



BARRINGTON, NH SELECT BOARD MINUTES

Monday, July 26, 2021

The Select Board meeting for Monday, July 26, 2021 began at 6:32pm. 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, Selectperson Mannschreck, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle.

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

ROLL CALL ATTENDANCE

6:33pm. Select Board attendance was taken via Roll Call: Ayer-Present, Bailey – Present, Mannschreck – Present, Knapp – Present, Saccoccia – Present.

PLEDGE OF ALLEGIANCE

6:33pm. Chairperson Knapp led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:33pm. *Selectperson Ayer* requested **D. 2022 Barrington Holidays** be removed from the Consent Agenda. The Board agreed to move it to New Business.

Town Administrator MacIver also shared that a correction was made to the meeting minutes for July 12, 2021, changing *Selectperson Mannschreck's* vote to a “yes” from “no” for the ARPA Vote.

Selectperson Bailey requested an update on the combined School/Town deliberative session, as well as increased font/print size for maps and Planning Board documents.

Motion to approve the meeting agenda for the Monday, July 26, 2021 meeting as presented and amended by *Selectperson Mannschreck*, seconded by Chairperson Knapp. Roll call vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed by unanimous consent.***

PUBLIC HEARINGS

Issuance of a Building Permit on Long Shores Drive, Map 101 Lot 56

6:37pm. Matthew Castonguay, owner, has applied for a building permit on Long Shores Drive, a private road. After review, the Department Heads and Planning Board have recommended the following:

- 1) Create a swale along the frontage of the property (including the driveway) to keep water from running out into the road. This is expected to require cutting into the banking a few feet and removing the sizeable boulder which would be an obstruction.

- 2) Grade Long Shores Drive from Second Crown Point Road to the far end of the property upon completion of construction.
- 3) Prominently display house number to aid emergency response.
- 4) Join the local road association to be able to participate and have input in the ongoing maintenance of Long Shores Drive.

Selectperson Mannschreck shared that this lot is a non-conforming lot, of which there are many on this road. Selectperson Bailey raised objection to the setback between the house and the road.

6:43pm. Public Comment opened.

Roberta Pigott, Abutter (90 Long Shores Drive) - Spoke to her objection to the building of the home, stated if the property is built on as proposed her access point to her property will be impacted, her home will be overshadowed, is concerned about her well, leech field, damage from blasting or construction to her home, as well as privacy and the sale value of her home.

Chairperson Knapp – Explained surveying, the review of property for potential damage.

Vice-Chair Saccoccia – Encouraged Roberta to speak with the property owner about her concerns.

Selectperson Ayer – Shared surveyor's responsibilities regarding setbacks and property rights.

Benjamin Oquendo, Abutter (108 Long Shores Drive) – Raised his concerns with the system, stated the lots are too small and he believes the Town should work to increase lot sizes, also stated he believes the home is too large for the area.

Chairperson Knapp – Explained the Select Board's role in this process is to review road access only, and that the Select Board has limited authority regarding limiting building and property sales.

TA MacIver - Shared that later in this meeting the Select Board will be discussing the 2021 Town Land sale, many lots will be offered to abutters on that and similar roads, and when the Town is able to increase the size of lots through abutter sales and property mergers, it does so if it is in the best interest of the Town.

Selectperson Ayer - Shared that the Town Lands committee has spent hours reaching out to abutters.

6:58pm. Public Comment closed.

Motion to authorize the issuance of a building permit for Map 101, Lot 56 with the conditions indicated by the Planning Board and Department Heads by Vice-Chair Saccoccia, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Bailey – No, Mannschreck – No, Saccoccia – Aye, Knapp – Aye.

The motion passed.

Issuance of a Building Permit on Merry Hill Road, Map 117, Lot 46

6:59pm. *Selectperson Ayer* stated he visited the site, and he believes the road needs to be upgraded.

