



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

April 11, 2022 Select Board Meeting

Information regarding Meeting Access, Meeting Materials, Public Comment, Nonpublic Session, and Special Accommodations can be found in the Visitor Orientation section located at the end of this report.

1. Call to Order
 - A. Roll Call Attendance
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**
[April 11, 2022 Select Board Agenda](#)
 - A. Select Board/Town Administrator
*Note: Consider adding the Appointments A-D to the Consent Agenda in order to avoid additional motions and votes.
Make a motion to approve the April 11, 2022 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. School Board Liaison Report
 - i. The School Board liaisons are Dave Gibson (Chair) and Carrie Neill (Vice-Chair). Each meeting, the liaisons will be invited to discuss topics of their choice with the Select Board.
 - B. 2A Tactical
 - i. A local business owner has asked to speak to the Select Board after the conclusion of zoning enforcement actions taken by the Town. The business owner submitted printed materials which were distributed to Select Board members.
 - C. Issuance of a Building Permit on Eagle Drive, a Private Road, for Edward Friedman, Map 110, Lot 6 – **Vote**
 - i. See attached, [20220214 EagleDrive 110-6 Packet](#)
 - ii. The applicant is seeking a waiver from the Town's [Class VI and Private Road Building Policy](#). This application has been reviewed by Department Heads and the Planning Board and the comments are included in the packet.
 - D. Issuance of a Building Permit on McDaniel Shore Drive, a private road, for Byard Mosher, Map 124, Lot 10 – **Vote**
 - i. See attached, [20220323 McDanielShoreDrive 124-10 Packet](#)
 - ii. The applicant is seeking a waiver from the Town's [Class VI and Private Road Building Policy](#). This application has been reviewed by Department Heads and the Planning Board and the comments are included in the packet.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

6. Consent Agenda (requires unanimous approval) – **Vote**

Make a motion to approve the April 11, 2022 consent agenda (A-G) as presented.

A. [Meeting Minutes March 28, 2022](#)

Make a motion to approve the March 28, 2022 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

- i. Meeting Minutes for the March 14, 2022 Select Board meeting
- ii. Accounts Payable Manifest 2022-214
- iii. Payroll Manifest 2022-113
- iv. Intent to Cut for Map 235 Lots 8, 9, & 10
- v. Intent to Excavate Map 239 Lot 35
- vi. MS-232 for 2022
- vii. Four (4) Oaths of office for appointments approved at the March 28, 2022 meeting.

Make a motion to authorize and sign the above-referenced documents (i-vii).

C. New Requests for Signature

- i. Accounts Payable Manifest 2022-215
- ii. Payroll Manifest 2022-114
- iii. Payroll Manifest 2022-114B-Fire
- iv. Tax Credit Denial for Map 111 Lot 21
- v. Tax Credit Denial for Map 120 Lot 35
- vi. Tax Credit Denial for Map 234 Lot 25

Make a motion to authorize and sign the above-referenced documents (i-vi).

D. Recreation Grant Opportunity

- i. The Recreation Department is interested in pursuing an LWCF grant.
- ii. See attached, [Recreation LWCF Grant Narrative 20220401](#)
- iii. Authorized by the US Congress and signed into law by President Lyndon Johnson, the Land and Water Conservation Fund (LWCF) Act of 1965 established a federally funded program to provide 50/50 matching grants to state and local governments for the purpose acquiring and/or developing public outdoor recreational areas and facilities. The program is administered nationally by the US Department of the Interior, National Park Service (NPS) with 100% of the supporting revenues generated from offshore oil and gas leases, and zero taxpayer dollars. LWCF is intended to create and maintain a nationwide legacy of quality public outdoor recreational resources as well as to stimulate non-federal investments in the purchase, development, maintenance, and protection of these highly valued outdoor recreational areas. Per section 6(f)(3) of the LWCF Act, “No property acquired or developed with assistance under this section shall, without the approval of the Secretary (USDOI), be converted to other than public outdoor recreation uses.”
- iv. LWCF is managed at the state levels by the state governments. In order to be eligible to receive a program apportionment from the NPS, each state must develop and maintain a Statewide Comprehensive Outdoor Recreation Plan (SCORP) and appoint an official State Liaison Officer. In New Hampshire the Department of Resources and Economic Development, Division of Parks and Recreation, Office of Community Recreation is responsible for managing the program, coordinating grant rounds for project funding and monitoring past project sites for program compliance in within New Hampshire.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

v. At this stage of the process, the Recreation Department plans to consider in-kind contributions for the fill material and the Recreation Revolving Fund for the 50% match.
Make a motion to authorize the Recreation Department to pursue an LWCF grant as proposed.

