



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

Monday, November 7, 2022

The Select Board meeting for Monday, November 7, 2022 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 Chairperson Mannschreck, Vice-Chair Bailey, Selectperson Saccoccia, Selectperson Gibson, Selectperson Cappiello, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle.

### **CALL TO ORDER AND ROLL CALL ATTENDANCE**

**6:30pm.** Chairperson Mannschreck called the meeting to order and requested attendance. Cappiello – Present, Gibson – Present, Saccoccia –Present, Bailey –Present, Mannschreck – Present.

### **PLEDGE OF ALLEGIANCE**

**6:30pm.** Chairperson Mannschreck led the Pledge of Allegiance.

### **AGENDA REVIEW AND APPROVAL**

**6:30pm.** Motion to accept the October 3, 2022 agenda as presented by Vice-Chair Bailey, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

### **PUBLIC COMMENT**

*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. Chairperson Mannschreck read the rules of Public Comment.*

**6:32pm.** *Public Comment opened.*

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

## **PUBLIC HEARINGS AND INVITED GUESTS**

### **School Board Liaison Report**

**6:33pm.** School Board members were unavailable for comment this evening. Chair Mannschreck will provide a brief review in the Select Board Reports.

### **2023 Budget Presentation – Tax**

**6:33pm.** TA MacIver shared where to find budget information ([www.barrington.nh.gov/2023budget](http://www.barrington.nh.gov/2023budget)). Linda Markiewicz, Tax Collector, presented the 2023 proposed Tax Budget. She shared she expects the leased printer to be used more often due to the new placement near the service windows.

Vice-Chair Bailey asked if the state requires copies be color? Color is typically reserved for when Linda uses the seal in letters to residents.

She anticipates with additional homes as well as cost increases, printing costs will increase. The equipment line was reduced to \$1 as no purchases are expected in 2023. Selectperson Gibson noted the postage line is currently underspent; however, the second bill has not been sent out. TA MacIver explained further that with more people paying their bills on time, the need to spend on certified mail has decreased.

### 2023 Budget Presentation – Land Use

**6:39pm.** Vanessa Price, Town Planner, presented the 2023 budget, and explained what the department has been working on, specifically the Master Plan update for Land Use and Transportation, and have sent out a survey for the public. The consultant fee was increased slightly with anticipated increased use in 2023. She is currently meeting with Department Heads to discuss what their needs are long-term. Selectperson Gibson asked how the projects are being prioritized. Department Heads are providing preferences and justification for their priorities. Selectperson Cappiello questioned the phrasing of mileage being “at or near zero” as mileage will be required and should be reimbursed.

### 2023 Budget Presentation – Building

**6:45pm.** John Huckins, Building Inspector and Code Enforcement Officer, presented the Building Department budget. He explained that while he expects to continue some work with Planning and Land Use, he doesn't expect a need to increase the overtime line despite it having been overspent the last few years. The car maintenance line was underspent this year because there was no vehicle, with John using his personal vehicle, and then the purchase of the new vehicle. Many trainings are virtual, reducing the need to travel. Dues, fees, and training/conference costs do not appear to be increasing in 2023. Building supplies increased significantly, as the state has updated the volumes of code requirements to be used. The building operating supplies line increased by \$50, as there's been an increase in cost but a small reduction in use as documents can be completed electronically.

Steve Saunders, Advisory Budget Committee (ABC) Chair spoke to thank the Department Heads, and to clarify in the ABC minutes that stated the ABC recommended reducing a line item; Tax Collector Linda Markiewicz had agreed to do so if necessary, but no recommendations were made.

### Library Budget Materials

**6:51pm.** TA MacIver provided the Select Board with new materials for the Budget Binders that were not included in the initial files. The Library Budget will be reviewed at the next meeting.

Vice-Chair Bailey shared in communications with Susan, he received requested information. He has not seen a vote from the Trustees to accept the handbook for all Town employees. Vice-Chair Bailey requested TA MacIver clarify a discrepancy in the budget of \$6,000. TA MacIver will look into the cause.

