



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report

### November 14, 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**  
[November 14, 2022 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the November 14, 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. 2023 Budget Presentation – Town Clerk/Election
    - i. Presented by Kimberley Kerekes, Town Clerk
      1. Electronic Budget Binder: [www.barrington.nh.gov/2023budget](http://www.barrington.nh.gov/2023budget)
        - a. [Town Clerk/Election – Section 18](#)
    - ii. See attached, [Advisory Budget Committee Minutes 20221108](#)
    - iii. Advisory Budget Committee Review and Comment
      1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
    - iv. Select Board Review and Comment
      1. The Select Board is asked to review and comment on the budget as presented.
  - C. 2023 Budget Presentation – Recreation
    - i. Presented by Jessica Tennis, Recreation Director
      1. Electronic Budget Binder: [www.barrington.nh.gov/2023budget](http://www.barrington.nh.gov/2023budget)
        - a. [Recreation – Section 19](#)
    - ii. See attached, [Advisory Budget Committee Minutes 20221108](#)
    - iii. Advisory Budget Committee Review and Comment
      1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
    - iv. Select Board Review and Comment
      1. The Select Board is asked to review and comment on the budget as presented.



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### D. 2023 Budget Presentation – Library

- i. Presented by Susan Gaudiello, Library Trustee Chair
  1. Electronic Budget Binder: [www.barrington.nh.gov/2023budget](http://www.barrington.nh.gov/2023budget)
    - a. [Library – Section 20](#)
- ii. See attached, [Advisory Budget Committee Minutes 20221108](#)
- iii. Advisory Budget Committee Review and Comment
  1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
- iv. Select Board Review and Comment
  1. The Select Board is asked to review and comment on the budget as presented.

### E. Issuance of a Building Permit on Brooks Road, a Class VI Road, for Sean Manning, Map 211, Lot 2 – **Vote**

- i. See attached, [20221114 ClassVIPR Brooks](#)
- ii. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 3 application, road improvements are required, and the applicants have applied under Option 1, stating that the road currently meets the Select Board's Minimum Road Standards for Class VI and private roads (consistent with Option a of Section IV, f of the policy).
  1. The Road Agent concurs and indicated that the road will need to be graded with added material as necessary.
  2. The Fire Chief requires that the street number be posted prior to the start of construction.
- iii. Public Comment (see Visitor Orientation below)
- iv. ***Make a motion to authorize the issuance of a building permit for Map 211, Lot 2 as proposed.***

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

***Make a motion to approve the November 14, 2022 consent agenda (A-B) as presented.***

#### A. Previously Submitted/Signed Requests for Signature

- i. Timber Intent for Map 251 Lots 3, 3-1, 4, and 4-1
- ii. NHMA Legal Inquiries List

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

#### B. New Requests for Signature

- i. Accounts Payable Manifest 2022-246
- ii. Payroll Manifest 2022-145
- iii. Payroll Manifest 2022-145B (Fire)
- iv. Meeting Minutes for October 17, 2022
- v. Meeting Minutes for October 24, 2022
- vi. Administrative Abatement for Map 212, Lot 3-1
- vii. Administrative Abatement for Map 24, Lot 11

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

### 7. Appointments



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### 8. Staff Report

#### A. Administrator MacIver

##### i. November Work Anniversaries

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

##### ii. Ask The Town

1. We had some great questions this week for Ask The Town. See a sample below. Residents are encouraged to keep the questions coming! [ask@barrington.nh.gov](mailto:ask@barrington.nh.gov).
  - a. Q. What are the Applicable State and Local Regulations Regarding Political Signs? [Answer.](#)
  - b. Q. What is Pay-As-You-Throw (PAYT)? [Answer.](#)
  - c. Q. Why does the Town have 'Barrington' Trash Bags which Increases Plastic Waste? [Answer.](#)
  - d. Q. Why was Brewster Road prepared for paving in 2022, but not paved? [Answer.](#)
2. This initiative was started to help answer resident questions about Town government. There is a lot happening in Barrington and we want residents to have all the details. Chances are, if one resident has a question, others are wondering the same thing.
3. Hearing about what residents want to know also helps us make improvements to how we share information. Send questions to [ask@barrington.nh.gov](mailto:ask@barrington.nh.gov); questions and answers may be featured on the Town's website: [www.barrington.nh.gov](http://www.barrington.nh.gov) and/or Facebook page: [www.facebook.com/BarringtonNHGov](https://www.facebook.com/BarringtonNHGov).