Matthew Rogers, owner, has applied for a building permit on Merry Hill Road, with access from Marsh Road, a Class VI Road. After review, the Department Heads and Planning Board have recommended the following:

- 1) Remove trees necessary to allow drainage from driveway to be directed through a buffer and into the wetlands opposed to exiting the driveway onto Marsh Road.
- 2) Cut swale towards the wetlands in addition to driveway swale and pitch which prevents runoff from entering Marsh Road.
- 3) Install and maintain siltation protection between wetlands prior to construction and until properly vegetated.
- 4) Construct driveway entrance wide enough to allow traffic on Marsh Road to pull off allowing safe traffic on the narrow road.

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- 5) Grade Marsh Road to remove all damage caused by construction activity to a point just beyond the driveway location. Add supplemental road gravel as needed.
- 6) Prominently display house number to aid emergency response.
- 7) Join the local road association to be able to participate and have input in the ongoing maintenance of Marsh Road.
- 8) Pursuant to Fire Code, Marsh Road must be upgraded to 20 feet wide up to the entrance to the driveway or install a qualifying residential fire system. (*Not included in the Town Administrator's Report*)

7:01pm. Vice-Chair Saccoccia exited the meeting.

7:02pm. Vice-Chair Saccoccia returned to the meeting.

Selectperson Bailey requested clarification regarding the required width of the road. The requirement is 16' of travel and two 2' shoulders, for a total of 20'.

7:06pm. Public Comment opened.

Brian Shea, Abutter (86 Merry Hill Road) – Asked for information about setbacks, and if this would affect his property, as his property is in conservation as a tree farm.

TA MacIver - Shared that the information is available on the Town's website. The house is setback 60' from his property. The septic system is approved by Department of Environmental Services, not the Town.

Selectperson Ayer – Answered the Town's minimum required setback is 30' on the sides, 10' for septic. Conservation also reviewed this application and had no concerns.

Chairperson Knapp – Explained the location for the home on the property was deemed the most suitable option.

7:10pm. Public Comment closed.

Motion to authorize the issuance of a building permit for Map 117, Lot 46 with the conditions indicated by Department Heads and the Planning Board by Selectperson Bailey, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

CONSENT AGENDA

The consent agenda contains routine and/or procedural items where unanimous consent is expected, and no discussion necessary. Additional details regarding each item can be found in the [Town Administrator's Report.](#)

*Earlier in the meeting, the Select Board agreed to remove **D. 2022 Barrington Holidays** from the consent agenda for further discussion under New Business.*

Motion to accept the Monday, July 26, 2021 Consent Agenda (A-C, E) as presented and amended by Selectperson Mannschreck, 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 for July 12, 2021

*Motion to approve the July 12, 2021 minutes – **Passed on the consent agenda.***

B. Previously Submitted/Signed Requests for Signature

- a. *June 28, 2021 Meeting Minutes (including one non-substantive correction)*

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- b. Oath of Office for Paul Thibodeau ZBA Appointment
- c. Strafford Regional Planning Appointment for Marcia Gasses
- d. Accounts Payable Manifest 2021-229
- e. Payroll Manifest 2021-128
- f. Payroll Manifest 2021-128b (Fire)
- g. Timber Intent for Map 218, Lots 10, 11, & 12
- h. Administrative Abatement for Map 257, Lot 19 for 2021

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

C. New Requests for Signature

- a. Accounts Payable Manifest 2021-230
- b. Payroll Manifest 2021-129

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

D. 2022 Barrington Holidays

Motion to approve the 2022 Holiday calendar as presented – **Removed from the consent agenda and moved to New Business.**

E. 2022 Select Board Meeting Calendar

Motion to approve the 2022 Select Board meeting calendar as presented – **Passed on the consent agenda.**

APPOINTMENTS

There were no appointments.

PUBLIC COMMENT

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

7:11pm. Public Comment opened.

7:12pm. There were no public comments. Public Comment closed.

STAFF REPORTS

Town Administrator MacIver

7:12pm. July work anniversaries were read aloud at the July 12, 2021 meeting, and the 2021/2022 Budget Calendar has been created and provided to the Select Board and Department Heads.

