



BARRINGTON, NH SELECT BOARD MINUTES

Monday, May 8, 2023

The Select Board meeting for Monday, May 8, 2023 began at 6:30pm. The meeting was held at the 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, Selectperson Hardekopf, Town Administrator (TA) MacIver, and Municipal Office Administrator Caudle. Chair Cappiello was excused from the meeting.

CALL TO ORDER, WELCOME NEW MEMBERS, ROLL CALL ATTENDANCE

6:30pm. Vice-Chair Saccoccia called the meeting to order and called for attendance.

Hardekopf – Present, Gibson – Present, Mannschreck – Present, Saccoccia – Present, Cappiello – Not Present.

PLEDGE OF ALLEGIANCE

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

AGENDA REVIEW AND APPROVAL

6:31pm. Vice-Chair Saccoccia moved all items under Appointments up for a vote be added to the Consent Agenda, and the agenda otherwise be approved as written, seconded by Selectperson Hardekopf. All 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.*

6:33pm. *There were no public comments. Public Comment closed.*

PUBLIC HEARINGS AND INVITED GUESTS

School Board Liaison Report

6:33pm. The School Board representatives did not attend the meeting.

Library Project Site Selection/Vision and Humanities Grant

6:33pm. Library Trustee Chair Susan Gaudiello introduced Library Director Liz Bolton before a [PowerPoint presentation](#) regarding the future of the new Library project proposal. She explained the library recently held a community discussion surrounding a new building. During the community discussion the pros and cons of situating the new library on Ramsdell Lane vs. in the Town Center were reviewed, with Ramsdell Lane ending up the preferred location. Additionally,

the need for a community meeting space was discussed, as well as the possibility of the Recreation Department utilizing the area currently used by the library for programming and meeting space. This would allow the library to scale down their plans to approximately 10,000 square feet. The next steps include establishing a building committee. Other topics discussed were interior design and efficiency.

The Barrington Library Foundation President Roger Gingrich, explained fifteen (15) grants have been reviewed for potential funding sources for a new library, with focus on the requirements for the National Endowment for the Humanities grant. President Gingrich and the Select Board discussed various concerns and questions, greatly related to funding rules and transparency.

TA MacIver read a [letter of support](#) drafted by President Gingrich to be signed by the Select Board.

Selectperson Hardekopf shared her appreciation that a grant is being pursued for funding, as well as further review of resident needs and opportunities for the building.

Motion to authorize the utilization of Town personnel and resources to administer the NEH library grant (if awarded) and to approve and sign the drafted letter of support which will be submitted with the grant application by Selectperson Mannschreck, seconded by Selectperson Hardekopf. All aye. ***The motion passed.***

CONSENT AGENDA

7:04pm. Five appointments scheduled for vote were added to the Consent Agenda during Agenda Review and Approval.

Motion to approve the Monday, May 8, 2023 Consent Agenda 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 April 17, 2023

Motion to approve the April 17, 2023 minutes [as amended]. -Passed on the Consent Agenda

B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-217
- ii. Accounts Payable Manifest 2023-218
- iii. Payroll Manifest 2023-116
- iv. Payroll Manifest 2023-116B
- v. Payroll Manifest 2023-117
- vi. Intent to Cut Wood or Timber for Map 223 Lot 26 Sublots 58 & 59
- vii. Intent to Cut Wood or Timber for Map 268 Lot 1 Sublot 10 & 14
- viii. Intent to Cut Wood or Timber for Map 268 Lot 1 Sublot 23 & 30
- ix. Intent to Cut Wood or Timber for Map 269 Lot 9
- x. Intent to Excavate for Map 223 Lot 26
- xi. Intent to Excavate for Map 251 Lot 65
- xii. Gravel Tax Assessment & Levy for Map 251 Lot 66
- xiii. Gravel Tax Assessment & Levy for Map 223 Lot 26

- xiv. Yield Tax Warrant & Levy for Map 223 Lot 24
- xv. Land Use Change Tax for Map 223 Lot 9
- xvi. Land Use Change Tax for Map 223, Lot 26-1
- xvii. Land Use Change Tax for Map 223, Lot 26-2
- xviii. Land Use Change Tax for Map 223, Lot 26-3
- xix. Land Use Change Tax for Map 223, Lot 26-4
- xx. Land Use Change Tax for Map 223, Lot 26-5
- xxi. Land Use Change Tax for Map 223, Lot 26-17
- xxii. Land Use Change Tax for Map 223, Lot 26-26
- xxiii. Land Use Change Tax for Map 223, Lot 26-42
- xxiv. Land Use Change Tax for Map 223, Lot 26-48
- xxv. Land Use Change Tax for Map 223, Lot 26-49
- xxvi. Administrative Abatement for Map 265 Lot 14
- xxvii. Meeting Minutes for February 27, 2023
- xxviii. Meeting Minutes for March 6, 2023
- xxix. 2024 Forest Fire Deputy Warden Reappointment
- xxx. 2024 Forest Fire Deputy Warden Appointment
- xxxi. Agreement between Town & NEPBA Local 240
- xxxii. Oath of Office for Daniel Cassidy
- xxxiii. Oath of Office for Steven Graves
- xxxiv. Oath of Office for Pat Mead

