



BARRINGTON, NH SELECT BOARD MINUTES

Monday, February 12, 2024

The Select Board meeting for Monday, February 12, 2024 began at 6:30pm. The meeting was held at Barrington Town Hall, 4 Signature Drive, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, and Town Administrator (TA) MacIver. Municipal Office Administrator (MOA) Caudle was excused.

CALL TO ORDER, ROLL CALL ATTENDANCE

6:30pm. Chair Cappiello called the meeting to order and requested Roll Call attendance.

Hardekopf – Present, Gibson – Present, Mannschreck – Present, Saccoccia – Present, Cappiello – Present.

PLEDGE OF ALLEGIANCE

6:30pm. Chair Cappiello led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:30pm. Motion to approve the Select Board agenda for February 12, 2024 as presented by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. ***The motion passed.***

PUBLIC COMMENT

6:31pm. Public comment opened.

6:31pm. There were no public comments. Public comment closed.

PUBLIC HEARINGS AND INVITED GUESTS

School Board Liaison

6:31pm. No members of the School Board were present.

Keith Pratt – Underwood Engineers – Seacoast Water Study

6:31pm. Keith Pratt, president of Underwood Engineers, presented [information](#) to the Select Board regarding work Underwood Engineers will be performing in and in communities around Barrington. A study is being performed as an update from a 2006 study to evaluate how water quality can be improved in the seacoast region. This is a project sponsored and paid for by the State Department of Environmental Services. He encouraged the Board to consider Barrington's water use and needs for the future and the potential to interconnect with surrounding communities. Regionalization is increasing and Barrington's needs are evolving.

February 12, 2024

The Board, TA MacIver, and Mr. Pratt discussed the meaning of the presented map, local concerns, what might and might not be included in the study, and future updates and information. The study will be completed in approximately a year.

Energy Committee – Town Hall Solar Recommendation

6:52pm. Paul Panish, Energy Committee Chair, and Jack Bingham, Energy Committee member, explained the [committee recommendation](#) for a photovoltaic installation at Town Hall. Seven companies responded to the [Request for Proposals](#).

They explained the data they compared in their analysis and estimates for the payoff period.

Motion to approve the expenditure of up to \$111,490 from ARPA balance for the purpose of purchase and installation of a photovoltaic system as recommended by the energy committee with the understanding that if grant funds are received for this project, they be returned to the line item for ARPA within a 12-month time period by Selectperson Hardekopf, seconded by Vice-Chair Cappiello.

The Select Board discussed reasons for approving and delaying the solar project as well as concerns for the project such as unforeseen costs. Several members stated their intent to send a message to others regarding energy independence and the want to improve infrastructure. Vice-Chair Saccoccia stated he would like to prioritize other items over the solar panels.

Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – No, Saccoccia – No, Cappiello – Aye. The motion passed.

CONSENT AGENDA

9:10pm. *Motion to approve the Monday, February 12, 2024 Consent Agenda (A-M) as amended by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. The motion passed.*

A. Meeting Minutes January 22, 2024

Motion to approve the January 22, 2024 minutes. – Passed on the Consent Agenda.

B. Meeting Minutes February 3, 2024

Motion to approve the February 3, 2024 minutes. – Passed on the Consent Agenda.

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2024-206
- ii. Payroll Manifest 2024-105
- iii. Administrative Abatement – Map 23 Lot 45
- iv. Administrative Abatement – Map 253 Lot 4
- v. Administrative Abatement – Map 101 Lot 4
- vi. Certification of Yield Taxes Assessed – Map 251 Lot 1
- vii. Certification of Yield Taxes Assessed – Map 269 Lot 9
- viii. Land Use Change tax – Map 223 Lot 9-1
- ix. Employment Agreement

Motion to authorize and sign the above-referenced documents (i-ix). – Passed on the Consent Agenda.

D. New Requests for Signature

- i. Accounts Payable Manifest 2024-207
- ii. Payroll Manifest 2024-106

- iii. Yield Taxes Assessed with Doomage Map 234 Lot 25-1
- iv. Barrington PTO Raffle Permit
- v. Intent to Excavate Map 222 Lot 12
- vi. Intent to Excavate Map 236 Lot 3

Motion to authorize and sign the above-referenced documents (i-vi). – Passed on the Consent Agenda.