Municipal Office Administrator Caudle

7:14pm. Municipal Office Administrator Caudle presented for signature:

- Two private road agreements approved at this meeting

OLD BUSINESS

2021 Land Sale

7:15pm. The Select Board discussed two properties abutting Marsh Road (247-0011& 247-0020), including previous discussions and Select Board decisions regarding the property, including a prior vote to retain the property.

TA MacIver showed the Board the www.barrington.nh.gov/2021sale website which includes the information and recommendations prepared by the Town Lands Committee.

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TA MacIver explained delaying the vote until a later meeting could delay the sales into the new year and create additional work for both volunteers and staff due to necessary timelines.

Motion to postpone the vote on the recommendations of the Town Lands Committee to a later date by Selectperson Bailey, seconded by Chairperson Knapp. Roll Call Vote: Ayer – No, Bailey – Aye, Mannschreck – No, Saccoccia – No, Knapp – Aye. ***The motion failed.***

Motion to approve the recommendations of the Town Lands Committee, Conservation Commission, and Department Heads by offering 12 properties to abutters and transferring six properties to other agencies as proposed by Selectperson Mannschreck, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – No, Mannschreck – Aye, Saccoccia – Aye, Knapp – No. ***The motion passed.***

Cost of Living Adjustment Methodology

7:27pm. Motion to postpone discussion and vote on the Cost-of-Living Adjustment until the August 9, 2021 meeting by Chairperson Knapp, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Select Board Appointments to Board Procedure

7:29pm. In response to the Select Board request to improve the appointment process for boards, committees, and commissions, an [Appointments to Boards Procedure](#) and [Volunteer Agreement](#) have been created, and an existing form, [Application for Appointment](#), has been updated. Chairperson Knapp requested the addition of a file path to the forms, as well as revision date.

Motion to approve the appointments to board procedure with the changes indicated by Selectperson Bailey, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

South Mallego Drainage Engineering – Surveying Scope

7:33pm. South Mallego Road has exhibited significant drainage issues. \$35,000 were previously budgeted to fund the planned surveying and engineering activities for the road. The accepted engineering proposal is estimated at \$19,830 to \$25,810, for engineering only. The [surveying scope from Norway Plains](#) includes additional research than was anticipated, and as a result, additional funds will be required to complete the survey. Funds are budgeted for this purpose.

Motion to accept the Norway Plains South Mallego surveying scope with up to \$20,000 from the properly budgeted Highway Consultants Account by Vice-Chair Saccoccia, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

NEW BUSINESS

Second Quarter Financial Analysis

7:36pm. TA MacIver shared the strength of the current finances of the Town, reviewing the [2021 Second Quarter Financials](#), as well as the most up-to-date [Expenditures](#) and [Revenues](#). He shared his opinion that the tax rate for 2021 will likely be below \$20/thousand due to the increase in property values and the fiscal responsibility shown by Department Heads and staff.

Police Chief George Joy [requested the Select Board consider](#) the two next items in reverse on the agenda. The Board agreed.

Police Detective Reclassification

7:43pm. Police Chief George Joy has [requested](#) the Detective position be regraded from Grade 8 (\$21.06-\$28.27) to Grade 10 (\$25.49-\$34.22) to be more consistent with the roles and responsibilities of the position. Regrading of a position requires action by the Select Board. This change would not affect the police union agreement. The four staff who would be eligible for detective grade would also be eligible for master patrolmen, so that would also be included in the pay for this grade change.

Motion to regrade the detective position from Grade 8 (\$21.06-\$28.27) to Grade 10 (\$25.49-\$34.22) by Selectperson Mannschreck, seconded by Selectperson Bailey. Roll Call Vote: Ayer – No, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Selectperson Ayer stated his no vote was out of concern for the impact on the Town's budget and requested that information be added to the meeting record.

Chief Joy explained there would be no budget impact in the short-term, as the loss of an experienced personnel causes the rate to be decreased the next several years.

Police Part-Time/Per-Diem Position

7:49pm. Chief Joy requested the Select Board authorize the hiring of a [per-diem/part-time officer](#) to cover vacancies and fill overtime shifts. This would utilize budgeted funds and would reduce current overtime costs. The Police Department was approached by a local officer who would be interested in filling this role.

