



BARRINGTON, NH SELECT BOARD MINUTES

Monday, November 6, 2023

The Select Board meeting for Monday, November 6, 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 Chair Cappiello, Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle.

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.

MOMENT OF SILENCE – DAWN HATCH

6:30pm. Chairperson Cappiello explained Dawn Hatch, a long-time resident of Barrington who served the Town in a multitude of ways, including as a volunteer, Town employee, recorder of minutes, member of boards (including the Select Board) and 2012's Citizen of the Year passed away. Chair Cappiello led a moment of silence.

PLEDGE OF ALLEGIANCE

6:31pm. Chair Cappiello led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:31pm. Selectperson Mannschreck requested item "G" be removed from the Consent Agenda and discussed under New Business. TA MacIver requested the addition of an expenditure request in the amount of \$543.26 under the Consent Agenda, as item "H."

Motion to approve the agenda for the November 6, 2023 meeting, to include items "A-F & H" on the Consent Agenda by Selectperson Hardekopf, seconded by Selectperson Mannschreck.

*Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

November 6, 2023

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.** Members of the School Board were unavailable for tonight's meeting.**Strafford Regional Planning Commission Representatives – Jen Czysz (Executive Director), Steve Diamond (Commissioner), and Matthew Towne (Commissioner)**

6:34pm. Jen Czysz, Strafford Regional Planning Commission (SRPC) Executive Director, [provided an overview](#) of what the SRPC does, current projects, dues and how they're used, grants, and other programs. Commissioner Matt Towne reviewed what he's learned since joining the SRPC meetings, the need for connecting community members to information and services, as well as his willingness to work towards necessary projects. Sidewalks and the previous road safety audits were discussed, with TA MacIver providing an update for the SRPC regarding the DOT and the road safety audit recommendations.

2024 Budget Presentation – Town Clerk/Election

7:06pm. Town Clerk Kimberly Kerekes asked if the Select Board had any questions regarding the proposed budget. Including deliberative session, there will be five (5) elections in 2024. The credit card machines are working well, with approximately \$107,000 having been taken in by credit cards. The ABC had no concerns about the proposed budget.

2024 Budget Presentation – Recreation

7:08pm. Recreation Director Jessie Tennis and Assistant Recreation Director Sarah Bailey presented the 2024 Recreation Budget. They provided a review of the department, the progress that has been made, and Director Tennis having taken over at the beginning of COVID having allowed for a reevaluation of provided services and priorities. Projected revolving fund usages were reviewed, as well as significant budget changes to include an increase in benefits cost as well as 9 additional hours for the administrative assistant position.

ABC Vice-Chair Scott Shepard praised the presentation and shared the ABC had no concerns regarding the recreation budget.

2024 Budget Presentation – Library

7:35pm. Library Director Elizabeth Bolton and Library Trustee Chair Susan Gaudiello presented the 2024 Library budget, including significant budget changes. Physical book copies vs. digital copies were discussed.

Chair Gaudiello explained the Library Technology Capital Reserve warrant article is meant to allow for repair or replacement of items as necessary.

ABC Vice-Chair Shepard shared he is impressed with the library's website, and the ABC had no concerns.

2024 New Library Acquisition and Renovation Bond Request

7:50pm. A purchase and sale agreement is being written for the property on Calef Highway, and should come before the Select Board at the November 13th meeting. Costs of acquisition and renovation of the building were reviewed, with an approximate [total budget of \\$3.5 million](#). In

November 6, 2023

comparison, a new building would be approaching \$6 million. The current offer is without inspection; following inspection the offer could be revised.

8:03pm. *Vice-Chair Saccoccia exited the table.*

8:06pm. *Vice-Chair Saccoccia returned to the table.*

Community Center Investment Program Grant – 105 Ramsdell Lane

8:10pm. TA MacIver and Recreation Director Jessica Tennis presented information about the Community Center Investment Program (CCIP) Grant. All available grant funds for the New Hampshire Community Development Finance Authority (NHCDFA) CCIP have not been expended, and therefore a second round has been opened to applicants. While the Select Board did not support proceeding with the grant opportunity at the February 27, 2023 meeting, with the recent plans to pursue relocating the Library as well as Barrington's acceptance into the Community Development Finance Authority's Technical Grant Writing Assistance Program, it may be an opportune time to apply.

This grant would be administered in the form of a forgivable loan and would require approval of a bond initiative by 60% of voters at the 2024 Town Meeting. It also requires a 15% match, and the Recreation Commission has voted to utilize \$150,000 of cash from the Recreation Revolving Fund for the match.