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2023-219
- ii. Payroll Manifest 2023-118
- iii. Raffle Permit to Expire May 8, 2024 – [Barrington Women's Club](#)
- iv. Gravel Tax Levy for Map 223 Lot 77
- v. Timber Certification of Yield Taxes Assessed for Map 233 Lot 38, Map 240 Lots 5, 7, & 7, and Map 249 Lot 18
- vi. 2023 Cyclical Revaluation Contract with Corcoran Consulting
- vii. 2023 Tax Collector's Warrant

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

D. 'The Homestead' Confirmatory Deed

At the November 5, 2022 auction, the Town sold 'The Homestead' (23 lots, 50 acres) to JE Development, LLC. The attorney representing the buyer has asked the Select Board to sign a [confirmatory deed](#) in order to expedite clearing the title on the properties. The Town's attorney has reviewed the proposal and has no concerns.

Motion to approve and sign the confirmatory deed for 'The Homestead' which was sold at auction on November 5, 2022. -Passed on the Consent Agenda

- E. New Hampshire Municipal Association Legal Inquiries List Update
The New Hampshire Municipal Association (NHMA) offers free legal consultation for general Town business/functions. The Town of Barrington maintains a list of those municipal officials who can contact NHMA for legal advice. The [list has been updated](#) to include Chairpersons of Boards, Committees, and Commissions, as well as individual officials.
Motion to update the New Hampshire Municipal Association Legal Inquires List as presented and authorize the Select Board Chair to sign. -Passed on the Consent Agenda
- F. Discharge 2004 Conservation Commission Mortgage to Landry
The Town Conservation Commission issued a \$125,000 loan in 2004. It was a no-interest loan, due back at the end of 2006. The private party involved owned land which the Conservation Commission wanted to conserve. A Promissory Note was recorded at Strafford County Registry of Deeds Book 3049 Page 392. In September of 2007, the \$125,000 was paid back to the Town, but the mortgage was never released. The Town is again involved in conserving the property and during a title search, the mortgage was identified. After consultations with the Town's attorney, a [Discharge of Mortgage](#) was drafted.
Motion to authorize and sign the Landry Discharge of Mortgage, as presented, for payment received in late 2007. -Passed on the Consent Agenda
- G. Swains Lake Dam Engineering Capital Reserve Request - \$40,000
Road Agent Marc Moreau reviewed repair needs and costs in 2023 for the Swains Lake Dam in the [Swains Lake Dam Memo 2023](#).
Motion to authorize up to \$40,000 from the Dam Repair and Engineering Capital Reserve to fund rip rap filter and spillway repair engineering. -Passed on the Consent Agenda
- H. 2023 Crack Sealing Award
Bids for the 2023 Crack Sealing were opened on April 26th, 2023, at Town Hall. Road Agent Marc Moreau recommended the bid be awarded to the sole bidder in a [Cracksealing Recommendation](#).
Motion to award the 2023 Crack Sealing Bid to INDUS, the low (and only) bidder for a total of \$62,836. -Passed on the Consent Agenda
- I. 2023 Line Striping Award
Bids for the 2023 Road Striping were opened on April 26th, 2023, at Town Hall. After Review, Road Agent Marc Moreau provided a [Line Striping Recommendation](#).
Motion to award the 2023 Line Striping Bid to Industrial Traffic Lines, the low bidder for a total of \$46,130. -Passed on the Consent Agenda
- J. Highway Department Seasonal Schedule
Road Agent Marc Moreau has requested a Highway Department Seasonal Schedule from Memorial Day to Labor Day, with hours of 6:00am to 4:00pm Monday through Thursday.

