



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

Monday, June 12, 2023

The Select Board meeting for Monday, June 12, 2023 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 Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Town Administrator (TA) MacIver, and Municipal Office Administrator Caudle. Chairperson Cappiello was absent and Selectperson Hardekopf was not present when the meeting was called to order.

### **CALL TO ORDER, ROLL CALL ATTENDANCE**

**6:30pm.** Vice-Chair Saccoccia called the meeting to order and requested Roll Call attendance. Hardekopf – Not Present, Gibson – Present, Mannschreck – Present, Saccoccia – Present, Cappiello – Not Present.

### **PLEDGE OF ALLEGIANCE**

**6:30pm.** Vice-Chair Saccoccia led the Pledge of Allegiance.

**6:30pm.** *Selectperson Hardekopf joined the meeting.*

### **AGENDA REVIEW AND APPROVAL**

**6:31pm.** The Select Board agreed to add Representative Heath Howard to the Agenda under Invited Guests. Vice-Chair Saccoccia requested, and the Board agreed to add Appointments under "A" to the Consent Agenda as item "G".

*Motion to accept the Agenda as amended by Selectperson Mannschreck seconded by Selectperson Hardekopf. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

### **PUBLIC COMMENT**

**6:32pm.** *Public Comment is limited to three minutes per person, and 15 minutes total. Public Comment is not a discussion and commenters should not expect a response or two-way dialogue as the Select Board may not have discussed or taken a position on a matter. TA MacIver read the rules of Public Comment.*

**6:33pm.** *Public Comment opened.*

**6:34pm.** *There were no public comments. Public Comment closed.*

### **PUBLIC HEARINGS AND INVITED GUESTS**

#### **School Board Liaison Report**

**6:34pm.** The School Board representatives were not in attendance.

**Acceptance of Emergency Management Performance Grant (EMPG) Communications Tower Generator Grant - \$74,500**

**6:34pm.** This [proposed grant](#) is to fund a generator at 105 Ramsdell Lane to power both the radio tower and building. Town Hall Emergency Operations Center construction costs are anticipated to be used towards the match requirements of this grant, with additional funds, if required, to be utilized from the emergency communications capital reserve. If additional funds are required, a separate action would be required by the Select Board.

This public hearing was published in Foster's Daily Democrat on June 5<sup>th</sup>, 2023 as required by [RSA 31:95-b](#).

Selectperson Hardekopf shared that she had previously asked if there were funds available to match the grant (yes), so she is comfortable with the grant application.

**6:35pm.** *Public Comment opened.*

**6:35pm.** There were no public comments. *Public Comment closed.*

*Motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$74,500 for the communications tower generator. Acknowledging that the total cost of this project is up to \$149,000 in which the Town will be responsible for a 50% match (\$74,500). Further to authorize the Town Administrator to sign related documents by Selectperson Hardekopf, seconded by Selectperson Mannschreck. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

**Representative Heath Howard**

**6:36pm.** Representative Heath Howard of 194 Old Ridge Road, Strafford spoke with the Board. Specifically, he offered an update and asked the Select Board to provide input on changes to the budget in [HB 2](#). He shared he voted against the budget, which included cuts to the Barrington School budget, Group 2 benefits and reduced lunch benefits.

Requested information if the Select Board was in support of [HB 281](#), regarding least cost integrated resource plan of utilities. [SB 68](#), voted inexpedient to legislate, would have allowed smaller communities to join together and, for example, share solar arrays. Representative Howard shared he supports net metering but does not support the corresponding bill.

Though his Monday schedule is challenging due to coursework, Representative Howard shared he will attend further meetings as possible.

