



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

March 6, 2023 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**
[March 6, 2023 Select Board Agenda](#)
 - A. Select Board/Town Administrator
*Note: Consider adding the appointments scheduled for a vote (only those highlighted as **Vote** in Appointments A-J) to the Consent Agenda in order to avoid additional motions and votes.
Make a motion to approve the March 6, 2023 agenda [as amended].
4. Public Comment (see Visitor Orientation below)
5. Public Hearings and Invited Guests
 - A. Recognition of Volunteer Service – George Bailey
 - i. Select Board Chair, Dannen Mannschreck, will read proclamation recognizing George Bailey's decades of volunteer service to the Town.
 - B. State Senator – David Watters
 - i. The Select Board has invited the political leaders representing Barrington to attend a Select Board meeting to discuss topics of interest to our municipal government.
 - C. 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.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the March 6, 2023 consent agenda (A-E) as presented.
 - A. Previously Submitted/Signed Requests for Signature
 - i. Agreement and Release for Map 118, Lot 11
Make a motion to authorize and sign the above-referenced documents (i).
 - B. New Requests for Signature
 - i. Town Administrator Employment Agreement 2023-2028
 - ii. Accounts Payable Manifest 2023-210
 - iii. Payroll Manifest 2023-109
Make a motion to authorize and sign the above-referenced documents (i-iii).



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C. Highway Equipment Bid Process Waiver

- i. On December 5, 2022, the Select Board authorized the advertisement of a bid package for [a new one-ton](#) and a bid package for [plow equipment](#) consistent with the [equipment replacement schedule](#). Once again, no bids were received for the one-ton cab and chassis. See memo from the Road Agent.
- ii. See attached, [One-Ton Bid Process Waiver Request 20230222](#)

Make a motion to waive the bid process for the purchase of a new one-ton cab and chassis and allow the Road Agent to secure direct quotes as described.

D. Cookie Booths at the Transfer Station - Girl Scouts Green & White Mountains Service Unit 216

- i. Girl Scout cookie booth sales begin February 9, 2023, and end March 20, 2023. The Service Unit has requested permission to hold booth sales at the Transfer Station on select Saturdays in that timeframe. Erin Paradis, Transfer Station Administrator, would work with the Service Unit to place the booth(s) in an appropriate location and to select dates.
- ii. The Select Board approved cookie booths at the February 13, 2023 meeting; however, due to inclement weather, cookie sales may be extended. Additionally, ability to hold booths during public hours (not limited to Saturdays) is requested.
- iii. See attached, [20230131_GS-CookieBoothRequest](#)
- iv. See attached, [2023 COI Girl Scouts of the Green White Mountains](#)

Make a motion to allow Girl Scout cookie booths to be held at the Transfer Station during public hours through April 1, 2023.

E. Locality Equipment Grant Match – Fire Rescue Equipment Capital Reserve

- i. On March 28, 2022, the Select Board authorized the pursuit of a \$50,000 grant to acquire a power stretcher and replacement AEDs. The grant program requires a \$5,000 match. The Select Board discussed utilizing the Fire and Rescue Equipment Capital Reserve. We have purchased the equipment and the Select Board is asked to authorize the utilization of the capital reserve account.

Make a motion to authorize up to \$5,000 from the Fire and Rescue Equipment Capital Reserve to match grant funds used to purchase a power stretcher and replacement AEDs.

7. Appointments

A. Tax Collector – Linda Markiewicz – **Vote**

- i. In 2013, voters approved warrant article 30 which authorized the Select Board to appoint a Tax Collector pursuant to RSA 669:15-17b. Linda Markiewicz was hired in April of 2013 and continues to serve as Barrington's Appointed Tax Collector.
- ii. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Linda Markiewicz as the Tax Collector with a term expiring in 2024.

B. Town Treasurer – Peter Royce – **Vote**

- i. In 2012, voters approved warrant article 13 which authorized the Select Board to appoint a Town Treasurer. Prior to 2012, Peter Royce was an elected Treasurer, and he has been the appointed treasurer since 2012. Per RSA 41:27 and RSA 41:26-e, the Treasurer needs to be appointed each year prior to Town Meeting.



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- ii. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Peter Royce as the Town Treasurer with a term expiring in 2024.

C. Deputy Town Treasurer – Tiffany Caudle – **Vote**

- i. In 2021, the Municipal Office Administrator, Tiffany Caudle, was appointed as Deputy Treasurer in response to an audit recommendation. The Town had not been able to maintain a citizen volunteer as Deputy Treasurer, which consistently resulted in having only one authorized signatory on the Town's accounts. Having a staff member serve as Deputy Treasurer fulfills the Town's continuity of operations objectives.
- ii. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Tiffany Caudle as the Deputy Town Treasurer with a term expiring in 2024.

D. Library Trustees

i. Melanie Haley – **Vote**

- 1. See attached, [20230221 Appointment Library Haley](#)
- 2. Ms. Haley is currently a Library Trustee Alternate and would like to be reappointed. An alternate appointment with a term expiring in 2024 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Melanie Haley as a Library Trustee Alternate with a term expiring in 2024.