*Motion to authorize the Highway Department seasonal schedule, as presented. -
Passed on the Consent Agenda*

K. 2023 First Half Property Tax Warrant

The property tax year runs from April 1st through March 31st. The assessed value of the property is as of the condition on April 1st. The [2023 First Half Warrant](#) has been submitted for Select Board review and signature, and bills will be due July 3, 2023. An informational [tax bill insert](#) will be included covering the following topics: 2023 revaluation, Tricentennial license plates, dog licensing, Facebook, Transfer Station summer hours, Master Plan chapter updates, and more.

*Motion to authorize the issuance of the 2023 First Half Property Tax Warrant. -
Passed on the Consent Agenda*

L. Stars and Stripes for Barrington Pole Authorization

Each year a local organization, [Stars and Stripes for Barrington](#), places American flags on utility poles from the Middle School to the Public Safety Building. The flags typically go up in time for Memorial Day and are taken down after Veterans' Day. The poles are privately owned by Eversource and Consolidated Communications and these organizations ask for the support of the community in order to approve the placement application.

Motion to authorize and sign the 2023 Stars and Stripes for Barrington pole placement application. -Passed on the Consent Agenda

M. Mitchell Municipal Group Disposition of Member Legal Files

Under NH Rules of Professional Conduct Rule 1.15, attorneys are required to retain client files for at least 6 (six) years. After that period of time, an attorney can either return client files to the client, if the client so requests, or the attorney may discard those files. The policy of Mitchell Municipal Group is to retain files for seven years. Mitchell Municipal Group is cleaning up Barrington files dating back to 2009. They have asked for the Town's consent to dispose of those files older than seven years.

Motion to authorize Mitchell Municipal Group to discard all legal records that are older than seven years. -Passed on the Consent Agenda

N. Police Department Lockers – Police Equipment Capital Reserve Update - \$3,365

At the April 17, 2023 meeting, the Select Board authorized the use of funds from the Police Equipment Capital Reserve for two new lockers. The amount approved did not include freight. This request serves to replace the April 17, 2023 approval in its entirety. They are requesting that the Select Board release funds from the Police Equipment Capital Reserve for this purchase.

Motion to authorize \$3,365 from the Police Equipment Capital Reserve for lockers. -Passed on the Consent Agenda

O. Radio Licensing Fees – Emergency Communication Capital Reserve - \$1,150

The radio communications improvements continue in Barrington. There was recently another round of licensing at a cost of \$1,150. The Select Board is asked to authorize that expenditure from the Emergency Communications Capital Reserve.

Motion to authorize \$1,150 from the Emergency Communications Capital Reserve for licensing fees. -Passed on the Consent Agenda

P. Appointments

i. Gary Imbrie – Conservation Commission

Motion to appoint Gary Imbrie as a Conservation Commission member with a term expiring in 2026. -Passed on the Consent Agenda

ii. Jenny Stuart – Conservation Commission

Motion to appoint Jenny Stuart as an alternate Conservation Commission member with a term expiring in 2024. -Passed on the Consent Agenda

iii. Paul Panish - Conservation Commission

Motion to appoint Paul Panish as a Conservation Commission member with a term expiring in 2025. -Passed on the Consent Agenda

iv. Matt Mooers – Recreation Commission

Motion to appoint Matt Mooers as a Recreation Commission member with a term expiring in 2024. -Passed on the Consent Agenda

v. Cheryl Huckins – Zoning Board of Adjustment

Motion to appoint Cheryl Huckins as a Zoning Board of Adjustment member with a term expiring in 2026. -Passed on the Consent Agenda

APPOINTMENTS

Conservation Commission – Charles Tatham

7:05pm. Mr. Tatham is seeking reappointment as an alternate member on the Conservation Commission with a term expiring in March of 2025. His previous term expired in March.

Pursuant to the Select Board's Appointment Procedure, this appointment will be presented for a vote at the May 22, 2023 meeting.

Planning Board – Donna Massucci

7:06pm. Ms. Massucci is seeking reappointment as an alternate member on the Planning Board with a term expiring in March of 2026. Her previous term expired in March.

Pursuant to the Select Board's Appointment Procedure, this appointment will be presented for a vote at the May 22, 2023 meeting.

CLASS VI AND PRIVATE ROAD BUILDING POLICY

7:07pm. At the February 14, 2022 meeting the Select Board adopted a new Class VI and Private Road Building Policy; at their meeting on April 17, 2023, the Select Board formed a committee to review the committee and recommend any changes, including specifically:

- Any procedural changes
- Explore a cap to the 10% road improvements
- Formalize any repeating accommodations/waivers
- Consider a list of roads (or sections of roads) where no permits should be issued
- Further explore how to quantify the impact of a seasonal property becoming a year-round residence

The Town received six applications for the committee, with three seats for voting members from the general public. Applicants included David Mott, Bob Tessier, Dewayne Watson, Paul

Thibodeau, John Houle, and Mike MacNeil. The Board agreed Dewayne Watson and Bob Tessier should be members of the committee, as well as one of the three applicants from Long Shores/Berry River. They requested the three applicants choose amongst themselves. Ron Allard will be serving as a Planning Board representative. TA MacIver shared the meetings will be public and encouraged all applicants and interested parties to attend.