**CONSENT AGENDA**

**6:44pm.** During Agenda Review and Approval item "A" from Appointments was added as item "G".

*Motion to approve the Monday, June 12, 2023 Consent Agenda "A-G" as amended by Selectperson Mannschreck seconded by Selectperson Hardekopf. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

A. [Meeting Minutes May 22, 2023](#)

*Motion to approve the May 22, 2023 minutes. -Passed on the Consent Agenda*

B. Previously Submitted/Signed Requests for Signature

i. Accounts Payable Manifest 2023-222

- ii. Accounts Payable Manifest 2023-223
- iii. Payroll Manifest 2023-121
- iv. Payroll Manifest 2023-122
- v. Approved Minutes for April 17, 2023
- vi. Approved Minutes for May 8, 2023
- vii. EMS Week Proclamation
- viii. Public Works Week Proclamation
- ix. Class VI/Private Road Agreement and Release for Map 118 Lot 8
- x. New Hampshire Municipal Inquiries List
- xi. Oath of Office – Class VI/Private Road Building Policy Committee – Ronald Allard
- xii. Oath of Office – Class VI/Private Road Building Policy Committee – David Mott
- xiii. Oath of Office – Class VI/Private Road Building Policy Committee – Bob Tessier
- xiv. Oath of Office – Class VI/Private Road Building Policy Committee – Dewayne Watson
- xv. Oath of Office – Planning Board – Donna Massucci
- xvi. Oath of Office Conservation – Charles Tatham

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

C. New Requests for Signature

- i. April 17, 2023 Meeting Minutes
- ii. Accounts Payable Manifest 2023-224
- iii. Payroll Manifest 2023-123
- iv. Payroll Manifest 2023-123B-Fire

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

D. Issuance of a Building Permit on Small Road, a Private Road, for Derek & Melissa Ceppetelli, Map 106, Lot 4

- i. See attached application and packet, [20230510\\_CVPR\\_100Small\\_rev20230606](#)
- ii. This application was reviewed at the May 22, 2023 Select Board meeting, where the Select Board requested resubmission of this application to include documents that accurately reflect the use of the space as well as a letter confirming the area above the garage will not be used as dwelling space, but storage. The applicants have complied.
- iii. This application was found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 2 application, there are no road improvement requirements.
- iv. A variance was granted for front and side setbacks at the May 17, 2023 ZBA meeting.

*Motion to authorize the issuance of a building permit for Map 106, Lot 4 as proposed. -Passed on the Consent Agenda*

- E. Issuance of a Building Permit on New Bow Lake Road, a Private Road, a Class VI Road, for Christian & Ellen LaRocca, Map 216, Lot 9.

- i. See attached application and packet, [20230509 CVPR NewBowLake](#)
- ii. This application was found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 2 application, there are no road improvement requirements.

*Motion to authorize the issuance of a building permit for Map 201, Lot 16 as proposed. -Passed on the Consent Agenda*

- F. Transfer Station – Close on Independence Day

- i. Tuesday, July 4, 2023 is a Town holiday in observance of Independence Day. Staff have proposed that the Transfer Station be closed on that date and open extended hours on Thursday (9am-5pm instead of 1pm-5pm).

*Motion to authorize closing the transfer station on Tuesday, July 4, 2023, and opening for extended hours on Thursday, July 6, 2023. -Passed on the Consent Agenda*

- G. Appointments

- i. Scott Shepard – Advisory Budget Committee

*Motion to appoint Scott Shepard as a full Advisory Budget Committee member with a term expiring in 2026. -Passed on the Consent Agenda*

- ii. Bill Irving – Advisory Budget Committee

*Motion to appoint Bill Irving as a full Advisory Budget Committee member with a term expiring in 2026. -Passed on the Consent Agenda*

- iii. Peter Royce – Advisory Budget Committee

*Motion to appoint Peter Royce as an alternate Advisory Budget Committee member with a term expiring in 2026. -Passed on the Consent Agenda*

## APPOINTMENTS

### Advisory Budget Committee

**6:44pm.** Item “A” was moved to the Consent Agenda under item “G”.

### Planning Board – Gilbert Smith

**6:44pm.** Mr. Smith is [seeking appointment](#) to the Planning Board or Zoning Board of Adjustment. After discussion with TA MacIver, the Planning Board was viewed as a better alignment to Mr. Smith's interests.

Pursuant to the Select Board's Appointment Procedure, this appointment will be presented for a vote at the July 10, 2023 meeting.

