



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### April 17, 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. Welcome Recently Elected Select Board Members
    - i. James Saccoccia (re-elected)
    - ii. Tracy Hardekopf
  - B. Roll Call Attendance
  - C. Select Board Reorganization – **Vote**
    - i. According to Section 1 (d) of the [Select Board Rules of Procedures](#) (ELECTION OF OFFICERS):
      1. i) Procedures for electing officers are as follows:
        - a. (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.
        - b. (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.
        - c. (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.
      - ii. The Select Board is asked to elect a Chair and Vice-Chair.
        1. The process should start with nominations for the Chair position. Nominations do not require a second and members can nominate themselves. The presiding officer should give any member the opportunity to decline their nomination. After verifying the candidates for Chair, the presiding officer should take a roll call vote. Members can vote for themselves. In the event of a tie, the member with the fewest votes should be removed from consideration and a roll call vote retaken until one member receives a majority vote. The process should be repeated for the Vice-Chair position.
2. Pledge of Allegiance
3. Agenda Review and Approval – **Vote**  
[April 17, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the April 17, 2023 agenda [as amended].***
4. Public Comment (see Visitor Orientation below)



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### 5. Public Hearings and Invited Guests

#### A. Jonathan Sardinha – Police Swearing-In

- i. Sergeant Tyler Currier recently announced his plans to move out of New Hampshire and resign from the Barrington Police Department. He expressed his appreciation for his time in Barrington, especially the Police Department leadership and trainings he received. We wish him well in his future endeavors. The Police Department leadership took a thoughtful approach to hiring a replacement and identified a terrific candidate who holds an active police certification in New Hampshire.
- ii. Chief Joy offered the following about Jonathan Sardinha: *Jon Sardinha is a “local” in all senses of the word. He grew up in the Town of Strafford and graduated from CBNA. He then served honorably in the US Coast Guard for nearly 8 years before beginning his career law enforcement career in 2014 with the Town of Nottingham. He served that community honorably for approximately 3 years. Officer Sardinha then moved laterally to the Greenland Police Department where he served until being hired by our Town. While in Greenland, he attained a Motor Officer certification and served on the Seacoast Emergency Response Team. Officer Sardinha is a certified Field Training Officer and brings a diverse knowledge base and skillset to the Town of Barrington. While he is our newest employee, he will be utilized as a mentor for our younger officers once he adapts to BPD’s policies and procedures.*

#### B. State Representative – Leonard Turcotte

- 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 will collectively serve as liaisons on a rotating and as-needed basis. At each meeting they will be invited to discuss topics of their choice with the Select Board.

#### D. Issuance of a Building Permit on Mica Point Road, a Private Road, for George and Ellen Rose, Map 119, Lot 67 – **Vote**

- i. See attached, [2023 437 MicaPtPrivRd SB PACKET](#)
- ii. The applicants are prepared to make a \$2,500 contribution to road improvements consistent with the Town’s [Class VI and Private Road Building Policy](#). Specifically, they will be partially funding the replacement of a cross culvert. The road association has agreed to fund the balance and the work is scheduled for this fall (during low-water conditions). The applicants have requested a waiver to allow payment to the road association, so the certificate of occupancy is not delayed by the seasonally-required road improvement. The Town’s attorney has reviewed the request and recommended a simple contract between the Town, applicant, and Mica Point Road Association to ensure the \$2,500 is transferred and utilized for the specified culvert replacement this fall. Their application materials demonstrate compliance with the remainder of the policy. They have also provided a detailed waiver request as required by the policy.
- iii. Staff and the Planning Board have reviewed the application and have supported the waiver request (comments available in the application packet). There is a formal road association which already has a recorded road maintenance agreement. The applicants would be required to repair any damage to the road caused during construction.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

iv. Public Comment (see Visitor Orientation)

***Make a motion to approve a waiver to allow the 10% (\$2,500) road improvement sum to be paid to the formally organized Mica Point Road Association with an accompanying contract and to authorize the issuance of a building permit for Map 119, Lot 67 on Mica Point Road.***