E. Pine Grove Cemetery State Historic Marker Along Route 9

- i. A group is pursuing the placement of a State Historic Marker along Route 9 in front of the Pine Grove Cemetery. Additional details can be found in the attached request. The Select Board is asked to offer their support for the placement of this new State Historical Marker.
- ii. See attached, [20220406_HistoricMarkerRequest](#)

Make a motion to endorse the addition of a State Historical Marker in Barrington along Route 9 relative to Rev. Balch and Old Aggie.

F. Tax Collector Interest and Overpayment Policy

- i. Pursuant to [RSA 76:13](#), the Select Board has previously authorized the Tax Collector to waive (as an administrative convenience) interest charges up to \$5. This helps prevent delays in processing payments sent through the mail which may receive a few days after a due date. We are proposing to memorialize this authorization in a formal policy. In addition, we propose including [RSA 80:57](#) in the policy to allow the Select Board to authorize the Tax Collector (as an administrative convenience) to not issue refunds for overpayments of \$5 or less. Small overpayments are not uncommon during property transfer closings when interest accumulates daily.

Make a motion to direct staff to memorialize the authority of RSA 76:13 and RSA 80:57 for waiving \$5 of interest and retaining overpayments of \$5 into a formal policy.

G. New Hampshire Municipal Association Legal Inquiries List Update

- 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 Association Legal Inquires List 20220405](#)

Make a motion to update the New Hampshire Municipal Association Legal Inquires List as presented and authorize the Select Board Chair to sign.

7. Appointments

A. Zoning Board of Adjustment

- i. Gary Imbrie – Zoning Board of Adjustment Alternate – **Vote**
 1. See attached, [20220315_ZoningApp_Imbrie](#)
 2. Mr. Imbrie has attended multiple recent Zoning Board meetings and is interested in being appointed. An alternate appointment with a term expiring in 2023 is proposed.
 3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Gary Imbrie as an alternate member of the Zoning Board of Adjustment with a term expiring in March of 2023.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

B. Library Trustees

i. Susan Gaudiello – Library Trustee – **Vote**

1. See attached, [20220308 LibraryApp Gaudiello](#)
2. Mrs. Gaudiello has previously served as a full member of the Library Trustees and Select Board. There is one full member vacancy on the Library Trustees created by a recent resignation. Pursuant to [RSA 669:75](#) the Select Board appoints members to fill vacancies. A full appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Susan Gaudiello as a full member of the Library Trustees pursuant to RSA 669:75 with a term expiring in March of 2023.

ii. Sam Ronda – Library Trustee Alternate – **Vote**

1. See attached, [20220314 LibraryAltApp Ronda](#)
2. Mr. Ronda is currently serving as a Library Trustee Alternate and wishes to continue. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Sam Ronda as an alternate member of the Library Trustees with a term expiring in March of 2023.

iii. Melanie Haley – Library Trustee Alternate – **Vote**

1. See attached, [20220316 LibraryAltApp Haley](#)
2. Mrs. Haley has attended recent Library Trustee meetings and had conversations with the Chair. She is interested in being appointed as an alternate member of the Trustees. An alternate appointment with a term expiring in 2023 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Melanie Haley as an alternate member of the Library Trustees with a term expiring in March of 2023.

C. Conservation Commission

i. Ken Grossman – Conservation Commission – **Vote**

1. See attached, [20220322 ConservationApp Grossman](#)
2. Mr. Grossman is currently the Chair of the Conservation Commission. He is interested in reappointment as a full member. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Ken Grossman as a member of the Conservation Commission with a term expiring in March of 2025.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- ii. Scott Heron – Conservation Commission Alternate – **Vote**
 1. See attached, [20220316_ConservationApp_Heron](#)
 2. Mr. Heron has attended recent Conservation Commission meetings and has had conversations with the Chair. He is interested in being appointed as an alternate member. An alternate appointment with a term expiring in 2023 is proposed.
 3. Pursuant to the Select Board’s Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Scott Heron as an alternate member of the Conservation Commission with a term expiring in March of 2023.

- iii. Jenny Stuart– Conservation Commission – **Vote**
 1. See attached, [20220324_ConservationApp_Stuart](#)
 2. Mrs. Stuart is currently an alternate member of the Conservation Commission. She is interested in being reappointed as a full member. A full appointment with a term expiring in 2025 is proposed.
 3. Pursuant to the Select Board’s Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

Make a motion to appoint Jenny Stuart as a member of the Conservation Commission with a term expiring in March of 2025.