### Energy Committee – Cynthia Hoisington

**6:45pm.** Ms. Hoisington is [seeking appointment](#) as an alternate member on the Energy Committee with a term expiring in March of 2026.

Pursuant to the Select Board's Appointment Procedure, this appointment will be presented for a vote at the July 10, 2023 meeting.

**STAFF REPORTS****June Work Anniversaries**

**6:46pm.** TA MacIver presented the employees celebrating an anniversary in Barrington. Thank you for your dedication to the Town of Barrington!

Timothy Boodey	Fire/EMS	28 Years
Scott Young	Part-Time Police Officer	25 Years
Katie Perry	Police Administrative Assistant	18 Years
John Huckins	Building Inspector/Code Enforcement Officer	10 Years
Erik Baker	Police Sergeant	6 Years
Jacob Cummings	Fire/EMS	6 Years
Donald Morse	Police Officer	5 Years
Tiffany Caudle	Municipal Office Administrator	4 Years
Christopher Cooke	Library Custodian	3 Years
Deborah Wood	Human Resources Administrator	2 Years

**Truck Driver/Laborer/Equipment Operator Collective Bargaining Unit**

**6:47pm.** TA MacIver shared the Highway Department has applied for a [collective bargaining unit](#), and intend to include the Transfer Station staff, which would meet the ten-employee minimum found in [RSA 273-A:8](#). The Town had previously objected to the certification as the minimum was not met in the original filing.

TA MacIver clarified at Selectperson Hardekopf's request that his understanding is the Transfer Station Administrator would not be a qualified member of the union as the position supervises other positions.

**New Credit Card Bank Account**

**6:49pm.** Treasurer Peter Royce requested the Select Board be informed a new bank account was created to aid in acceptance of credit card payments. Staff are working diligently to move towards acceptance of credit card in Town departments, but no exact timeline has been determined. The Town Clerk and Tax Collector will be the first to accept credit card payments. Fees will be paid by the resident.

**Training Opportunities**

**6:50pm.** TA MacIver shared two upcoming training opportunities:

1. [June 13, 2023 – The Right to Know Law and Public Meetings](#)
2. [June 15, 2023 – The Art of Welfare Administration Workshop](#)

**Formal Strategic Planning Session and Goal Setting**

**6:50pm.** The Select Board will be holding a Formal Strategic Planning and Goal Setting session on June 27, 2023. The group will meet for dinner at 6pm with the session beginning at 6:30pm. The focus of the strategic planning session in 2023 will be goals and long-term projects. Several goals have been established by members of the Select Board; TA MacIver asked the board to share any additional items with the Chair to prepare prior to the session.

**Municipal Office Administrator Caudle****Request for Signatures**

**6:51pm.** MOA Caudle requested signatures on Oaths approved during the Consent Agenda, as well as Agreement and Releases for the Class VI/Private Road permits, a grant agreement, and, if it is approved later in the meeting, the Dog License Warrant.

**Road Names – Pre-Approved List**

**6:51pm.** In order to streamline the road naming process, in 2014 the Select Board accepted a list of pre-approved road names for property owners and developers to select from. A significant amount of names have been used or found to conflict in the interim. Staff have asked the Select Board to approve a new list, allow staff to remove names from the pre-approved list with cause, and to assign appropriate suffixes to the pre-approved names.

Any recommendations for additions to the list are requested by June 20, 2023, and may be submitted to [tcaudle@barrington.nh.gov](mailto:tcaudle@barrington.nh.gov). Guidelines for road names are included in the [New Hampshire Addressing Standards Guide](#).

**OLD BUSINESS****Barrington Energy Committee – Community Power Aggregation**

**6:54pm.** Energy Committee Chair Paul Panish made a presentation on behalf of the Committee at the May 22, 2023 Select Board meeting regarding Community Power and what the next steps for Barrington are. In the interim, multiple questions asked by the Select Board have been answered, including the program's effect on low-income assistance, those with medical fragility, and availability of federal grants with this program.