STAFF REPORTS

May Work Anniversaries

7:44pm. TA MacIver presented the employees celebrating an anniversary in Barrington. Thank you for your dedication to the Town of Barrington!

Donald Millette	Firefighter	25 Years
Kimberly Kerekes	Town Clerk	23 Years
Wendy Rowe	Assistant Library Director	19 Years
Charles Kilgour	Transfer Station Attendant	5 Years
Richard Wentworth	Transfer Station Attendant	5 Years
Joseph Spinney	Firefighter	5 Years
Gary Brock	Firefighter	1 Year
Gayden Lambert	Firefighter	2 Years

Committee Assignments

7:15pm. TA MacIver relayed the committee assignments:

- a. Chair Cappiello
 - a. Planning Board
- b. Vice-Chair Saccoccia
 - a. Recreation Commission
 - b. Technology Committee
 - c. Planning Board Alternate
- c. Selectperson Mannschreck
 - a. School Board
 - b. Library Trustees
 - c. Advisory Budget Committee
 - d. Transfer Station and Recycling Center Review Committee
- d. Selectperson Gibson
 - a. Conservation Commission/Trails Committee
 - b. Energy Committee
 - c. Town Lands Committee
- e. Selectperson Hardekopf
 - a. Zoning Board of Adjustment
 - b. Master Plan Housing Chapter Update Committee (added during relevant topic later in meeting)

Training Opportunities

7:16pm. TA MacIver shared multiple upcoming training opportunities for Select Board members. Opportunities include

- [Hard Road to Travel](#) (May 17)
- [Making Zoning work for Housing in Your Community](#) (May 18)
- [Local Officials Workshop](#) (June 1)
 - [2022 Local Officials PowerPoint](#)
- [Municipal Trustees Training Hybrid Workshop](#) (June 8)
- [Right to Know Law and Public Meetings](#) (June 13)

Formal Strategic Planning Session and Goal Setting

7:17pm. The session has been scheduled for June 27, 2023. TA MacIver and the Board agreed to meet at 6pm for dinner, 6:30pm to begin the discussion. Sarah Wrightsman will be facilitating. The Select Board was asked to share what they'd like to focus on so research can be completed beforehand; if any additional items are to be considered, TA MacIver requested they be shared as soon as possible.

School Demographic Study

7:19pm. The [Demographic Study Report](#) was completed on March 20 and has been presented to the School Board. TA MacIver has asked for a representative from the School Development counsel or Superintendent to present the detailed results of the Demographic Study. Selectperson Mannschreck explained that it was a limited study, and it had predicted there would be no growth to the school district through 2032. Some districts are seeing a decline in students due to declining birth rate, however with the housing increases in Barrington, it will likely stay stable.

Master Plan Chapter Update Committee - Housing

7:22pm. Vice-Chair Saccoccia read an invitation to residents to help serve on the Master Plan Steering committee. Selectperson Hardekopf volunteered to serve on the committee for the Select Board.

First Half Tax Bill and Insert

7:24pm. TA MacIver shared that the [Tax Bill insert](#) was completed and includes a call for volunteers for various roles in Town. He encouraged concerned citizens to get involved. The Tax Warrant was approved on the Consent Agenda and the bill will be sent out May 15th.

Municipal Office Administrator Caudle

7:26pm. MOA Caudle requested signatures on five oaths approved at this meeting, one corrected oath, a flag application from Stars and Stripes for Barrington, and a raffle permit.

Stars and Stripes for Barrington

7:27pm. Selectperson Hardekopf asked where residents can send donations to Stars and Stripes for Barrington? Stephanie Dimke of Stars and Stripes for Barrington spoke and requested the checks be sent to the Town Post office, to her attention, and can be written to her with "Stars and Stripes for Barrington" in the memo. Additionally, a link is on the [Stars and Stripes for Barrington Facebook Page](#) leading to the group's Venmo account.

The Town's mailing address is PO Box 660, Barrington, NH 03825. The cost of a flag and accessories varies, but is approximately \$100/flag, there are approximately 60 flags put up each year, with 25-40% of the flags needing to be replaced each year.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS**2023 Paving Award**

7:32pm. Road Agent Marc Moreau explained [his recommendation](#) to award the bid to Advanced Paving citing the high quality experienced in previous years. Additionally, a resident, [Daniel Ayer](#), [submitted a letter](#) regarding the paving bid.