E. Tax and Finance Job Description Updates

Tax Collector Linda Markiewicz is retiring at the end of April; Deputy Tax Collector Crystal Merkey will be the next Tax Collector. As part of the process, the Job Descriptions of the affected positions have been reviewed, with the supervision, duties, and responsibilities adjusted to align with the Town's current needs. The [Tax Collector](#) job description changed more than 30% with the addition of finance tasks and the assignment of "Finance Officer" to the position, requiring the approval of the Select Board. The Tax Collector grading is proposed to stay the same. The [Finance Administrator job description](#) changed less than 30% and added supervision; the grade of the position is proposed to increase from grade 10 to grade 11 (9%), also requiring approval by the Select Board.

Motion to approve the changes to the Tax Collector/Finance Officer Job Description and approve the regrading of the Finance Administrator position from grade 10 to grade 11. – Passed on the Consent Agenda.

F. Driveway Regulations Update

At their February 6, 2024 meeting, the Planning Board adopted updated [Driveway Regulations](#) to be incorporated into their Subdivision Regulations. The new rules were developed in consultation with the Town's engineer, Department Heads, and other interested parties.

Motion to adopt the Driveway Regulations as proposed. – Passed on the Consent Agenda.

G. Resolution #2024-01 to Adopt the Local Hazard Mitigation Plan Update

In 2021, the Town received a Pre-Disaster Mitigation Competitive Grant through the Federal Emergency Management Agency. More than a dozen local officials participated in the planning team, and the Local Hazard Mitigation Plan was authored by Blair Haney of the Strafford Regional Planning Commission.

Motion to adopt Resolution #2024-01 to Adopt the Local Hazard Mitigation Plan Update. – Passed on the Consent Agenda.

H. Include Medication Drop Box in Public Safety Building Renovation/Expansion Scope

At the January 23, 2024 meeting, the Select Board agreed by consensus to pursue disposal options for medications to help facilitate their safe disposal. Staff have researched options and considerations, with the result being the only suitably accessible and monitored location for a drop box being the Public Safety Building. The Town is pursuing a design plan for a renovation/addition and can include this in the design.

Motion to include a medication drop in the scope of a renovation expansion of the Public Safety Building. – Passed on the Consent Agenda.

I. CAI Tax Map Maintenance Contract

CAI maintains Barrington's tax maps and hosts the online GIS tax map tool. This contract runs from April through March.

Motion to approve the 2025 Barrington Maintenance Contract with CAI. – Passed on the Consent Agenda.

J. Town Buildings Preservation and Rehabilitation Capital reserve for Security Improvements - \$9,243

Established with the purpose of improving and/or rehabilitating town-owned facilities, the Town Buildings Preservation and Rehabilitation Capital Reserve is set to be closed by Town Meeting on March 12th (Article 42). The funding could be put towards the recently approved security improvements at the Public Safety Building.

Motion to approve up to \$9,243 from the Town Buildings Preservation and Rehabilitation Capital Reserve for security improvements at the Public Safety Building. – Passed on the Consent Agenda.

K. Lights for Police Handgun Project – Police Equipment Capital Reserve - \$4,050

The lights on the Police Department's handguns are in need of replacement with a more modern, useful option. Chief Joy provided [a request and quote from Renaissance Firearms](#) for the purchase.

Motion to approve up to \$4,050 from the Police Equipment Capital Reserve to purchase lights as part of the handgun project. – Passed on the Consent Agenda.

L. Library and Community Center Capital Reserve for Preconstruction Estimating and Management - \$3520

The Library Trustees voted to approve payment of a \$3,250 invoice for construction management services to Bauen Corporation.

Motion to approve up to \$3,250 from the Library and Community Center Capital Reserve for preconstruction estimating and management services from Bauen Corporation. – Passed on the Consent Agenda.

M. Expanded Tax Collector Hours

The [Tax Office has requested](#) to change office hours to match the Town Clerk's hours effective March 1, 2024, adding six more open hours per week. There will be no additional cost to residents due to current/planned staff hours.

Motion adjust the Tax Collector's Office hours as presented. – Passed on the Consent Agenda.