Barrington's residents and staff have expressed the need for program & meeting space, which would be provided by the development of a community center. If the library does vacate the space at 105 Ramsdell Lane, that area could be renovated into a community center space to meet these needs for Barrington.

There are several potential outcomes to the development of a community center or additional recreation space based on voter and grant approval, which were presented in an [infographic](#); TA MacIver reviewed the options, explaining what each would mean for a renovation.

Selectperson Gibson asked for the timeframe of the application, and TA MacIver and Director Tennis explained the application is due in early March, requiring it be on the warrant prior to the Town knowing if the grant was approved, and funds must be spent no later than August of 2025. Selectperson Hardekopf noted that 25% of the funding for infrastructure projects the Town is currently pursuing may be able to be paid for through grants.

Selectperson Hardekopf stressed the need for the community to understand the project, possibly sharing videos or other outreach. TA MacIver agreed that explaining to voters what they're voting on is essential and will be necessary. He also explained that the wording of the warrant article will be structured with the proposed funding sources listed, so if the grant is not approved, authorization is not granted to the Town to otherwise raise that amount.

Motion to sign a letter of support for the Community Center Investment Program Grant by Selectperson Hardekopf, seconded by Selectperson Mannschreck. *Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. **The motion passed.***

November 6, 2023

CONSENT AGENDA

8:26pm. *Motion to approve the Monday, November 6, 2023 Consent Agenda items “A-F” & “H” by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. **The motion passed.***

A. Meeting Minutes October 16, 2023

*Motion to approve the October 16, 2023 minutes as presented. – **Passed on the Consent Agenda***

B. Previously Signed/Submitted Requests for Signature

- i. Accounts Payable Manifest 2023-244
- ii. Payroll Manifest 2023-143
- iii. [Raffle Permit – Friends of the Library](#)
- iv. Oath of Office – Zoning Board of Adjustment - Jackie Flanagan
- v. 2023 County Tax Apportionment
- vi. Winter Contractor Agreement – Hatch (three vehicles)
- vii. Notice of Intent to Cut Wood or Timber for Map 239, Lot 1-1

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2023-245
- ii. Payroll Manifest 2023-144

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

D. Tax Record Preservation Grant Acceptance

- i. On behalf of the Town, Tax Collector Linda Markiewicz applied for and was awarded a \$9,330 grant for tax record preservation through the New Hampshire “Moose Plate” Grant Program. This is the fifth consecutive year that Linda has applied for and received grant funds for the preservation of historical tax ledgers, and will bring the total conserved ledgers to seven.

*Motion to accept and expend the Moose Plate Grant in the amount of \$9,330 and authorize the Town Administrator or Tax Collector to sign all accompanying documents. – **Passed on the Consent Agenda***

E. Financial Audit Award

- i. The Town has utilized Plodzick & Sanderson CPAs for three years; Generally Accepted Accounting Principles (GAAP) recommend a new auditing team every three to five years. In August, the Select Board authorized a [Request for Proposals for the 2023 Financial Audit](#). Staff have reviewed the respondents and [have recommended](#) Vachon Clukay & Company PC.

*Motion to award the Financial Audit scope to Vachon Clukay & Company PC with a one-year contract and a three-year option. – **Passed on the Consent Agenda***

F. Network and Switching Upgrades as Recommended by the Technology Committee

- i. The Technology Committee in cooperation with Block5 has been working to design a new and improved network and switching plan which focuses on redundancy and limiting service interruptions, a goal that has proven critical for Public Safety.
- ii. The [proposal is available](#) for the Select Board's review, and funds for this project are available in the General Government Buildings Equipment and Building Maintenance budget lines.

Motion to authorize proceeding with the network and switching upgrades as recommended by the Technology Committee. – Passed on the Consent Agenda.

G. New Hampshire Municipal Association Annual Meeting Voting Delegate

- i. This item was removed from the Consent Agenda and considered under "New Business"

H. Police Computer Equipment

- i. The Select Board recently authorized the expenditure of \$10,000 towards a Police Computer Equipment Project to be funded through the Police Equipment Capital Reserve. The cost has exceeded the approved amount by \$543.26. The Select Board was asked to authorize an additional \$543.26 from the Police Equipment Capital Reserve for this expenditure for a total of \$10,543.26.

Motion to authorize an increase of the expenditure by \$543.26 to a total of \$10,543.16 from the Police Equipment Capital Reserve. – Passed on the Consent Agenda

APPOINTMENTS

8:37pm. There were no appointments.