Motion to award the 2023 Paving Bid to Advanced Excavating and Paving as presented and recommended by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll call vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye. *The motion passed.*

Municipal Boat Launch Grant

7:36pm. Vice-Chair Saccoccia and TA MacIver spoke regarding the municipal boat launch investment program through the Governor's Office for Emergency Relief and Recovery (GOFERR), which could potentially provide \$100,000 in funding, with a 25% match requirement, for municipal boat launch projects in New Hampshire.

TA MacIver read a [letter submitted by the Ayers Lake Association](#) regarding any proposed projects and potential impact to the lake and surrounding properties. The 25% match could come from several sources, but not ARPA funds. Funding could potentially be obtained for more than one point of access. All scopes of projects would be considered.

Swains Lake and Stonehouse Pond would not be options as they're both State boat launches, so currently looking at Ayers Lake and Richardson Pond primarily.

The Select Board voiced support for applying for separate grants for Richardson Pond and Ayers Lake through the GOFERR municipal boat launch investment program.

Barrington Childcare Support Services Network

7:49pm. TA MacIver explained Recreation Director Jessica Tennis and local childcare center owner/Planning Board Member Donna Massucci have met to discuss possible ways to assist with the ongoing childcare crisis for the citizens of Barrington. The Board and TA MacIver discussed possible options to encourage additional childcare to be established in Barrington.

There will be a discussion with the Planning Board at the May 16th meeting to consider the impact of further development on childcare in Barrington.

Legislation was considered at the state brought from Lebanon regarding incentives to childcare businesses, but it failed.

SELECT BOARD REPORTS AND CONCERNS

7:56pm.

Selectperson Hardekopf – Shared the ZBA granted a variance for a solar array placement. A recommendation will be sent by the Town Planner to the Planning Board requesting clarification that solar arrays should not be installed on sheds that fall under 200 square feet threshold.

Selectperson Gibson – The Energy Committee met twice since last Select Board meeting. Jim Anderson, the Town Facility manager has been attending meetings, and the committee will be

meeting with department heads regarding facility needs. Town Lands met on April 22nd, discussed how to expand the Town Forest. Conservation met on April 27th, with discussion around Nippo Lake. Easement monitoring schedule was discussed, Gary Imbrie is working to establish a schedule. Selectperson Gibson thanked all who came out to do cleanup on Earth Day.

Selectperson Mannschreck – The Advisory Budget Committee is not meeting yet. Transfer Station and Recycling Center Committee meeting was cancelled. Deanna Rae is now officially the superintendent, no longer interim. The school year will end June 23rd.

Vice-Chair Saccoccia – Rec is planning camp, working on community programming ideas, and are going to have a large software update at the end of June. The Tech Committee will be meeting tomorrow (5/9).

PUBLIC COMMENT

8:01pm. *Public Comment opened.*

Roger Gingrich, Peabody Way/Library Foundation President – Shared that the Library Foundation adopted a portion of Route 9 and have found and collected \$110 on that section of road.

8:02pm. There were no additional public comments. *Public comment closed.*

NONPUBLIC SESSION

8:03pm. Motion to enter nonpublic session for reasons of personnel by Selectperson Mannschreck, seconded by Selectperson Hardekopf. All aye. *The motion passed.*

The Select Board discussed the succession management plan for two positions with long-term employees set to retire in 2024.


Motion to reaffirm the succession management plan by Selectperson Hardekopf, seconded by Selectperson Gibson. All aye. *The motion passed.*


RETURN FROM NONPUBLIC SESSION AND ADJOURNMENT

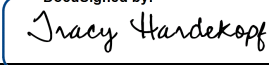
8:13pm. Motion to reenter public session by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. All aye. *The motion passed.*


8:13pm. Motion to adjourn the May 8, 2023 Select Board meeting by Selectperson Mannschreck, seconded by Selectperson Gibson. All aye. *The motion passed.*

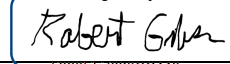
Additional information and links to all reviewed documents can be found in the [May 8, 2023 Town Administrator's Report](#).. The next meeting will be held on May 22nd, 2023.

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Chairperson Joyce Cappiello

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Selectperson D. Mannschreck

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Selectperson T. Hardekopf

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Selectperson R. Gibson

May 22, 2023

Date Minutes Were Approved