



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

Monday, June 14, 2021

The Select Board meeting for Monday, June 14, 2021 began at 6:30pm. 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, Selectperson Ayer, Selectperson Mannschreck, and Town Administrator (TA) MacIver. Please note: The recording did not capture the first several minutes of this meeting. We apologize for any inconvenience.

**6:30pm.** The meeting was called to order by Chairperson Knapp.

### **ROLL CALL ATTENDANCE**

**6:30pm.** Select Board attendance was taken via Roll Call: Ayer-Present, Bailey – Not Present, Mannschreck – Present, Saccoccia – Not Present, Knapp – Present.

### **PLEDGE OF ALLEGIANCE**

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

### **PUBLIC HEARINGS**

#### **Issuance of a Building Permit on Mica Point Road, Map 118 Lot 90**

**6:32pm.** 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. Install a crushed stone access along most of the property frontage at an elevation higher than the edge of the pavement (in order to disperse the weight of trucks on the stone, not the edge of the pavement).
2. Upon completion, remove crushed stone access and construct a drainage swale along the property frontage, draining water towards the left side of the property. Outfall the swale along the left side of the property (some trees may need to be removed).
3. Grade the property in order to keep runoff away from the road (using swale along frontage and side of lot to the wet area in the back of the lot).
4. Repair any pavement damage caused during construction activities.
5. Prominently display house number to aid emergency response.
6. Join the local road association.

**6:34pm.** *Chairperson Knapp opened the public hearing for public comment.*

Linda Harrington, Abutter – shared that she attended the meeting as she had received a notice and did not express any opposition to the permit.

**6:37pm.** *There were no additional public comments. Public comment closed.*

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Motion to approve the issuance of a building permit for Map 118 Lot 90 for Alicia & James Beaulieu with the conditions noted by Department Heads by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

Selectperson Mannschreck requested any zoning variances be included in future packets.

## APPOINTMENTS

### PUBLIC COMMENT

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

**6:40pm.** Public Comment opened.

**6:41pm.** There were no public comments. Public Comment closed.

### REVIEW OF MINUTES

**6:41pm.** Selectperson Ayer stated that he believed additional information was added to the motion to the Holiday Lake Shores approval at the May 24<sup>th</sup> meeting by Selectperson Bailey. Staff will review the video and make any necessary corrections prior to the next meeting. Approval of [minutes for the May 24<sup>th</sup> meeting](#) will be requested at the June 28<sup>th</sup> meeting, when a quorum of Select Board members who were present for the May 24<sup>th</sup> meeting are present.

## STAFF REPORTS

### June Work Anniversaries

**6:42pm.** *Thank you for your dedication to the Town of Barrington!*

Scott Young	Part-Time Police Officer	23 Years
Katie Perry	Police Administrative Assistant	16 Years
Monica Poitras	Recreation Supervisor	11 Years
John Huckins	Building Inspector/Code Enforcement Officer	8 Years
Erik Baker	Police Sergeant	4 Years
Sean Guile	Fire/EMS	4 Years
Jacob Cummings	Fire/EMS	3 Years
Donald Morse	Police Officer	3 Years
Tiffany Caudle	Municipal Office Administrator	2 Years
Christopher Cooke	Library Custodian	1 Year

### Requests for Signature

**6:44pm.** TA MacIver presented the following for signature:

- 2021 Dog License Warrant
- Payroll Manifest 2021-123 a, b, and c
  - A is the usual payroll
  - B is the additional Fire Department payroll
  - C is due to a late timecard submission, to ensure prompt payment to the employee
- Accounts Payable Manifest 2021-224
- Two certifications of timber yield and associated warrants
- Private Road Agreement for Mica Point

Selectperson Ayer requested an update regarding electronic vs wet signatures. TA MacIver shared that in order to expedite documents, electronic signatures would be more convenient, but the Select Board can make the decision to return to wet signatures only. Additionally, all documents that are electronically signed are available to Select Board members via SharePoint.

#### **OLD BUSINESS**

##### **Emergency Management Performance Grant Agreement**

**6:47pm.** The Select Board authorized the pursuit of a grant to update the Town's Emergency Operations Plan at the April 12, 2021 meeting. The Town has received confirmation that the grant application has been prequalified and additional documentation must be submitted in further pursuit of the grant.

Motion to accept the terms of the [Emergency Management Performance Grant](#) as presented in the amount of \$4,5000.00 to update the Town's Local Emergency Operations Plan (LEOP); furthermore, the Board acknowledges that the total cost of this project will be \$9,000, in which the Town will be responsible for a 50% (\$4,500.00) match, and also to authorize the Town Administrator, Conner MacIver, to sign all documents related to the grant by Selectperson Mannschreck, seconded by Selectperson Ayer. Roll Call vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

##### **Recreation Playground Shade Structures Bid Award**

**6:50pm.** Two proposals were submitted for the [Playground Shade Structure RFP](#) by the deadline of June 3, 2021. [Utiliplay Parks and Playgrounds](#) submitted a bid for \$45,211, and [Premier Park & Play](#) submitted a bid for \$64,912.

Motion to award the playground shade structure RFP to Utiliplay and to approve the expenditure of \$45,211 from the Recreation Revolving Fund by Chairperson Knapp, seconded by Selectperson Ayer. Roll Call vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

#### **NEW BUSINESS**

##### **First Seacoast Bank \$5,000 Food Pantry Donation**

**6:51pm.** First Seacoast Bank was recently awarded a grant through the Federal Home Loan Bank of Boston (FHLB) Jobs for New England COVID Recovery Program, and have chosen the Barrington Community Food Pantry to receive a one-time donation of \$5,000. Thank you to the local First Seacoast Bank branch for their generosity in providing this assistance to the Barrington Community Food Pantry!