E. Conservation Commission

i. Anne Melvin – **Vote**

- 1. See attached, [20230207 Appointment ConsCom-TL Melvin](#)
- 2. Ms. Melvin is currently a Conservation Commission Alternate and would like to be reappointed. An alternate appointment with a term expiring in 2026 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Anne Melvin as a Conservation Commission Alternate with a term expiring in 2026.

ii. Daniel Cassidy – **Vote**

- 1. See attached, [20230208 Appointment ConsCom Cassidy](#)
- 2. Mr. Cassidy is currently a Conservation Commission member and would like to be reappointed. A full appointment with a term expiring in 2026 is proposed.
- 3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Daniel Cassidy as a Conservation Commission member with a term expiring in 2026.



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iii. Scott Heron – **Vote**

1. See attached, [20230216 Appointment ConsCom-Heron](#)
2. Mr. Heron is currently a Conservation Commission Alternate and would like to be reappointed. An alternate appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Scott Heron as a Conservation Commission Alternate with a term expiring in 2026.

iv. Jack Gale – **Vote**

1. See attached, [20230210 Appointment ConsCom Gale](#)
2. Mr. Gale is currently a Conservation Commission member and would like to be reappointed. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Jack Gale as a Conservation Commission member with a term expiring in 2026.

F. Recreation Commission

i. Brian Collopy – **Vote**

1. See attached, [20230130 Appointment Rec-Collopy](#)
2. Mr. Collopy has attended a recent Recreation Commission meeting and is has been recommended for appointment. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to appoint Brian Collopy as a Recreation Commission member with a term expiring in 2026.

G. Stafford Regional Planning Commission

i. Matthew Towne – **Vote**

1. See attached, [20230105 Appointment SRPC MTowne](#)
2. Mr. Towne has expressed interest in joining the Stafford Regional Planning Commission. Currently John Huckins' term expires in July of 2023. Mr. Huckins has expressed a willingness to resign and allow an interested resident serve in his place. A full appointment with a term expiring in 2027 is proposed (SRPS is a four-year term).
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to appoint Matthew Towne as one of Barrington's representatives to the Stafford Regional Planning Commission with a term expiring in 2027.



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H. Planning Board

i. Bob Tessier – **Vote**

1. See attached, [20230115_Planning_Tessier](#)
2. Mr. Tessier is currently a Planning Board member and would like to be reappointed. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Bob Tessier as a Planning Board member with a term expiring in 2026.

ii. Robert "Buddy" Hackett – **Vote**

1. See attached, [20230209_Appointment_PB-Hackett](#)
2. Mr. Hackett is currently a Planning Board member and would like to be reappointed. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Robert "Buddy" Hackett as a Planning Board member with a term expiring in 2026.

I. Transfer Station and Recycling Center Review Committee

i. Deborah Clough – Transfer Station and Recycling Center Review Committee – **Vote**

1. See attached, [20230112_AppointmentApp_TSRC_DClough](#)
2. Ms. Clough is interested in joining the Transfer Station and Recycling Center Review Committee. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to appoint Deborah Clough as a Transfer Station and Recycling Center Review Committee member with a term expiring in 2026.

ii. Mona LaPierre – **Vote**

1. See attached, [20230209_Appointment_TSRCC_LaPierre](#)
2. Ms. LaPierre is interested in joining the Transfer Station and Recycling Center Review Committee. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to appoint Mona LaPierre as a Transfer Station and Recycling Center Review Committee member with a term expiring in 2026.

iii. Aubrey (Pat) Mead – Discussion

1. See attached, [20230228_Appointment_TSRC_AMead](#)
2. Mr. Mead is interested in continuing with the Transfer Station and Recycling Center Review Committee as a full member. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 20, 2023 meeting.



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J. Zoning Board of Adjustment

i. Andre Laprade – **Vote**

1. See attached, [20230210_Appointment_ZBA_Laprade](#)
2. Mr. Laprade is currently a Zoning Board alternate and would like to be reappointed. An alternate appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to reappoint Andre Laprade as a Zoning Board of Adjustment member with a term expiring in 2026.

ii. Alexandra Simocko – **Vote**

1. See attached, [20230202_Appointment_ZBA-Simocko](#)
2. Ms. Simocko is interested in joining the Zoning Board of Adjustment. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 27, 2023 meeting.

Make a motion to appoint Alexandra Simocko as a Zoning Board of Adjustment member with a term expiring in 2026.