NEW BUSINESS**Public Safety Building and Recreation Department Security Improvements - \$72,5117.92**

7:03pm. This item was moved to New Business from the Consent Agenda at the request of Selectperson Hardekopf. TA MacIver explained the Town is performing safety and security audits of all facilities, with the purpose of identifying vulnerabilities and plans to address them. The proposed improvements at the Fire Department are quoted at \$23,574.37, Police \$16,424.73, and Recreation \$32,518.82.

February 12, 2024

This item was not added to the proposed Community Center Grant, as the review was completed at the same time as the application and this scope would be completed regardless of the result of the grant. TA MacIver explained the Recreation Commission has expressed their opinion the use of the Revolving Fund should not be for building improvements.

Selectperson Hardekopf requested the Recreation Department scope be removed from this vote and deferred to follow the March Town Meeting vote.

TA MacIver described the previously disjointed security systems, and the movement to consolidate services, including security. Costs, including ongoing and upfront costs were briefly discussed.

*Motion to commit ARPA funds for the proposed security improvements at the Public Safety Building for both Fire and Police as recommended by the Joint Loss Committee, to be designed and installed by One Source Security by Selectperson Hardekopf, seconded by Vice-Chair Saccoccia. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

*Motion to review the Recreation Department security improvements following the March vote by Selectperson Hardekopf, seconded by Selectperson Mannschreck. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

APPOINTMENTS

7:24pm. Appointments to boards, committees, and commissions, expire on March 31st each year, with appointments for terms staggered to preserve institutional knowledge. The Select Board will be asked to review appointments at the next Select Board meeting, and approve them at the March 4, 2024 meeting.

STAFF REPORTS

February Work Anniversaries

7:25pm. TA MacIver Presented February's work anniversaries. Thank you for your service to the Town of Barrington!

James Jennison	Deputy Building Inspector	2 Years
Jonathan Sardinha	Police Officer	1 Year

2024 Deliberative Session Review and Ballot Session Information

7:25pm. TA MacIver explained at Deliberative Session, two articles were amended. Article 24 was amended for clarifying language, and Article 44 was amended to increase the proposed board membership from five to seven. At the School Board meeting, the paired article regarding a joint Advisory Budget Committee had an amendment proposed which was defeated.

TA MacIver reminded residents of resources available to voters for articles being voted on March 12th as well as outreach. They include:

Information Table at Primary www.barrington.nh.gov/2024VoterGuide

Signage – Deliberative and Ballot Session www.barrington.nh.gov/tif

What's that Warrant Article (Facebook) <https://barringtonlibraryfoundation.org>

Voter Postcard mailed to all residents www.barrington.nh.gov/2024RecArticles

www.barrington.nh.gov/2024budget www.barrington.nh.gov/2023HighwayTransferNegotiations

February 12, 2024

www.barrington.nh.gov/energy/communitypowerwww.barrington.nh.gov/town-administrator/pages/waste-management-contract

A Candidates Session will be held on Thursday, February 22nd at Town Hall, virtual participation will be available as well.

2023 Annual Report of the Select Board

7:32pm. TA MacIver explained the Town Report is in process of being finalized; the Select Board was asked to review the draft and provide any feedback for the Report of the Select Board.

7:32pm. *Vice-Chair Saccoccia left the table.*

Strategic Planning Update – Warrant Education

7:33pm. During the December Strategic Planning session, the Select Board discussed methods to educate the public, much of which has already been implemented as discussed previously. The Select Board was asked to decide whether additional signs should be made, and if so for which articles? The Select Board discussed what could (and could not) be included in the signs, and agreed Article 24, regarding the Barrington Commons and Town Center, should have a sign placed

7:34pm. *Vice-Chair Saccoccia returned to the table.*

Short videos of Select Board members explaining warrant articles to residents were also discussed, as well as what should be clarified or explained in certain videos. Avoiding electioneering was also discussed.

The Board did not support any additional public forums or Facebook Live. Additional ideas were requested; Selectperson Hardekopf encourages questions to be directed to Ask Barrington (ask@barrington.nh.gov). TA MacIver encouraged the Board to also send questions to him to provide the opportunity to post a new Recently Asked Questions.

2024 Voting Postcard

7:47pm. TA MacIver explained a [postcard](#) will be sent to all residents in Barrington to inform them of the March 12th election; it directs voters to additional information in the Voters Guide.