### CONSENT AGENDA

**6:55pm.** Motion to approve the Monday, November 7, 2022 Consent Agenda as presented by Vice-Chair Bailey, seconded by Selectperson Saccoccia. Gibson – Aye, Cappiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

A. Meeting Minutes October 17, 2022

*Motion to approve the October 17, 2022 minutes – Passed on the consent agenda.*

B. Meeting Minutes October 24, 2022

*Motion to approve the October 24, 2022 minutes – **Passed on the consent agenda.***

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2022-244
- ii. Payroll Manifest 2022-143
- iii. 2022 Land Sale Auction Contract
- iv. 2022 Equalization Certificate
- v. Power of Attorney (POA) for the 2022 Land Sale Auction

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

D. New Requests for Signature

- i. Accounts Payable Manifest 2022-245
- ii. Payroll Manifest 2022-144
- iii. Timber Intent for Map 222 Lot 13
- iv. 2022 County Tax Apportionment

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

E. New Road Name – Teton Court

- i. A developer is seeking Planning Board approval for a [commercial/residential development](#) across from the Pine Grove Cemetery on Map 234, Lot 77. The new road will need to be named and the developer has proposed Teton Court. The road name has been reviewed by the Town's E911 Road Naming Committee and New Hampshire E911; there were no objections.
- ii. See attached, [2022 fph 234 77proposedpln0825 TetonCt](#)
- iii. Pursuant to [RSA 231:133](#), the Select Board shall approve road names.

*Motion to approve the name "Teton Court" for the commercial/residential development located at Map 234, Lot 77 – **Passed on the consent agenda.***

F. Housing Opportunity Planning Grant

- i. See attached, [HOP GRANT SB memo](#)

*Motion to authorize the pursuit of a Housing Opportunity Planning Grant to support the update of the Town's Housing Master Plan Chapter in 2023 – **Passed on the consent agenda.***

G. New Hampshire Municipal Association Annual Meeting Voting Delegate

- i. The 2022 NHMA Annual Meeting will be held in conjunction with the NHMA Annual Conference on Wednesday, November 16, 2022. At the Annual Meeting, each member municipality will have an opportunity to vote for members of the NHMA Board of Directors. Each member municipality has one vote at the Annual Meeting.
- ii. The Agenda for the Annual Meeting is as follows:
  1. Vote: Members of Board of Directors
  2. Other business
- iii. The slate of Board of Directors was nominated by the NHMA Executive Committee:

Name	Position	Municipality	Appointed or Elected	Term Expires
Candance Bouchard*	City Councilor	Concord	Elected	2025

David Caron*	Town Administrator	Derry	Appointed	2025
Stephen Fournier*	Town Manager	Newmarket	Appointed	2025
Holly Larson*	Finance Director	Berlin	Appointed	2025
Cheryl Lindner*	Treasury Management Officer	Nashua	Appointed	2025
Patrick Long*	Alderman	Manchester	Elected	2025
Conner MacIver*	Town Administrator	Barrington	Appointed	2025
Jim Maggiore*	Select board member	North Hampton	Elected	2025
Judie Milner*	City Manager	Franklin	Appointed	2025
Donna Mombourquette	Select board member	New Boston	Elected	2024
Joseph Devine	Asst. Town Manager	Salem	Appointed	2023

\*Returning Board Members

*Motion to appoint Dannen Mannschreck, Select Board Chair as the Barrington Voting Delegate to the 2022 NHMA Annual Meeting – **Passed on the consent agenda.***

#### H. Update NHMA Legal Inquiries List

- i. 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.

- ii. See attached, [New Hampshire Municipal Legal Inquires List 20221101](#)

*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.***

#### I. NHMA Legal Inquiries Disposition of Member Legal Files

- i. See attached, [NHMA Legal Inquiries Records 20221017](#)

*Motion to authorize NHMA to discard all legal inquiries records that are older than January 1, 2015 – **Passed on the consent agenda.***

#### J. Police Equipment Capital Reserve Expenditure Request

- i. See attached, [Police Equipment Capital Reserve Expenditure Request 20221101](#)

*Motion to appropriate up to \$2,500 from the Police Equipment Capital Reserve as presented – **Passed on the consent agenda.***

#### K. Transfer Station Improvement Capital Reserve Expenditure Request

- i. See attached, [Transfer Station Capital Reserve Expenditure Request 20221026](#)

*Motion to appropriate up to \$3,700 from the Transfer Station and Recycling Center Improvement Capital Reserve as presented – **Passed on the consent agenda.***

#### L. Health Plan Offering Change

- i. The Town currently offers three health plan options; Blue Choice, Access Blue, and Site of Service. We were recently notified that Health Trust will be

discontinuing the Blue Choice plan offering. We currently have no employees or retirees enrolled in the Blue Choice health plan. Health Trust has recommended that we stop offering the Blue Choice health plan now in order to avoid having to remove the health plan while an employee is enrolled.