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

***Make a motion to approve the April 17, 2023 consent agenda (A-R) as presented.***

A. [Meeting Minutes February 27, 2023](#)

*Make a motion to approve the February 27, 2023 minutes [as amended].*

B. [Meeting Minutes March 6, 2023](#)

*Make a motion to approve the March 6, 2023 minutes [as amended].*

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-211
- ii. Accounts Payable Manifest 2023-212
- iii. Accounts Payable Manifest 2023-213
- iv. Accounts Payable Manifest 2023-214
- v. Accounts Payable Manifest 2023-215
- vi. Payroll Manifest 2023-110
- vii. Payroll Manifest 2023-110 Fire
- viii. Payroll Manifest 2023-111
- ix. Payroll Manifest 2023-112
- x. Payroll Manifest 2023-113
- xi. Payroll Manifest 2023-114
- xii. Land Use Change Tax and Warrant for Map 234 Lot 31 Sublot 6
- xiii. Timber Tax Certification of Yield Taxes and Warrant for Map 251 Lot 3
- xiv. Timber Tax Certification of Yield Taxes and Warrant for Map 121 Lot 28
- xv. Intent to Cut for Map 270, Lot 3, Sublots 0, 2, 3, 5, 6, 7, 8, 9
- xvi. Intent to Cut for Map 112 Lot 38 (x2)
- xvii. Gravel Tax Levy for Map 222 Lot 12
- xviii. Intent to Excavate for Map 234 Lot 21
- xix. Intent to Excavate for Map 206 Lot 15
- xx. Intent to Excavate for Map 214 Lot 1
- xxi. Class VI Agreement/Release for Map 224 Lot 72
- xxii. Class VI Agreement/Release for Map 123 Lot 7
- xxiii. Oath of Office – Peter Royce, Treasurer
- xxiv. Oath of Office – Linda Markiewicz, Tax Collector
- xxv. Oath of Office – Tiffany Caudle, Deputy Treasurer
- xxvi. Oath of Office – Daniel Cassidy, Conservation Commission Member
- xxvii. Oath of Office – Anne Melvin, Conservation Commission Alternate
- xxviii. Oath of Office – Deborah Clough, Transfer Station & Recycling Center Committee Alternate
- xxix. Oath of Office – Mona Lapierre, Transfer Station & Recycling Center Committee Alternate
- xxx. Oath of Office – Brian Collopy, Recreation Commission Member
- xxxi. Oath of Office – Jack Gale, Conservation Commission Member



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

- xxxii. Oath of Office – Robert “Buddy” Hackett – Planning Board Member
  - xxxiii. Oath of Office – Bob Tessier – Planning Board Member
  - xxxiv. Oath of Office – Melanie Haley, Library Trustee Alternate
  - xxxv. Oath of Office – Alexandra Simocko, Zoning Board of Adjustment Member
  - xxxvi. Oath of Office – Matthew Towne, Strafford Regional Planning Representative
  - xxxvii. Strafford Regional Planning Commission Appointment Form
  - xxxviii. Issuance of a Building Permit on Castlerock Road, a Private Road, for Joseph Kuchman, Map 224, Lot 72.
    - 1. See attached, [20230417\\_ClassVIPR\\_App\\_224-72](#)
  - xxxix. 2023 MS232
  - xl. Administrative Abatement for Map 228, Lot 16
- Make a motion to authorize and sign the above-referenced documents (i-xl).*

### D. New Requests for Signature

- i. Accounts Payable Manifest 2023-215
  - ii. Payroll Manifest 2023-110
- Make a motion to authorize and sign the above-referenced documents (i-ii).*

### E. Meeting Room Audio/Visual Project Completion

- i. The Town’s previous IT company was selected to design and install the data, cabling, audio visual (A/V), security and door access in the new Town Hall. They were able to complete the majority of that scope during construction. As we have previously discussed, the meeting room A/V was delayed due to continued supply chain issues. The MSP was subcontracting the A/V scope to a specialized A/V company (DGI Tech).
  - ii. In early 2023, the Town completed the MSP transition from Rockport Technologies to Block5 Technologies. As part of that transition, Rockport will no longer be completing the A/V scope. We have reached out directly to the planned subcontractor (DGI Tech) and they are willing to complete the scope as they intended and will honor their original price. They have now received all of the backordered items and are ready to proceed with the project. The Town will actually save some money because we are not paying Rockport for a markup by working directly with the planned subcontractor.
  - iii. See attached, [Town of Barrington Quote 12044 Rev2](#)
  - iv. The project is being funded by the \$125,000 generator and equipment grant from FEMA.
- Make a motion to award the balance of the Town Hall A/V scope directly to DGI Tech (the original subcontractor) as presented, funded by the FEMA generator and EOC equipment grant, and authorize the Town Administrator to sign.*