Chairperson Knapp requested clarification that this is a per-diem position, not scheduled part-time.

Motion to authorize the hiring of a per-diem/part-time officer to cover vacancies and fill overtime shifts with emphasis that this is not an additional officer, but a per-diem roll, by Chairperson Knapp, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

The Select Board agreed by consensus more than one individual could be hired in this role.

2021 Tax Deeding

7:57pm. *TA MacIver* explained the Town must stick to a set schedule for Tax-deeding for legal purposes and can only deed properties once per year. In 2021, a property is eligible for tax-deeding if there is an unpaid balance on the 2018 lien. The Select Board was provided a [preliminary list](#) of eligible properties, which will be updated for the August 9th meeting. The Select Board was asked to request any additional information required to make a decision prior to the August 9, 2021 meeting. The deed date is set for August 26th, 2021.

2022 Barrington Holiday Calendar

8:00pm. The 2022 Holiday Calendar was discussed during the July 12, 2021 Select Board meeting.

Selectperson Ayer and *Selectperson Bailey* each requested additional information regarding “floating holidays.”

TA MacIver explained how floating holidays work, and confirmed staff are only eligible for holiday pay if they were scheduled to work. The day following Thanksgiving, Christmas, etc. those staff not scheduled to work would not receive pay for the holiday.

The Police and Fire Departments are prorated all 12 holidays, with the Police Department receiving a holiday stipend twice per year, with 6 holidays in each pay, and Fire receiving 1.84 additional hours in their pay each week.

Motion to approve the 2022 holiday calendar as presented by *Selectperson Ayer*, seconded by *Selectperson Mannschreck*. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

SELECTPERSONS REPORTS

8:06pm.

Selectperson Ayer – Conservation reviewed plans and Town Lands is conducting research on Gerrior Drive. *TA MacIver* shared an update regarding Town Hall including support from Planning Board for dividing Town Hall Lot from the larger subdivision and having received a call from Chris Pappas regarding a vote on the funding bill which includes \$1.5 million in funding for the Town Hall. Additionally, the Town Forester was able to arrange for the lot to be cleared, possibly starting as soon as the next week.

Selectperson Mannschreck – The School Board had a teaching workshop meeting, will have an administrative workshop next week, and a regular meeting on the 13th. Following the success of the [Trex Recycling Challenge](#), the Transfer Station and Recycling Center Review Committee is looking for options for recycling similar plastic film. The ABC will have an orientation meeting next month.

Selectperson Bailey – ZBA denied one application at the recent meeting. The Library Trustees meeting was rescheduled from last week to this week.

Vice-Chair Saccoccia – Recreation has hired an evening/weekend supervisor and is hoping to add adult drop-in programs to programming soon. Progress is being made on the floors, bleachers, and shade structures.

Chairperson Knapp – The subdivision of the Town Hall lot was reviewed by the Planning Board as well as the two building permit requests that were approved earlier this meeting. The Dove Development Group plan was also reviewed. He shared he believes it was a very thorough and complete discussion.

PUBLIC COMMENT

8:12pm. Public Comment opened.

8:12pm. There were no public comments. Public Comment closed.

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NON-PUBLIC SESSION

8:12pm. Motion to enter non-public Session for reasons of personnel, reputation, and legal by Vice-Chair Saccoccia, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

8:50pm. Motion to exit non-public session by Vice-Chair Saccoccia, 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


8:50pm. The Select Board returned to public session.

Motion to seal the non-public minutes indefinitely to for legal reasons by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

9:51pm. Motion to adjourn the July 26, 2021 Select Board meeting by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Bailey – No, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

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

Chairperson A. Knapp

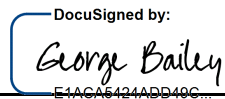
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Selectperson D. Mannschreck

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Selectperson G. Bailey

Selectperson D. Ayer

August 9, 2021
Date Minutes Were Approved