##### iii. Master Plan Survey

1. The Town of Barrington wants to hear from you; its residents and business owners, as it updates its Master Plan. This process is guided by a Town Steering Committee, in partnership with Strafford Regional Planning Commission. Your feedback is important and will be integrated into the update to the future Land Use and Transportation chapters. To participate in the survey, please navigate to: [tinyurl.com/barmp22](https://tinyurl.com/barmp22)

#### B. Municipal Office Administrator Caudle

### 9. Old Business

#### A. Tax Increment Financing and Barrington Town Center – Discussion

- i. At the October 24, 2022 meeting, the Select Board favorably discussed the idea of considering Tax Increment Financing (TIF) to support economic development and implementation of Barrington's vision for the Town Center and Village Zoning Districts. I provided the following resources at that time.



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1. See attached, [NH Office of Energy and Planning Tax Increment Financing Bulletin 201511](#)
2. See attached, [Tax Increment Financing – NHMA Article 201610](#)
3. Additionally, I will provide links to two NH municipalities with details regarding their efforts with TIF districts.
  - a. [Peterborough, NH](#)
  - b. [Jaffrey, NH](#)
- ii. At [Town Meeting in 1988](#), Barrington voters adopted the provisions of [RSA 162-K](#) which authorizes TIF Districts. This first step of the process laid the foundation to allow the Select Board to propose TIF districts for voter approval.
- iii. The Legislative Body (voters) must also vote to establish districts which are supported by development programs and financing plans. Voters must also establish an advisory board and make various decisions regarding the administration of the TIF. If we move forward with a TIF district encompassing all or part of the Town Center and Village Zoning Districts, the proposal should go to voters in March of 2023.
- iv. At a high level, Barrington has focused countless time and energy on the development of a Town Center. This has included the [2007 Town Center Plan](#), [2014 Community Profile](#), [Recreation Needs Assessment and Strategic Plan](#), [updates to the Master Plan](#), and various changes to the [Zoning Ordinance](#) and [Zoning Map](#) focused on the Town Center. The vision for this part of Barrington has always included extensive civic use/open space which support the desire for commercial development. The footnote of that vision which has regularly been ignored is; how to fund the type of civic use/open space which residents desire. A TIF District could create that funding source by utilizing only the added tax value from within the district.
- v. The Select Board and stakeholders need to identify what is included in the development program. This could include the construction and ongoing maintenance of:
  1. Parks (playgrounds, field space, pickleball/basketball/tennis courts, trails, gazebos/pavilion, etc.)
  2. Parking
  3. Sidewalks
  4. Evaluation of Supporting Infrastructure
- vi. Various stakeholders are also being asked to identify needs for the development program and the Select Board will be asked to finalize a development program. This should be finalized by late November/early December.
- vii. The Select Board is asked to discuss a list of items to include in the development program.

### 10. New Business

### 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)



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### 13. Nonpublic Session (if required)

#### A. Personnel

***Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purposes of personnel.***

### 14. Adjournment

#### A. Upcoming Meetings

i. November 28, 2022 • December 5, 2022 • December 12, 2022 • January 10, 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

- New Town Hall Meeting Room
- 4 Signature Drive, Barrington, NH 03825

##### • Remote Meeting Participation

- Video: [barrington.nh.gov/sbmeeting](http://barrington.nh.gov/sbmeeting)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 193 013 548#

#### 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/TA20221114](http://www.barrington.nh.gov/TA20221114). 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.

#### 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.