### F. Forestry Truck Slide-In Unit – Fire and Rescue Equipment Capital Reserve

- i. At the September 12, 2022 meeting, the Select Board authorized the replacement plan for the Fire Department Forestry Truck. The first step of this plan included the purchase of a slide-in pump, water tank, and hose reel utilizing funds properly budgeted in the Fire and Rescue Equipment Capital Reserve.
  - ii. This slide-in unit was advertised for sealed bid and the Town received [four qualified bids](#). The low bid of \$12,560 from Kimtek Corporation was recommended.
- Make a motion to award the Forestry Truck slide-in unit to the low-bidder, Kimtek Corporation, and to authorize \$12,560 from the Fire and Rescue Equipment Capital Reserve.*



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### G. Police Department Lockers – Police Equipment Capital Reserve

- i. The Police Department needs two additional lockers at a cost of \$2,765. They are requesting that the Select Board release funds from the Police Equipment Capital Reserve for this purchase.

*Make a motion to authorize \$2,765 from the Police Equipment Capital Reserve for lockers.*

### H. Police Department Handgun Project – Police Equipment Capital Reserve

- i. The Police Department is requesting the release of \$13,455.50 from the Police Equipment Capital Reserve for a planned expenditure regarding our PD handguns. As noted in our [replacement schedule](#), and discussed in the budget process last year, the Deputy Chief and I planned on the addition of a “red dot sight” (RDS) system to our handguns. That total includes milling our firearms (and associated processes), the optic, and new holsters to accommodate the weapon system.

*Make a motion to authorize \$13,455.50 from the Police Equipment Capital Reserve for the handgun project.*

### I. ‘The Homestead’ Lot Merger Clarification

- i. At the November 5, 2022 auction, the Town sold ‘The Homestead’ (23 lots, 50 acres) to JE Development, LLC. This transfer included the following deed restriction.
  1. *The town requires that, within one year of the final sale, the successful purchaser(s) either (1) merges the parcels, or (2) applies to the town to develop the parcels to the standards set by the planning board and other applicable town authorities.*
- ii. In working with the Land Use office to prepare the lot merger, it was discovered that a privately owned road right of way and conservation land held by the former developer bisect ‘The Homestead’. Thus, it is impossible to merge the land sold by the Town into one lot. The attorney representing the purchaser has proposed merging the two bisected portions as presented.
  1. See attached, [Voluntary Merger Map](#)
  2. See attached, [2023 03 08 Lot Merger Form #1 \(edit\)](#)
  3. See attached, [2023 03 08 Lot Merger Form #2 \(edit\)](#)
- iii. The property owner has requested affirmation from the Select Board that the merger, as presented, satisfies the deed restriction.

*Make a motion to affirm that merging ‘The Homestead’ from 23 lots into two lots (which are bisected by private property) satisfies the deed restricted put in place by the Town when the properties sold on November 5, 2022.*

### J. Map 104, Lot 43 – Administrative Abatement – \$419

- i. A property recently sold with an outstanding balance of property taxes owed due to a bounced check. We have taken many steps to secure payment from the former owner, but the Town attorney advises we must file a claim in court to continue pursuing the issue. The outstanding balance is \$419, and we are recommending that the Select Board abate the taxes in lieu of spending more in legal fees to recover the funds.
- ii. The specific set of circumstances is something the Tax Collector has not previously encountered. We have made adjustments to our procedures to make sure it will not happen again. Essentially, when property taxes are paid by a physical check, they are input into





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

our tax software and the check is sent to the bank. If the check bounces, the credit shows in the tax software until we are notified by the bank about the bad check (1-2 days, typically). In the case of Map 104, Lot 43, the closing company called to confirm that no outstanding taxes were owed during that 1–2-day window after the taxes were paid, but before we were notified that the check bounced. As a result, the property was transferred before we realized that an outstanding balance remained. Moving forward, we will ensure checks have cleared prior to issuing confirmation about outstanding taxes.

*Make a motion to authorize an administrative abatement in the amount of \$419 for Map 104, Lot 43 in lieu of filing a claim in court to secure the \$419 from the former owner.*

### K. Map 265, Lot 14 – Administrative Abatement – \$1,024

- i. The Tax Collector recently identified a property in our system (Map 265, Lot 14) with no ownership records. This is a 0.49-acre land-locked parcel in southeast Barrington on the Lee border. Through extensive deed research, the Land Use Administrative Assistant was able to determine that the parcel was owned by the abutting property owner, Northern Nurseries. The Tax Collector has contacted the owner and they will be issued tax bills moving forward.
- ii. At this time, there is a \$1,024 balance of taxes where no tax bill was sent, and we are recommending that the Select Board abate the taxes because we cannot recover the funds.