*Motion to remove the Blue Choice health plan offering because Health Trust will be discontinuing it and because there are no current enrollees in the health plan – Passed on the consent agenda.*

M. Issuance of a Building Permit on Sarah Lane, a Private Road, for Mark and Cheryl Scott, Map 111, Lot 26

- i. See attached, [20221107\\_ClassVIPR\\_SarahLane](#)
- ii. This application is 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 111, Lot 26 as proposed – Passed on the consent agenda.*

### APPOINTMENTS

**6:55pm.** There were no appointments.

### STAFF REPORTS

#### November Work Anniversaries

**6:55pm.** Thank you for your dedication to the Town of Barrington!

Jonathan Janelle	Fire/EMS	24 Years
Erin Paradis	Transfer Station Administrator/Highway Support Assistant	14 Years
Richard Smith	Fire/EMS	10 Years
Abigail Clark	Recreation	6 Years
Terrence Glazier	Transfer Station Attendant	3 Years
Peter Curtin	Full-Time Fire/EMS	2 Years
Cameron Berry	Full-Time Police	1 Year

### 2022 Property Tax Rate - \$19.85

**6:56pm.** TA MacIver shared the 2022 Operating Budget Tax Rate Impact, which he started in December of 2021, and explained how certain items impact the Tax Rate, such as War Service Credits, revenue, and the Fund Balance for Warrant Articles. Selectperson Gibson asked if the Rooms & Meals was already factored in? TA MacIver explained it's factored into budgeted revenue. Additionally, he explained the Tax Rate and presented the [2022 Second Half Tax Bill Insert](#). Vice-Chair Bailey shared his appreciation for the information in the insert.

### Ask The Town

**7:08pm.** TA MacIver shared the new initiative "Ask The Town" which was rolled out in the past week. The Town plans to share weekly what questions have been asked to the Town, and to use it to keep an open line of communication for questions from the community. The Board, TA MacIver, and MOA Caudle discussed how best to communicate and share information with

people. TA MacIver explained this is a step to learn where to share information and what information to share.

### **Master Plan Survey**

**7:14pm.** TA MacIver urged all members of the Select Board to encourage all residents to participate in the survey, which closes November 19<sup>th</sup>.

### **2022 State General Election Select Board Participation**

**7:15pm.** The State General Election is tomorrow, November 8, 2022. The State sent Barrington a ballot for every registered voter plus 800 absentee ballots. Typically, it's a fraction of voters. Voting is held from 8am-7pm at the Middle School, 51 Haley Drive. Select Board members discussed when each would be in attendance and their responsibilities when present.

### **New Hampshire Municipal Association Annual Conference**

**7:17pm.** The annual conference will be held next week, November 16-17 in Manchester, with both in person and virtual options. Several Town Employees will be attending. TA MacIver encouraged Select Board members to attend.

### **2022 Land Sale Auction**

**7:17pm.** TA MacIver shared that \$424,000 were sold in properties on Saturday, November 5 at the 2022 Land Sale Auction. The Town Lands Committee was essential in researching and providing recommendations to the properties, and staff provided documentation ahead of the auction for participants to view. Vice-Chair Bailey asked if there is a fee? TA MacIver explained there is a 10% buyer's premium, with the Auctioneer handling the transactions. The Homestead property sold for \$210,000.

### **Town Hall Open House**

**7:21pm.** Thank you to all who planned for and participated in the Town Hall open house! Vice-Chair Bailey requested photos of the event. Chair Mannschreck thanked TA MacIver for his work to have the Town Hall built.

### **MOA Caudle**

**7:22pm.** MOA Caudle requested signatures for a Timber Intent for Map 251 Lots 3, 3-1, 4-1, 4 and the 2022 Tax Warrant.

### **OLD BUSINESS**

#### **Tax Increment Financing and Barrington Town Center (TIF)**

**7:23pm.** TA MacIver encouraged the Select Board to discuss and consider what they'd like to see in the development program, as this will affect the Town for generations. Vice-Chair Bailey would like to see the Recreation Department develop some of the property for recreational use. TA MacIver and the Board members discussed rules and limitations of TIF districts, how other options might coordinate with a TIF district. The program needs to be finalized by the end of November.

**7:30pm.** Selectperson Saccoccia stepped out of the meeting.

**7:33pm.** Selectperson Saccoccia returned to the meeting.

### **Facilities Management and Highway Winter Maintenance**

**7:33pm.** TA MacIver reminded all that the School is no longer providing facilities management services to the Town properties. Additionally, the part-time Highway staff who had completed



winter maintenance at properties in the past has fully retired. Road Agent Moreau is unsure how to fill the hole. TA MacIver is proposing the development of a [Working Facilities Manager](#) to not only fill in the winter maintenance gaps but also provide Facilities Management for the Town properties. TA MacIver and Vice-Chair Bailey met to discuss what the position might look like. Anticipated cost to the Town will be an additional \$60,000 after utilizing the part-time wages already budgeted in the Highway Department. This position would supervise the two custodians, one at Town Hall and the other at Public Safety. The individual at the Library will continue to be supervised by them. This new position would complete winter maintenance.