STAFF REPORTS**November Work Anniversaries**

8:37pm. TA MacIver reviewed staff anniversaries for November. Thank you to each staff member for your dedication to the Town of Barrington!

Jonathan Janelle	Fire/EMS	25 Years
Erin Paradis	Transfer Station Admin/Highway Support Assistant	15 Years
Richard Smith	Fire/EMS	11 Years
Abigail Clark	Recreation	7 Years
Terrence Glazier	Transfer Station Attendant	4 Years
Peter Curtin	Full-Time Fire/EMS	3 Years
Cameron Berry	Full-Time Police	2 Years

Greenhill Bridge Progress Report and Anticipated Opening

8:38pm. The bridge will be completed soon, following some small setbacks. Currently the basecoat and topcoat of paving are pending, with a potential opening of the week of November 13th. A ribbon cutting is to-be-determined.

Community Power Joint Meeting and Public Hearing – November 27th

8:40pm. The first of two public hearings was held on November 2nd. On November 27th the Energy Committee will hold the second public hearing during the Select Board meeting. The

November 6, 2023

[Community Power Electric Aggregation Plan](#) and other information is available on the [Energy Committee page](#) on the Town's website.

Elected and Appointed Terms Expiring in 2024

8:41pm. TA MacIver reviewed a [list of elected and appointed terms](#) expiring in March which was prepared by the Town Clerk. Those looking to continue their appointments (or apply for a new appointment) should fill out an [Application for Appointment](#) and those in elected positions should file for candidacy during the upcoming filing period.

Landry/Nippo Lake Conservation Property Closing – November 17, 2023

8:42pm. Closing is scheduled for November 17th. This will conserve 164 acres of property along Nippo Lake. The Select Board voted to authorize the acquisition of an executory interest in the conservation easement at the October 3, 2023 Select Board meeting. The Conservation Commission supported this effort, contributing \$100,000 towards the conservation project.

Municipal Office Administrator Caudle

8:42pm. MOA Caudle requested signatures on a voluntary change of address form.

OLD BUSINESS

Dudzik/Swains Lake Village Water District Conservation Project

8:43pm. Previously discussed at the September 11, 2023 Select Board Meeting, the Swains Lake Village Water District (SLVWD) is working to conserve approximately 74 acres of vacant land adjacent to property owned by the district and is applying for a grant through the State of New Hampshire to assist in funding the acquisition of the property.

Duane Hyde, Southeast Land Trust (SELT) Land Conservation Director and David Toddy, resident of Shady Lane and Chair of the SLVWD, spoke to the acquisition. SELT is assisting in the acquisition but will have no legal interest in the property. They explained the importance of the property to the area watersheds and it being at the headwater of the Oyster River. The Dudzik family, looking to conserve the land in memory of Kenneth Dudzik, have agreed to a reduction in the price of the property from the fair market value of \$335,000 to \$284,750 so long as it is named for Mr. Dudzik and kept open for hunting and outdoor recreation. SLVWD agreed to those terms.

SELT assisted SLVWD in applying for a grant through the [Drinking Water and Groundwater Trust Fund](#) for \$189,760, with a second grant within for transaction costs for \$22,125. If approved, the remaining funds required would be \$121,815. The funding program is extremely competitive, and the commissioners are reviewing projects with priority for those that are "ready to go."

At their October 26, 2023 meeting, the Barrington Conservation Commission [voted to contribute \\$65,000](#) towards this conservation project. SLVWD is working towards contributing \$40,000 to the project. With both contributions, the remaining funds needed would be brought down to approximately \$17,000 of the total amount.

The purchase and sale agreement was signed last Friday, November 3, 2023, with closing required by the end of 2024.

TA MacIver added that Representative Len Turcotte has reached out to a commissioner in support, who stressed that matched funding being in place was a significant factor in approval. Also, the Memorandum of Understanding between the Conservation Commission and Select Board requires the Select Board ratify expenditures from the Conservation Fund.

The property will be owned in-fee with deed restrictions by the Swains Lake Village Water District. The State will hold a third-party right of enforcement on the deed restrictions.

November 6, 2023

Motion to ratify and approve the contribution from the Conservation Fund of \$65,000 for the Dudzik/Swains Lake Village Water District and to authorize the Town Administrator to sign all accompanying documents by Selectperson Hardekopf, seconded by Selectperson Mannschreck.

Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. The motion passed.

Chairperson Cappiello will be present at the at the Department of Environmental Services hearing in Concord tomorrow in support of this grant application.

