expansion. After review by the Building Inspector, Fire Chief, Police Chief, and Road Agent, all agree the improvements to the road would be beneficial. If approved, the Road Agent would be responsible to review the plans, monitor any construction, and certify the work performed is consistent with work approved by the Select Board.

Guidance for Mr. Dibb include a scope and a plan, controlling the water and drainage through the plan, working directly with Marc to validate and approve the plan, and ensuring there is a bond in place for the project which has been reviewed for legality.

The Select Board agreed by consensus to support the offer to maintain a 16-18-foot-wide road. Selectperson Ayer dissented.

Reverse Involuntary Lot Merger – Map 104, Lots 8, 9, 10

8:18pm. [RSA 674:39-aa](#) requires municipalities to authorize the reversal of involuntary lot mergers at the property owner's request. Staff have reviewed the [request for reversal](#) of Map 104, Lots 8, 9, and 10, and have confirmed that the lots were involuntarily merged.

Motion to authorize the reversal of the involuntary lot merger of Map 104, Lots 8, 9, and 10 by Selectperson Bailey, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Expiration of Statewide Mask Mandate

8:19pm. The statewide mask mandate expired on Friday, April 16th, 2021. The Select Board has previously taken no action regarding masks in the community or at Town facilities. After consulting Department Heads, the majority feel best practices are in place including physical separation providing adequate protection for their staff. The Library Trustees will continue to require masks inside the facility, and the Transfer Station & Recycling Center Administrator has requested the Select Board consider requiring masks at the facility through June 1st.

Motion for a mask mandate by employees at all Town facilities by Vice-Chair Saccoccia. Following discussion, the motion was withdrawn.

Fire Chief Rick Walker and Police Chief George Joy spoke to their departments opting to follow mask requirements by State mandate and following appropriate distancing, but not requiring individuals entering the Public Safety Building to wear a mask. Town Planner Marcia Gasses spoke to the need to protect vulnerable Town employees.

Motion to ***not*** issue a mask mandate and to allow individual departments to post signage requesting use of masks by Vice-Chair Saccoccia, seconded by Selectperson Ayer. The motion failed. Roll Call Vote: Ayer – Aye, Bailey – No, Mannschreck – No, Saccoccia – Aye, Knapp – No. ***The motion failed.***

Chair Knapp questioned whether the expiration of certain Executive Orders meant that remote meetings were no longer allowed. TA MacIver confirmed the Executive Orders allowing remote meetings are still in effect, with a Senate Bill having passed recently and under review by the State House of Representatives.

Motion to allow the executive order expiration to remain, with a recommendation that masks be worn by those who enter municipal space by Vice-Chair Saccoccia, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – No, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Expiration of Executive Orders

8:56pm. Chairperson Knapp requested information regarding the expiration of the Governor's Executive Orders regarding Covid-19 during New Business. TA MacIver explained the orders are being extended, but there is legislation pending to keep the orders in place for a predetermined period. TA MacIver will remain vigilant to ensure compliance with all regulations and orders.

SELECTPERSONS REPORTS

8:59pm.

Selectperson Ayer – Stated he'd like for us to be back to in-person meetings in next three months. The Conservation Commission will be hearing about milfoil on Ayers Lake. Camp Fireside claims to own property the Town claims as a right-of-way. There has not been a Town Lands meeting since the last Select Board meeting.

Selectperson Bailey – Requested the order of the Selectpersons Reports be adjusted. The Zoning Board reviewed six cases, with five cases for a variance, and one for an equitable waiver. Four variances were approved with one continuance. The Library is considering options for the future, including the building and future programming. All officers were re-elected to their prior positions.

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Selectperson Mannschreck – Attended the School Board meeting last week. Students' last day of school will be an early dismissal on June 18th, while the teachers will return for an additional three days. Oyster River and Barrington had their second Covid vaccination pod on April 19th. Schools will continue to require mask wearing in school. The athletic association is expected to provide additional requirements. Approximately 25% or 235 students are expected to attend summer school. Two openings remain for the Advisory Budget Committee. The Advisory Budget Committee and Transfer Station Committee have not met since the prior Select Board meeting.

Vice-Chair Saccoccia – No additional information to provide.

Chairperson Knapp – The Planning Board met on April 20th, with two requests for continuance, approval for the Barrington Shores expansion with some stipulations, and a review of the Flower Drive private road building permit application. No new information is available regarding the Town Hall Building Committee or Technology Committee.

PUBLIC COMMENTS

9:06pm. Public Comment opened.

TA MacIver shared that the Town Hall project is progressing towards permit approval, and that any updates to the Town Hall building project will be added to www.barrington.nh.gov/TownHall.

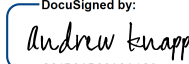
Vice-Chair Saccoccia offered his condolences to Police Chief George Joy for the passing of Gypsy, Barrington's retired K-9.

9:07pm. Public Comments closed.

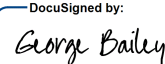
ADJOURNMENT

9:08pm. Motion to adjourn the April 26, 2021 Select Board meeting by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Abstain, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Links to all reviewed documents can be found in the [April 26, 2021 Town Administrator's Report](#).

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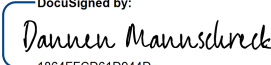
Chairperson A. Knapp

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Selectperson G. Bailey

Vice-Chairperson J. Saccoccia

Selectperson D. Ayer

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Selectperson D. Mannschreck

May 10, 2021
Date Minutes Were Approved