*Make a motion to authorize an administrative abatement in the amount of \$1,024 for Map 264, Lot 14 for a property with previously unknown ownership.*

### L. 2023 Peeper Road Closure Request

- i. The 28<sup>th</sup> Annual Greater Barrington Chamber of Commerce Peeper 5K Run/Walk is scheduled for May 6, 2023.
- ii. See attached, [Peeper Race – Select Board 2023](#)

*Make a motion to authorize the road closures requested for the 2023 Peeper Race.*

### M. Lamprey Regional Cooperative Waste Disposal Rates

- i. The Town maintains a membership with the Lamprey Regional Cooperative. One service provided by the organization is competitively negotiated waste disposal rate with Waste Management. Although the Town was able to secure more competitive rates, the Lamprey Regional Cooperative rates would be available to the Town in the future. Recently, the cooperative negotiated an extension through 2033.
- ii. See attached, [Amendment Two Lamprey Cov Ltr 2023-03-22](#)
- iii. See attached, [2023 WM proposed fee change Amend 2](#)
- iv. See attached, [Amendment Two Lamprey Regional Fully Executed 2023](#)

*Make a motion to ratify the Lamprey Regional Cooperative Amendment 2 and authorize the Town Administrator to sign.*

### N. Tax Record Preservation – Moose Plate Grant

- i. See attached, [20230410\\_MoosePlateGrantRequest\\_TaxOffice](#)

*Make a motion to authorize the pursuit of a Moose Plate Grant for tax record preservation and to authorize the Tax Collector to sign all accompanying documents.*



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

- O. Municipal Facility Energy Audit Grant – Community Development Finance Authority
- The New Hampshire Community Development Finance Authority (CDFA) offers grant programs, including funds for energy audits of municipal facilities. These grants have a 25% match requirement. The Town's Energy Committee proposed the establishment of an Energy Capital Reserve, in part, to fund the 25% share of the energy audit. The Energy Committee recommends proceeding with the grant pursuit and requests that the Select Board use the Incident Fund as the 25% match. The anticipated cost is less than \$2,000.

*Make a motion to authorize the pursuit of an energy audit grant from CDFA for an energy audit of the Recreation/Library building at 105 Ramsdell Lane and to authorize the Town Administrator to sign all accompanying documents.*

- P. Highway F550 and Equipment Purchase – Highway Heavy Equipment Capital Reserve
- At the March 6, 2023 meeting, the Select Board waived the Purchasing Policy to allow the Road Agent to secure quotes for a new F550 truck since there were no responses to the sealed bid process. The Road Agent has sourced an F550 with a Summer 2023 delivery date which meets the Town's previously advertised specifications. The price is \$66,000 from McFarland Ford in Exeter.
  - See attached, [Purchase F550 Road Agent Memo 20230403](#)
  - The [bid package for the 2023 one-ton equipment](#) was advertised in December and due in January. The Town received two responses; [HP Fairfield, LLC](#) and [Viking Cives](#). We have delayed in awarding the equipment package until we secured a truck to accompany the equipment. HP Fairfield was the low bid at \$73,495.
  - See attached, [Purchase F550 Equipment Road Agent Memo 20230403](#)

*Make a motion to award the purchase of a new F550 cab and chassis to McFarland Ford for \$66,000 and to award the F550 equipment bid to HP Fairfield for up to \$73,495, both from the Highway Heavy Equipment Capital Reserve.*

- Q. 2023 Excavator Rental Award
- See attached, [Excavator Bid Memo 20230411](#)

*Make a motion to award the 2023 excavator rental to Milton Rents as recommended by the Road Agent.*

- R. Mallego Road Drainage
- At the September 14, 2020 meeting, the Select Board authorized the drainage surveying and engineering on South Mallego Road. The Town's goal is to make lasting improvements to this historically deteriorated road. We anticipate the improvements will require raising the road and installing/replacing sub-surface drainage.
  - At the October 3, 2022 meeting, the Select Board discussed the open space of the proposed Mallego Road subdivision. The Select Board expressed support for accepting ownership of the open space (as recommended by the Conservation Commission). The Select Board also discussed that drainage infrastructure would be placed in the open space which the Town would be able to tie into for the drainage work happening along Mallego Road.
  - See attached, [Mallego Road Drainage Memo 20230405](#)

*Make a motion to waive the Purchasing Policy and allow the site contractor selected for the Mallego Road Subdivision to install the two interceptor structure and pipe at the same time as they*



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

*install the subdivision drainage infrastructure. This scope would be at the Town's expense and under the direct supervision of the Road Agent.*

### 7. Appointments

#### A. Transfer Station and Recycling Center Review Committee

##### i. Aubrey (Pat) Mead – **Vote**

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 after his term expired in March. 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 March 6, 2023 meeting.