The Energy Committee recommends the Select Board review and adopt the [CPCNH Joint Powers Agreement](#) and also appoint a Director (Paul Panish) and alternate (Dan Federico) to the CPCNH Board. There is no risk or obligation for the community in taking these actions; it will allow further investigation and steps to be taken toward developing an Electric Aggregation Plan for a Barrington Community Power Aggregation.

*Motion to approve the Energy Committee recommendation and adopt the Community Power Coalition of New Hampshire Joint Powers Agreement (after legal review) and to appoint Paul Panish as a Director and Dan Federico as alternate to the CPCNH Board by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

**NEW BUSINESS****Winter Contractor Rates**

**6:56pm.** Road Agent Marc Moreau is [proposing an increase](#) to winter contractor rates due to the challenge in obtaining contractors and the Town's dependence on them to safely maintain Barrington's Town roads during the winter season. The Select Board has consistently supported the contractor model, including instituting a guaranteed minimum for contractors during the winter season beginning to ensure overhead costs of the contractors are covered regardless of snowfall in 2019, and in 2021 authorizing a fuel allowance to correct for variable fuel costs.

In 2023, increased insurance requirements will be added to the contractor's costs, reducing the appeal of signing on as a winter contractor further.



The Board and Road Agent Moreau discussed incentives used by other towns and the state, challenges in the area as well as specific to Barrington, and ideas on how to increase the appeal for contractors to sign on with Barrington.

Motion to increase the winter contractor rates for six-wheel trucks to \$130/hour in order and one-ton to \$85/hour to offset the increased costs for the 2023-2024 season by Selectperson Hardekopf, seconded by Selectperson Gibson.

Selectperson Mannschreck requested an amendment to include an increase to \$90 for the four-wheel trucks. Selectperson Hardekopf and Selectperson Gibson agreed to the amendment, altering the motion to read:

*Motion to increase the winter contractor rates for six-wheel trucks to \$130/hour in order and one-ton to \$90/hour to offset the increased costs for the 2023-2024 season by Selectperson Hardekopf, seconded by Selectperson Gibson. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

### **Police Accreditation**

**7:15pm.** Police Chief George Joy [expressed his interest](#) in obtaining accreditation for the Police Department through the newly established Law Enforcement Accreditation Commission and purchasing PowerDMS, a software program that will ensure Standard Operating Procedures (SOP) are being followed.

The Select Board and Chief Joy discussed the benefits of the software and accreditation, as well as ensuring the following of SOP in the real-world.

The Select Board supported moving forward with accreditation, and agreed the additional software may be worthwhile. Chief Joy will move forward with budgeting for accreditation in 2024, and as he is looking for the next Deputy Chief, he will seek out an individual who can take on the role of moving this forward.

### **Unlicensed Dogs – Civil Forfeiture**

**7:27pm.** TA MacIver explained dog licensing was initially used as a means to ensure rabies vaccination.

When individuals do not license their dogs, the process results in the issuing of a civil forfeiture warrant for unlicensed dogs, eventually a summons being served by the Police Department, increasing fees, and eventually, a dog can be removed from its owners, or an individual's license can be suspended.

Letters and (when available) emails are sent to individuals out of compliance, which is not required, and is expensive both in staff time, supplies, and mailing costs.

*Motion to issue a civil forfeiture warrant, as prepared, for unlicensed dogs in Barrington as required by [RSA 466:14](#) by Selectperson Hardekopf, seconded by Selectperson Mannschreck. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. **The motion passed.***

**SELECT BOARD REPORTS AND CONCERNS****7:35pm.**

**Selectperson Hardekopf** – The ZBA has not had a meeting since the last SB meeting. Next meeting is June 21<sup>st</sup>, with multiple cases for discussion.

**Selectperson Gibson** – Conservation Commission met May 25<sup>th</sup> and June 8<sup>th</sup>. Jack Gale was elected treasurer and vice-chair, Doug Bogen as chair. The Energy committee met June 1<sup>st</sup>; Dan Federico had attended department head meeting for information on energy use in Town.