8. Staff Report

A. Administrator MacIver

i. March Work Anniversaries

1. Steven Paul • Highway Department • 23 Years
2. Eric Lenzi • Assistant Fire Chief • 22 Years
3. Peter Royce • Treasurer • 18 Years
4. Larry Coon • Fire/EMS • 17 Years
5. Will Lenharth • Fire/EMS • 17 Years
6. Amanda Barber • Police Sergeant • 7 Years
7. Vanessa Price • Town Planner • 1 Year
8. Ian Watt • Fire/EMS • 1 Year

ii. 2023 Ballot Session Information

1. Complete information regarding the 2023 Warrant to be voted on at the Ballot Session on March 14, 2023 is available at: www.barrington.nh.gov/2023warrant. Additional information is also available at:
 - a. www.barrington.nh.gov/2023VoterGuide
 - b. www.barrington.nh.gov/2023budget
 - c. www.barrington.nh.gov/tif
 - d. www.barrington.nh.gov/2022PoliceNegotiations
 - e. www.barrington.nh.gov/fiber
 - f. www.barrington.nh.gov/2023noiseupdate
 - g. [2023 Candidate Forum Video](#)
 - h. [Absentee Ballot Request](#)
2. We have taken many steps to make information available to residents regarding the upcoming vote, including the following:



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- a. [2023 Town Meeting Voter Guide](#)
 - b. Blue election-style VOTE signs at strategic locations around Town.
 - c. Informational Postcards which were delivered to mailboxes last week.
 - d. A sign installed adjacent to Community Way, letting residents know that the Town Center is on the ballot, Article 9.
 - e. We have mailed letters to the property owners in the proposed TIF District providing information and a line of communication to ensure they understand what is being proposed.
 3. The Select Board is asked to communicate to the Chair when they are available to assist on voting day. Gaps will be filled by pro-tem appointments. A schedule will be prepared and available at the polling place for inspection by the Secretary of State's Office.
- iii. 2023 Kids Voting Booth
1. We are excited to share that we have planned a kids voting booth to take place on the cafeteria stage. The goal is something fun and civic-oriented for the kids and hopefully if the kids are excited enough it will improve voter turnout. The ballot will include allowing the kids to decide the color of next year's dog registration tag, naming the new Highway truck and naming the new Recreation van. Adults should pay attention on social media to suggest names for the kids to choose from on their ballot. Parents are encouraged to bring their children and children are encouraged to bring their parents!

Barrington Kids VOTE!





1



2

*Similar vehicles



3

Barrington Kids Will Decide:

2024 Dog Tag Color (1)

New Recreation Van Name (2)

New Highway Dump Truck Name (3)

Tuesday, March 14, 2023 8a-7p

Barrington Middle School

Adults: Bring your kids! Kids: Bring your adults!



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iv. Select Board Reorganization

1. According to Section 1 (d) of the Select Board Rules of Procedures (ELECTION OF OFFICERS):

a. i) Procedures for electing officers are as follows:

- i. (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.
- ii. (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
- iii. (3) The above election shall be by a majority vote of the Select Board. During the year the Board by majority vote may change the officers.

2. The Select Board is asked to be prepared to elect officers at the March 20, 2023 meeting.

v. Select Board Committee Assignments

1. The Select Board Chair is tasked with making committee assignments for Select Board members.

2. The following boards, committees, and commissions are available for Select Board representation:

- a. Planning Board, Library Trustees, Conservation Commission, Recreation Commission, School Board, Advisory Budget Committee, Zoning Board of Adjustment, Technology Committee, Trails Committee, Town Lands Committee, Transfer Station and Recycling Center Review Committee, and Energy Committee.

3. The Select Board is asked to consider which assignments they may be interested in and be prepared to communicate that to the Chair elected at the March 20, 2023 meeting. The Chair will be asked to make committee assignments at the April 10, 2023 meeting.

B. Municipal Office Administrator Caudle

9. Old Business

10. New Business

A. Update Appointments to Boards Procedure – Discussion

- i. The Select Board adopted an [Appointments to Boards Procedure](#) on July 26, 2021 and it was amended on January 23, 2023. The Select Board has expressed interest in adding a Select Board Member interview as a required step for new applicants. Proposed questions include:

1. Why do you think this volunteer opportunity is a good fit for you? Why are you interested in this position?
2. What makes you a good fit for this position? What skills will you bring to this position?



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3. What do you know about the board/committee?
 4. What motivates you to volunteer for this position?
 5. What do you hope to get out of the volunteering experience?
 6. What is your greatest strength? How does it help you volunteer?
 7. Tell me about a time you worked as part of a team.
 8. What has been your favorite part of being a volunteer?
 9. How much time can you dedicate each week/month/year to volunteering with our organization?
 10. Do you have any questions?
- ii. The Board is asked to consider additional questions and/or updates to the [Appointments to Boards Procedure](#) for consideration at the April 10, 2023 Select Board meeting.

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)

14. Adjournment

A. Upcoming Meetings

- i. March 20, 2023 • April 10, 2023 • April 24, 2023 • May 8, 2023 • May 22, 2023

B. Upcoming Events

- i. March 14, 2022 (Tuesday) – Ballot Session – Barrington Middle School

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
- 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/TA20230306. Please contact the Town Administrator or Municipal Office Administrator with questions.



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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.