***Make a motion to appoint Aubrey "Pat" Mead as a Transfer Station and Recycling Center Review Committee member with a term expiring in 2026.***

#### B. Conservation Commission

##### i. Daniel Cassidy – **Vote**

1. Mr. Cassidy was appointed to a full membership at the March 6, 2023 meeting. Following the meeting, he has clarified his intent was to be appointed to an alternate position.

***Make a motion to accept his resignation as a full member and appoint Daniel Cassidy as a Conservation Commission alternate with a term expiring in 2026.***

##### ii. Gary Imbrie – Discussion

1. See attached, [20230411\\_App\\_Imbrie-ConsCom](#)
2. Mr. Imbrie is seeking appointment as a full member of the Conservation Commission, after having served as an alternate. His term as an alternate expired in March. A term expiring in 2026 is proposed.
3. This appointment to a full position is pending the anticipated approval of David Cassidy's change from a full to alternate member.
4. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the May 8, 2023 meeting.

##### iii. Paul Panish – Discussion

1. See attached, [20230411\\_App\\_Panish-ConsCom](#)
2. Mr. Panish is seeking reappointment as an alternate on the Conservation Commission, his term having expired in March. 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 May 8, 2023 meeting.

#### C. Recreation Commission

##### i. Steven Graves – **Vote**

1. Mr. Graves has served as full member on the Recreation Commission since 2021 and has requested to instead serve as an alternate member. A term expiring in 2026 is proposed.





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

***Make a motion to accept his resignation as a full member and appoint Steven Graves as a Recreation Commission alternate with a term expiring in 2026.***

ii. Matt Mooers – Discussion

1. See attached, [20221022 App Mooers-Rec](#)
2. Mr. Mooers has served as an alternate on the Recreation Commission, with his appointment having expired in March. He is seeking appointment as a full member, and a term expiring in 2024 is proposed.
3. This appointment is pending the anticipated approval of Steven Graves' change from full membership to alternate.
4. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the May 8, 2023 meeting.

D. Zoning Board of Adjustment

i. Cheryl Huckins – Discussion

1. See attached, [20230309 App Huckins-ZBA](#)
2. Mrs. Huckins has previously served as a full member of the Zoning Board of Adjustment (ZBA), with her term having expired in March. 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 May 8, 2023 meeting.

8. Staff Report

A. Administrator MacIver

i. April Work Anniversaries

1. George Joy • Police Chief • 24 Years
2. John Boodey • Firefighter/EMT • 20 Years
3. Debra Griffin • Town Clerk Assistant • 12 Years
4. Linda Markiewicz • Tax Collector • 10 Years
5. Chris Eldridge • Firefighter/EMT • 10 Years
6. David Kinnison • Firefighter/EMT • 7 Years
7. Cody Guile • Firefighter/EMT • 4 Years
8. Henry Reznicek • Police Officer • 2 Years
9. Adam Cook • Highway Crew • 1 Year
10. David Scholtz • Highway Crew • 1 Year
11. Joshua Stone • Highway Crew • 1 Year



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### ii. 2023 Town Meeting Ballot Session Results