For Facilities Management, the employee would be a direct report to TA MacIver, and for Winter Maintenance the employee would report to Road Agent Marc Moreau; the two would share supervision.

Motion to approve the posting of the Working Facilities Manager Job Description as written by Selectperson Capiello, seconded by Vice-Chair Bailey. Roll Call Vote: Gibson – Aye, Capiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

## NEW BUSINESS

### [2022 Equalized Ratio and Assessing Services](#)

**7:46pm.** The Town's Assessor has recently completed the preliminary ratio of assessed values. The equalized ratio is close to 80%, with a requirement that the values not exceed +/- 10%. The cost for a statistical update would be approximately \$25,000 in addition to annual assessing services. The Select Board discussed options for paying for services, either all at once in the budget, half in the incident fund, etc. TA MacIver offered to ask the budget committee at tomorrow's meeting.

### [SELECT PERSON REPORTS AND CONCERNS](#)

**7:50pm.**

**Selectperson Capiello** – Was unable to attend October 25 Planning Meeting due to illness, attended work meeting for Planning November 1, where they discussed a grant for master plan. Affordable housing was discussed, but Planning was not sure how to work that in. Changing zoning to the west of the Christmas Dove was discussed. Further, they discussed clarification of language regarding signs, the removal or destruction of signs not on own property, abandoned political signs, only holding for 60 days, signs could go up 60 days prior to election. There was a discussion but no resolution of changing minimum lot size from 80,000 square feet to 120,000, as well as a clarification of rules and procedures in Planning Board, particularly for public comment.

**Selectperson Gibson** – Did not attend any meetings since previous Select Board meeting, this upcoming Thursday there will be a Conservation Commission meeting.

**Selectperson Saccoccia** – Fall Fest was amazing, there was an incredible turnout! Youth basketball is about to start as well as a second round of adult programming.

**Vice-Chair Bailey** – Had no information to report.

**Chairperson Mannschreck** – ABC minutes are in the Select Board's packets, and the next meeting tomorrow. The budget for the elementary school the same, while the ECLC and middle school increased by approximately 1%, discussed some policies which parents will receive after approval. Transfer Station committee hasn't met since the Select Board last met.

**PUBLIC COMMENT**

**7:59pm.** Chair Mannschreck again read the rules of public comment.

**7:59pm.** *Public Comment opened.*

**Rick Walker** – *Representing Tricentennial Committee* – Spoke to thank the folks who participated in the Spooky Walk; several thousand people walked through in a few hours, it was a lot of work. The Tricentennial banners were removed over the weekend. Each Town Building has been offered a banner. The Select Board accepted. Ron and Diane St. Jean along with the Tricentennial Committee will be putting together a Tricentennial review coffee-table type book for \$35. They'll be printed after the 1<sup>st</sup> of the year. The Barrington Soirée will be the last event of the Tricentennial.

**Susan Gaudiello** – *Library Trustee Chair* - Library will have a table at the Middle School for voting and will be doing an online survey as well as asking questions at the table.

**8:04pm.** *There were no additional public comments. Public comment closed.*

**NONPUBLIC SESSION**

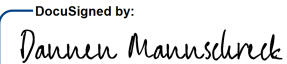
**8:05pm.** Motion to enter nonpublic session pursuant to RSA 91-A:3 for the purposes of personnel by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

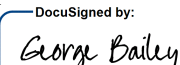
**RETURN TO PUBLIC SESSION AND ADJOURNMENT**

**8:43pm.** Motion to seal nonpublic minutes for six (6) months by Selectperson Saccoccia, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

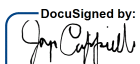
**8:44pm.** Motion to adjourn the November 7, 2022 Select Board meeting by Selectperson Saccoccia, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Saccoccia – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***


*Links to all reviewed documents can be found in the [November 7, 2022 Town Administrator's Report](#).*

DocuSigned by:  
  
 1864FFCD61D944D  
 Chairperson D. Mannschreck

DocuSigned by:  
  
 E1ACAB424AD149C  
 Vice-Chair G. Bailey

\_\_\_\_\_  
 Selectperson J. Saccoccia

DocuSigned by:  
  
 E5D718E5480A9C  
 Selectperson J. Cappiello

DocuSigned by:  
  
 5390EE7620CC440  
 Selectperson R. Gibson

\_\_\_\_\_  
 November 28, 2022

\_\_\_\_\_  
 Date Minutes Were Approved