2023 Exemptions and Credit Analysis

8:55pm. Staff prepare an analysis of exemptions and credits each year to show Barrington's current exemption and credit levels and utilization. The Select Board asked for the data in the Exemption and Credit Analysis for 2023 to include the number of exemptions/credits per housing type.

The Board discussed concerns regarding the impact and benefits of credits and exemptions on all taxpayers.

2024 Trick-or-Treat Date Decided by Barrington Kids Vote

9:12pm. The Select Board officially adopted October 30 5pm-7pm as Trick-or-Treat in October, 2015, and reaffirmed the date in September 2020. Each year, there is controversy surrounding the date, and in two recent years the date has been changed due to inclement weather. In the interest of giving the choice to those who would actually be doing the Trick-or-Treating, staff have asked the Select Board to allow the Trick-or-Treat date to be a question on the 2024 Kids Vote.

Motion to allow Barrington kids to decide the date and time of Trick-or-Treating in 2024 through a democratic process at the 2024 Barrington Kids Vote on March 12, 2024 by Vice-Chair Saccoccia, seconded by Selectperson Hardekopf. *Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. The motion passed.*

2023 New Hampshire Municipal Association Annual Meeting Voting Delegate

9:14pm. TA MacIver will be unable to attend the NHMA annual meeting. A representative from the Select Board may be appointed in his place to vote on behalf of Barrington.

Motion to authorize Chairperson Cappiello to vote on behalf of Barrington at the 2023 NHMA 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.*

NEW BUSINESS

2023 Tax Rate

9:14pm. TA MacIver explained how taxpayers can file for an abatement, as well as reasons to file. The deadline is in March, and taxes must be paid in the meantime.

In 2023 the Select Board opted to put all warrant articles on the tax rate, while committing to use Unassigned Fund Balance (UFB) to buy-down the tax rate. An informational Tax Bill Insert will be included in each bill. TA MacIver explained the School District did not utilize their Unassigned Fund Balance similarly.

Motion to authorize the utilization of \$747,000 from unassigned fund balance to reduce taxes which will result in a 2023 tax rate of \$16.69 and a municipal tax rate of \$2.66 by Vice-Chair

November 6, 2023

Saccoccia, seconded by Chair Cappiello. *Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Did not vote, Saccoccia: Aye, Cappiello: Aye.*

The Board and TA MacIver further discussed using UFB, and the issue with planning to use it to lower the tax rate is there is no guarantee the funds will be available. This would lead to an increased tax rate.

Vice-Chair Saccoccia restated the motion, Selectperson Hardekopf seconded. *Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. **The motion passed.***

PUBLIC COMMENT

9:38pm. Public Comment opened.

Scott Shepard – 97 Birch Lane - Explained having a vision for the Town moving forward helps people to figure out why decisions are being made, and emphasized the utilization of the Master Plan in decision making.

9:38pm. There were no additional public comments. Public Comment closed.

SELECT BOARD REPORTS AND CONCERNS

9:41pm.

Selectperson Hardekopf – No updates were available.

Selectperson Gibson – Conservation Commission reviewed the Dudzik property, the Energy Committee has a public hearing on November 27, which follows previous hearing on November 2nd. The [video for the November 2nd](#) session will be available on the Town's YouTube channel.

Selectperson Mannschreck - Did not attend the School Board meeting due to the ABC meeting overlapping the time. The Board discussed and agreed in the future, Selectperson Mannschreck should leave the ABC meeting and attend the School Board meeting as TA MacIver is present for ABC meetings and can report on what is missed.

Vice-Chair Saccoccia – The Class VI/Private Road policy is undergoing final updates. One group member is out with knee surgery, putting further discussion on hold.

Barrington, NH Select Board Minutes

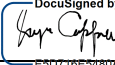
Page 9

November 6, 2023

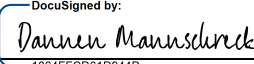
ADJOURNMENT

9:45pm. Motion to adjourn the November 6, 2023 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.***

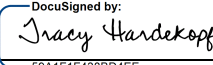
Additional information and links to all reviewed documents can be found in the [November 6, 2023 Town Administrator's Report](#). The next meeting will be held on November 13, 2023.

DocuSigned by:

E80716E94B0A9C...

Chairperson Joyce Cappiello

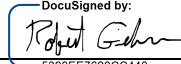
DocuSigned by:

1864FFCD62D944D

Selectperson D. Mannschreck

DocuSigned by:

59A1F1F43B9D4EE

Selectperson T. Hardekopf

Vice-Chair J. Saccoccia

DocuSigned by:

5390EE7620CC440...

Selectperson R. Gibson

12-7-2023
Date Minutes Were Approved