**Selectperson Mannschreck** – School Board met on June 6<sup>th</sup>, Champions for Children awarded to Jim Bulger (elementary physical education teacher). The ECLC kindergarten team was awarded the Excellence in Education award. 67 students will be attending summer school. There is a significant need to hire paraprofessionals. Library trustees meet on June 20<sup>th</sup>, the Transfer Station and Recycling Center Committee will meet on June 26<sup>th</sup>. 70 volunteers participated in the roadside cleanup this year, with under a ton of trash removed from the roadsides in Barrington. The Advisory Budget Committee has not met yet. Selectperson Mannschreck noted Recreation's cleanup club has also been cleaning up roadsides monthly, which could be affecting yearly totals.

**Vice-Chair Saccoccia** – The Recreation Committee has started summer concert series, to be held July 13<sup>th</sup> & 27<sup>th</sup>, Aug 10<sup>th</sup> & 24<sup>th</sup>. Working on sponsors for materials or volunteering. Met with Garth Svenson, Saccoccia Electric will donate temporary electric service. Summer camp starts June 26<sup>th</sup>. Raised beds were donated to Recreation last year by Selectperson Saccoccia, and McGuire Organics donated compost. The vegetable garden was harvested and donated to the food pantry. Attended Class VI/Private Road Building Policy Committee meeting today, with another meeting on June 27<sup>th</sup> at 7:30am. The Technology Committee meeting is tomorrow, June 13<sup>th</sup>.

**PUBLIC COMMENT****7:41pm.** *Public Comment opened.***7:42pm.** There were no public comments. *Public comment closed.***NONPUBLIC SESSION**

**7:42pm.** Motion to enter nonpublic session for the purposes of personnel, reputation, and legal by Selectperson Hardekopf, seconded by Selectperson Mannschreck. *Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. The motion passed.*

***There was a brief recess to clear the room.***

**7:45pm.** Present in nonpublic session were Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, TA MacIver, and MOA Caudle.

**Map 19, Lot 89 Abatement Request**

**7:49pm.** A resident submitted a request to the Select Board regarding their tax lien and upcoming deed, supplying supporting materials for his request including background information and income/expenditures. The Select Board discussed possible options regarding the amount owed. Moving forward, this individual has no tax liability due to qualifying for exemptions.

*Motion to waive all current and future interest and penalties on the 2019 and 2020 tax bills with a payment plan of \$50 per month until principal is paid in full, as well as to issue a for Map 19, Lot*



89, by Selectperson Hardekopf, seconded by Selectperson Mannschreck. All Aye. **The motion passed.**

### Application for Appointment

**7:53pm.** The Select Board discussed feedback received from Board chairs regarding a prospective appointee and possible board and committee appointments. No decisions were made.

### Highway Department Union

**8:10pm.** TA MacIver shared new details regarding the Highway Department Collective Bargaining Unit, including feedback and suggestions from the Town's Labor attorney. The Select Board agreed by consensus to provide additional information to the proposed members.

### Code Enforcement Update

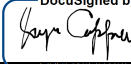
**8:22pm.** TA MacIver provided an update on complaints submitted by a resident who recently received a notice of noncompliance from the Zoning Administrator. No decisions were made.

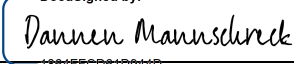
### RETURN TO PUBLIC SESSION AND ADJOURNMENT

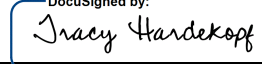
**8:32pm.** Motion to exit nonpublic session and return to public session by Selectperson Hardekopf, Seconded by Vice-Chair Saccoccia. All aye. **The motion passed.**

**8:32pm.** Motion to adjourn the June 12, 2023 Select Board meeting by Selectperson Mannschreck, seconded by Selectperson Hardekopf. All aye. **The motion passed.**

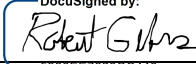
Additional information and links to all reviewed documents can be found in the [June 12, 2023 Town Administrator's Report](#). The next meeting will be held on July 10, 2023.

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Chairperson Joyce Cappiello

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Selectperson D. Mannschreck

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Selectperson T. Hardekopf

Vice-Chair J. Saccoccia

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Selectperson R. Gibson

July 10, 2023

Date Minutes Were Approved