D. Lamprey River Local Advisory Committee

- i. John Wallace – Lamprey River Local Advisory Committee – **Vote**
 1. See attached, [20220315_DESLACLampreyApp_Wallace](#)
 2. Mr. Wallace currently serves on the Lamprey River Local Advisory Committee and is interested in reappointment. The Select Board nominates members for appointment pursuant to [RSA 483:8-a](#).
 3. Pursuant to the Select Board’s Appointment Procedure, this application was presented for discussion at the March 28, 2022 meeting.

8. Staff Report

A. Administrator MacIver

- i. April Work Anniversaries
 1. George Joy • Police Chief • 23 Years
 2. John Boodey • Firefighter/EMT • 19 Years
 3. Debra Griffin • Town Clerk Assistant • 11 Years
 4. Linda Markiewicz • Tax Collector • 9 Years
 5. Chris Eldridge • Firefighter/EMT • 9 Years
 6. David Kinnison • Firefighter/EMT • 6 Years
 7. Kristen Montesano • Processor Library Assistant • 4 Years
 8. Cody Guile • Firefighter/EMT • 3 Years
 9. Alex McCormack-Kuhman • Program Coordinator • 2 Years
 10. Henry Reznicek • Police Officer • 1 Year



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

ii. Training Opportunities

1. April 5, 2022 Local Officials Workshop

- a. On April 5th the two new Select Board members attended the New Hampshire Municipal Association's Local Officials Workshop. A copy of the PowerPoint is attached below.
- b. See attached, [2022 Local Officials Workshop PPT](#)

2. April 12, 2022 Land-Use Training

- a. We have invited the New Hampshire Municipal Association to conduct an in-person land use training at the Public Safety Building on Tuesday, April 12, 2022 from 6:00 – 8:00pm. All members of the Select Board, Planning Board, and Zoning Board are invited to attend.

iii. Greenhill Road Bridge over the Isinglass River Update

1. The Town has partnered with NHDOT through the State Bridge Aid Program to replace the Greenhill Road bridge over the Isinglass river ([additional details](#)). The project has been programmed for replacement in 2022. As the engineer prepares to advertise the plans, they have reviewed steel lead times and are concerned the selected contractor may not be able to secure the materials in time for a 2022 replacement. As a result, they plan to advertise the project with flexibility to allow for a 2022 or 2023 construction. I will keep the Board informed as the project is advertised, a contractor is selected, and a project schedule is developed.

iv. 2022 Roadside Cleanup

1. The annual roadside cleanup is scheduled for April 23, 2022. See additional information in the attached documents.
2. See attached, [2022 Roadside Cleanup Memo](#)
3. See attached, [2022 Roadside Cleanup Flier](#)

B. Municipal Office Administrator Caudle

9. Old Business

A. MMANH Fellowship Application – **Vote**

- i. At the March 28, 2022 meeting, the Select Board considered a request to pursue an MMANH fellowship. At the Board's direction, I prepared the following application draft.
- ii. See attached, [MMANH Fellowship Application Draft 20220405](#)

Make a motion authorize an application to the MMANH Fellowship program as proposed.

B. Master Plan Chapter Updates – **Vote**

- i. From the Town Planner, Vanessa Price: The Planning Board is requesting to have the 2016 Existing Land Use Chapter and the 2004 Transportation Chapter of the Town of Barrington's Master Plan updated by the Strafford Regional Planning Commission (SRPC). New Hampshire statute suggests master plans be updated every 5-10 years. Statute also states there are only 2 mandatory components: Vision and Land Use (NH RSA [674:2 through 4](#)). The proposed scope of work for the Future Land Use chapter focuses on establishing the community's Vision for the future. In 2016 it was proposed to update the



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

last section of the 2016 chapter, the analysis of developable land, as part of the Future Land Use Chapter. This, as well as the 2016 analysis of existing land use, is a launching point to begin a conversation of how policy, as currently written, will drive future development and what actions or policy changes will be required to achieve the Town's desired vision for the future. Regarding the Transportation Chapter, there has not been an update to this chapter since 2004. Bundling the two chapters together combine staff resources and funding. Funding these two planning documents have been identified in the Land Use Department annual budget and utilizing the SRPC Federal Transportation program.

- ii. See attached, [Proposed Scope & Budget Future LU and Transpo MP](#)
- iii. This project is properly budgeted in the Land Use Consultants budget line (\$12,000 available).

Make a motion to authorize the Town Planner to sign an agreement with Strafford Regional Planning Commission as a consultant to update two Master Plan chapters using \$11,398 which was properly budgeted for this purpose.