2024 “I Voted” Sticker Design Contest

7:47pm. The Town has organized a local version of the [State’s “I Voted” sticker design contest](#), and has asked kids in four age groups to submit their designs for consideration for Barrington’s own stickers. TA MacIver provided the overview and shared that more information is available on the contest page: www.barrington.nh.gov/2024stickercontest.

2024 Barrington Kids Vote

7:48pm. This year the Kids Vote will be considering at least three questions, including the name of the new Forestry Truck, the “I Voted” stickers for 2025’s Town Meeting, and, what many consider most important, the date of the 2024 Trick-or-Treat. One thing to note is that whatever the kids decide regarding Trick-or-Treat is intended to be regardless of weather. TA MacIver shared

February 12, 2024

this is an initiative intended to not only excite kids about civic involvement and voting, but to encourage kids to encourage their parents to come out and vote. In 2023, 264 kids voted!

Training Opportunities

7:50pm. TA MacIver provided the Select Board with upcoming training opportunities:

- A. Local Solutions to the State's Housing Crisis Webinars
 - vii. [WEBINAR DESCRIPTIONS AND LINKS](#)
 - viii. [February 15 - Our Housing Shortage](#)
 - ix. [February 22 - The Intersection of Development and Clean Water](#)
 - x. [February 29 - YIMBYism: A Different Approach to Development](#)
 - xi. [March 7 - Transfer of Development Rights 101: A Primer](#)
 - xii. [March 14 - Attracting Developers](#)
- B. Local Officials Workshop – In-Person/Virtual – 25 Triangle Park Drive, Concord
 - i. April 3, 2024 – 9:00am to 4:00pm
 - ii. May 7, 2024 – 9:00am to 4:00pm
- C. October 30 and 31, 2024 – New Hampshire Municipal Association Annual Conference – Manchester
- D. [October 12, 2023 - 2023 Right-to-Know Law: Public Meetings & Governmental Records](#)
 - i. 9:00am to 1:00pm in Concord or Virtual

OLD BUSINESS

Updated Recommendation Votes on Articles 24 and 44

7:51pm. At Deliberative Session on February 3, 2024, the Legislative Body amended two Articles. Article 24 was amended to further describe the plan for the Tax Increment Financing District and to provide details on the tax impact. Article 44 was amended to change the proposed Joint Town and School Advisory Budget Committee from five members to seven members. The Select Board were asked to take an updated vote on their recommendation for these articles so the recommendations were available from all five members.

*Motion to recommend approval of Article 24, the Barrington Commons and Tax Increment Financing District by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed, and the recommendation will read “This article is recommended for approval by the Select Board 5-0.”***

*Motion to recommend approval of Article 44, the Barrington Commons and Tax Increment Financing District by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed, and the recommendation will read “This article is recommended for approval by the Select Board 5-0.”***

The Select Board discussed including the Town's Advisory Budget Committee's recommendation for Article 44, regarding the Joint Advisory Budget Committee, as the School's Advisory Budget Committee has. They discussed allowing the ABC's vote to be included despite it not being a financial recommendation as it impacts them.

*Motion to include the Town's Advisory Budget Committee recommendation for Article 44 on the Town's 2024 ballot by Selectperson Hardekopf, seconded by Selectperson Gibson. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Abstain, Saccoccia – Aye, Cappiello – Aye. **The***

February 12, 2024

motion passed, and the recommendation will read “This article is not recommended for approval by the Advisory Budget Committee 3-2.”

TA MacIver explained the members who did not support the article were concerned that the method was not defined, and that the review process would not be to the same standard it is currently.

NEW BUSINESS

Hazardous Industries: How Can Municipalities Protect Themselves?

8:00pm. Selectperson Hardekopf attended a session at the 2023 New Hampshire Municipal Association Conference which addressed emission and waste concerns from Hazardous Industries. The Select Board discussed environmental concerns and how the Town might implement ways to protect itself, and the need to investigate studies and the costs involved. They encouraged speaking to a consultant, obtaining estimates, and reviewing policies in town, as well as what neighboring communities have done or are doing.

SELECT BOARD REPORTS AND CONCERNS

8:10pm.