##### **2021 Land Sale**

**6:53pm.** In 2019 and 2020 the Town Lands Committee reviewed and provided recommendations regarding the sale of nearly two dozen properties currently owned by the Town. The Town Lands Committee has reviewed 24 properties thus far this year, with details of their review available on the [2021 Land Sale](#) page on the Town website. The review process is completed by citizen volunteers, and is time consuming, with each property being visited, discussion with neighbors, and discussion regarding

what would be in the Town's best interest for each property. The property list has now been provided to the Conservation Commission chair for the Commission's review and recommendations.

#### Agenda Template Update

**6:57pm.** TA MacIver and Chairperson Knapp have worked to develop an [updated agenda template](#) with the goal of providing more clear and consistent information to the public regarding Select Board meetings, including updates for clarity, procedural steps, standardization, and the addition of a Consent Agenda. The Consent Agenda would include routine and/or procedural items where unanimous consent is anticipated with no need for discussion. This could include minutes, manifests, warrants, proclamations, and other requests for signature. The addition of a Consent Agenda would help to expedite meetings.

Motion to approve the updated Agenda as noted, with the added summary of adjustments 1-6, as noted in the [Town Administrator's Report](#) by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

This will be further discussed at a future meeting to allow input from Vice-Chair Saccoccia and Selectperson Bailey.

#### Holly Lane – Eversource Request

**7:59pm.** *This was not included on the agenda but was added with Chairperson Knapp's consent.*

Eversource has requested to upgrade a portion of Holly Lane, an unmaintained Class VI road in order to access the transmission line right-of-way (ROW). The Road Agent has agreed to monitor the condition of the road to ensure it is returned in its current or an improved state.

Selectperson Ayer raised concerns regarding vandalism and trespassing on private properties in rural parts of Town including off Holly Lane.

Road Agent Moreau shared that if, in the future a larger project would be added to require an upgrade of the road, this proposed work would need to be undone, but the proposed work would improve the current state of the road.

The Select Board agreed to allow Eversource's contractor to make the requested improvements to Holly Lane. Further, they requested that the contractor consider input from the Conservation Commission regarding establishing a parking area and/or restricting access to the powerline right of way from Holly Lane. Selectperson Ayer will bring this topic before the next Conservation Commission meeting.

#### SELECTPERSONS REPORTS

**8:17pm.**

**Selectperson Ayer** – Town Lands Committee update was presented in the 2021 Land Sale discussion, and the Conservation Commission has not met since the prior meeting. The Town Hall Building Committee met and provided notes for Conner to review and discuss at the next meeting.

**Selectperson Mannschreck** – The Transfer Station & Recycling Center Committee met on June 2<sup>nd</sup>, where new Lead Attendant Joe Clark was introduced to the committee. Erin Paradis also spoke about obtaining

a book and a textile recycling bin. [Apparel Impact](#) and [Discover Books](#) pick up locally and have agreed to furnish drop boxes at the Transfer Station. Erin will be reaching out to businesses that provide composting pickup in order to further reduce waste in the Town. Selectperson Mannschreck also reminded all that the plastic film recycling ([Trex Challenge](#)) is ongoing. The School Board had a four-hour workshop on the first of June, where they discussed a three-year program on technological innovations in the school and improved communication. The ABC will be meeting to review three candidates for membership.

**Chairperson Knapp** –Chairperson Knapp was unable to attend the Technology Committee Meeting. The Planning Board meeting is tomorrow, June 15<sup>th</sup>.

**TA MacIver** - shared that the Technology Committee met in nonpublic regarding cybersecurity. The Select Board will be asked in the coming months to approve expenditures related to cybersecurity improvements. Improvements and trainings were discussed. Jeff DeLangie, Director of IT at the Barrington School District, was essential in assisting with the setup of the technology for this meeting and will also be used for the Zoning and Planning Board meetings.

#### **PUBLIC COMMENT**

**7:24pm.** Public Comment opened.

**7:25pm.** There were no public comments. Public Comment closed.

#### **NON-PUBLIC SESSION**

**7:31pm.** Motion to enter non-public Session for reasons of personnel, reputation, legal, and land by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

**8:33pm.** Motion to exit non-public session by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

**RETURN TO PUBLIC SESSION AND ADJOURNMENT**

**8:34pm.** The Select Board returned to public session. Municipal Office Administrator Caudle joined the meeting during the non-public session.

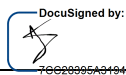
Motion to seal the non-public minutes indefinitely to avoid adversely affecting the reputations of those discussed by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

**8:34pm.** Motion to adjourn the June 14, 2021 Select Board meeting by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Mannschreck – Aye, Knapp – Aye. ***The motion passed.***

Links to all reviewed documents can be found in the [June 14, 2021 Town Administrator's Report](#).

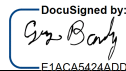
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Chairperson A. Knapp

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Vice-Chair J. Saccoccia

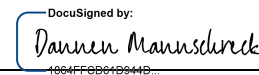
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Selectperson G. Bailey

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Selectperson D. Ayer

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Selectperson D. Mannschreck

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June 28, 2021

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Date Minutes Were Approved