10. New Business

A. Highway Department Four-Day Work Week – Discussion

- i. The Road Agent is requesting to reinstitute the prior practice of a four-day work week during the road construction season. This was the practice for many years and was suspended during 2021 at the request of the Highway Department crew. The Road Agent and the crew support transitioning back to a four-day work week.
- ii. See attached, [Highway Department Four-Day Workweek Request 20220401](#)
- iii. The Road Agent generally has the authority to direct the Highway Department crew and set their schedules. That said, the Select Board has previously been involved in transitioning the Highway Department to and away from a four-day workweek. If the Select Board feels a decision at the Board level is required, we would ask that the Select Board authorize a transition to a four-day work week as proposed by the Road Agent.

B. Public Safety Building Expansion/Renovation Feasibility Study – Discussion

- i. The Police Department has been developing plans to address the long-term space needs of the Public Safety Building. Details can be found in the attached letter.
- ii. See attached, [Public Safety Building Expansion-Renovation Feasibility Study 20220406](#)
- iii. If the Select Board supports the first step of pursuing an engineer's feasibility study, I would propose utilizing funds available in the Incident Fund. This operating budget line is reserved for mid-year priorities which the Select Board identify.

C. Formal Strategic Planning Session – Discussion

- i. In the past, the Select Board has annually set goals for the upcoming year. As a result, many of these goals related to objectives in the upcoming year. In conversations with the Chair, I propose that the Select Board consider pursuing a formal strategic planning process to develop more comprehensive and long-range goals for the Town. Partnering with a facilitator, I would envision the Select Board scheduling time in place of a regularly scheduled meeting to focus on strategic planning.
- ii. The Select Board is asked to consider their interest in pursuing a formal strategic planning process.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

11. Select Board Member Reports and Concerns
 - A. Select Board Member Cappiello
 - B. Select Board Member Gibson
 - C. Select Board Member Saccoccia
 - D. Select Board Vice-Chair Bailey
 - E. Select Board Chair Mannschreck
12. Public Comment (see Visitor Orientation below)
13. Nonpublic Session (if required)
 - A. Personnel and Reputation
Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purposes of personnel and reputation.
14. Adjournment
 - A. Upcoming Meetings
 - i. April 25, 2022 • May 9, 2022 • May 23, 2022 • June 13, 2022 • June 27, 2022

Visitor Orientation to the Select Board Meeting

Welcome to this evening's Select Board meeting. Please note that the purpose of the meeting is for the Select Board to accomplish its work within the time allotted. View the full Select Board Rules of Procedures at: <http://bit.ly/BarrSBRulesofProcedures>.

Meeting Access

- **In-Person**
 - Early Childhood Learning Center (ECLC) Multi-Purpose Room
 - 77 Ramsdell Lane, Barrington, NH 03825
- **Remote Meeting Participation**
 - Video: barrington.nh.gov/sbmeeting
 - Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 694 999 611#

Meeting Materials

Additional details regarding each agenda item and all supporting documentation can be found in the Town Administrator Report at www.barrington.nh.gov/TA20220411. Please contact the Town Administrator or Municipal Office Administrator with questions.

Public Comment

Meetings are open to the public, but public participation is limited. If you wish to be heard by the Select Board, please note the two Public Comment portions of the meeting to speak to items on a meeting agenda and/or matters pertaining to the business of the Select Board. In addition, public hearings may be scheduled for public comment on specific matters. Speakers must be residents of the Town of Barrington, property owners in the Town of Barrington, and/or designated representatives of recognized civic organizations or businesses located in the Town of Barrington. When they are addressed and permitted to speak by the Chair, speakers first need to recite their name and address for the record. Visitors should address their comments to the Chair and the Select Board as a body and not to any individual member. Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public Comment shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Select Board may not have discussed or taken a position on a matter. Public Comment is not a two-way dialogue between speaker(s), Select Board, and/or the Town Administrator. The Chair will preserve strict order and decorum at all Select Board meetings. Obscene, violent, disruptive, disorderly comments, or those likely to induce violence, disruption, or disorder, are not permitted and will not be tolerated. Complaints regarding Town staff should be directed to the Town Administrator.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Nonpublic Session

The Select Board may enter one or multiple nonpublic sessions pursuant to RSA 91-A:3, II. The public is not permitted to attend nonpublic sessions and will be asked to leave the meeting space. Nonpublic sessions are allowed for reasons including: Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee; Matters which would likely adversely affect the reputation of any non-board member; Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality; Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled; and Preparation for and carrying out of emergency functions related to terrorism.

Special Accommodations

The Town of Barrington requires 48 hours' notice if the meeting must be modified for your participation or if special communication aides are needed. Please submit requests to the Select Board Office or call 603-664-9007.