Selectperson Hardekopf – The Zoning Board reviewed an administrative appeal, where the Zoning Administrator’s decision was upheld. There will be a request for rehearing in March. The Housing Committee is meeting Wednesday and will review additional work and goals the Housing Master Plan will be reviewing.

Selectperson Gibson – The Town Lands Committee met on January 27th after a hiatus. They reviewed various topics including possible timber harvesting, property on Tibbet’s Road, Town Forest Expansion, a solar farm, etc. Many topics were covered. Selectperson Gibson expressed his enthusiasm for the group meeting again. The Energy Committee met last week to review bids as presented. The Conservation Commission met and agreed to go through with an ecological assessment of the Richardson Pond Dam.

Selectperson Mannschreck – Information about the School deliberative session was shared previously in this meeting. The Transfer Station will meet on an upcoming Monday, and the Advisory Budget Committee met last Wednesday and voted 3-2 against recommending the joint ABC article, 4-1 for Article 24.

Vice-Chair Saccoccia – The Recreation Department will be holding an egg hunt on [March 23](#) with pre-registered time slots. Summer camp is just about full and they’re looking for staff!

Chair Cappiello – Regarding the Planning Board, the Young Road proposal was deferred to March 5th, and the Coot Farm design discussion continued. The next step would be a detailed plan to review. The Board approved the repurposing of a building where they’ll use space for coffee roasting.

PUBLIC COMMENT

8:14pm. *Public Comment opened.*

Susan Gaudiello – 528 Franklin Pierce Highway – Shared all residents should have received a mailer in the past week regarding the library. There will be an open house at the proposed building this Saturday 10am-2pm. Just Desserts was held for the first time since Covid, resulting in a tie!

7:50pm. There were no additional public comments. *Public Comment closed.*

February 12, 2024

NONPUBLIC SESSION

8:16pm. Motion to enter nonpublic session for reasons of personnel by Selectperson Hardekopf, seconded by Selectperson Gibson. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. Cappiello – Aye. **The motion passed.**

Present in nonpublic session were Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, Town Administrator (TA) MacIver, Fire Chief Rick Walker, Fire Assistant Chief Eric Lenzi, and Senior Fire Captain Jon Janelle.

The group discussed staffing in the Fire Department and the succession management plan for the Fire Chief position. The Fire Department leadership presented the anticipated long-term impacts of staffing on the fire service in Barrington. The group discussed mutual aid, regionalization, and human resources topics. The Select Board thanked the Fire Department leadership for their forward-looking approach to Barrington's fire service.

9:16pm. Fire Chief Rick Walker, Fire Assistant Chief Eric Lenzi, and Senior Fire Captain Jon Janelle left non-public session.

The Select Board reviewed nominations for volunteer recognition.

9:35pm. The Select Board reviewed the details of a hardship abatement for Map 114, Lot 24.

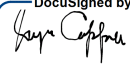
Motion to conditionally approve the hardship abatement for Map 114, Lot 24, on the condition that the property owner is not eligible for property tax deferral by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. Cappiello – Aye. **The motion passed.**


Motion to exit nonpublic session by Selectperson Saccoccia, seconded by Selectperson Mannschreck. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. Cappiello – Aye. **The motion passed.**

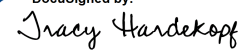
RETURN TO PUBLIC SESSION AND ADJOURNMENT

9:45pm. Motion to adjourn the February 12, 2024 Select Board Meeting by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. Roll Call Vote: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.**

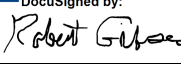
Additional information and links to all reviewed documents can be found in the [February 12, 2024 Town Administrator's Report](#). The next regular meeting will be held on February 26, 2024.

DocuSigned by:

 3/9/2024
 E5D716E3480A9C...
 Chairperson Joyce Cappiello

DocuSigned by:

 3/8/2024
 4864FFCD61D944D...
 Selectperson D. Mannschreck

DocuSigned by:

 3/8/2024
 50A1F1F438BD4EE...
 Selectperson T. Hardekopf

Vice-Chair J. Saccoccia

DocuSigned by:

 3/8/2024
 5390EE7620CC440...
 Selectperson R. Gibson

March 4, 2024

Date Minutes Were Approved