1. In accordance with RSA 669:1 V, the Town and School Moderator postponed the election from March 14, 2023 to March 28, 2023. The message from the Moderator is included below:
  - a. *For the safety of Barrington voters and poll workers, we have decided to postpone the March 14 town and school district election. The National Weather Service has declared a winter storm warning for Tuesday, March 14. The likelihood of snow covered roads, high winds, and power outages could impact voters' ability to safely participate in the election. As required, the election will be rescheduled to Tuesday, March 28, from 8 AM to 7 PM. We expect the election to be held at BMS, and we will confirm that. Any absentee ballots already cast will be counted on March 28. Voters who will be unable to attend in person on March 28 may request an absentee ballot from the Town Clerk between now and March 27. All of the rules governing the use of absentee ballots will still apply.*
2. Residents voted on March 28, 2023 to approve the proposed operating budget and most warrant articles as recommended and supported by the Select Board and Advisory Budget Committee. Three of the thirty-one articles failed including a zoning article related to temporary signs (#7), the Town Center TIF District (#9), and the new Energy Capital Reserve (#20).
3. See attached, [2023 Town Meeting Election Results](#)
4. More than 28% of Barrington's registered voters cast their ballots on election day compared to 24% in 2022 and 13% in 2021. The support of voters this year was challenged by all financial articles being presented with a tax rate impact. Despite the anticipated impact, voters supported the operating budget with nearly 59% voting in support. Contributions to capital reserve accounts passed with 52-75% support. This level of support reflects the hard work and dedication of Barrington's elected/appointed citizen volunteers and employees. We will continue to be responsive to the expectations of residents with the services we provide.
5. The proposed Town Center TIF District failed by a vote of 824 in favor and 987 opposed. This decision of voters on the TIF district was insightful. We felt that a TIF district would be a tool to help accomplish the vision of the Town Center; voters said it was not the right tool at this time. Government needs to be responsive to its residents and voters have the most direct opportunity to have their voices heard when they get out and vote. As local leaders, we need to listen to voter decisions carefully and make sure we adapt their government appropriately. What we heard from voters about the TIF district on March 28<sup>th</sup> was two-fold. First, we heard that the proposal was too broad and residents could not see a direct and tangible benefit. Additionally, we heard different opinions about what the Town Center should look like and how involved the government should be in achieving the vision. Private development of the Town Center area will continue. The Select Board should carefully consider other tools to help ensure the development meets the needs of residents and the vision for the Town Center. A TIF district is not the only tool available to accomplish this vision. We know that we cannot ignore the



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

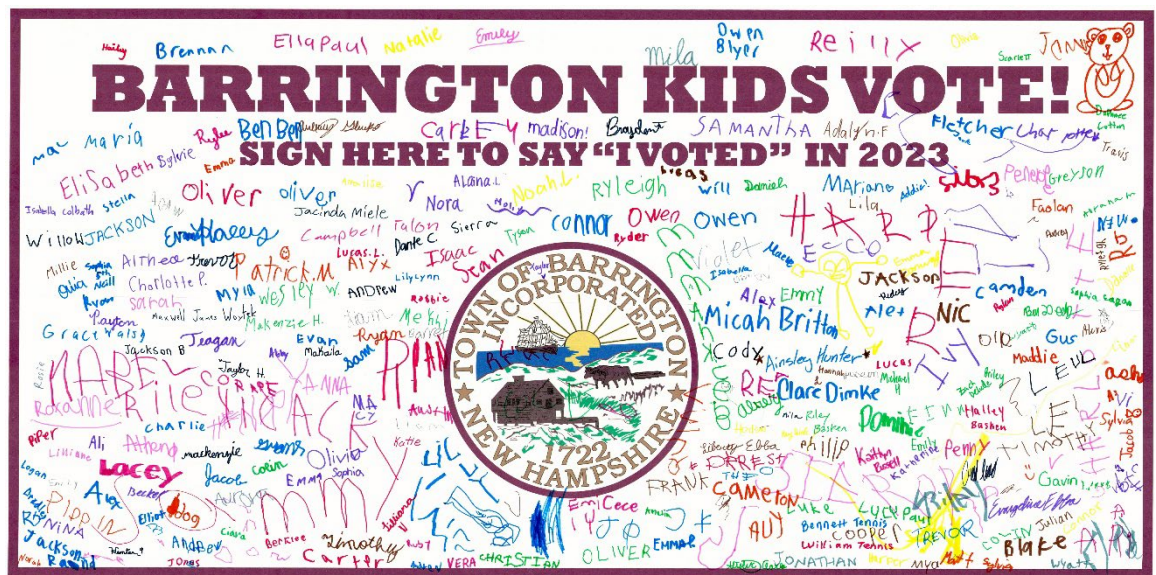
Office of the Select Board

development; we must be proactive to maintain Barrington's rural character as private land is developed. We should continue to seek resident input as we update our Master Plan Chapters and vision for Barrington as a whole and the Town Center in particular.

6. During the 2023 budget development process, much consideration was given to tax rate impact of warrant articles and use of unassigned fund balance. It is important to review the details of how the approach in 2023 may have impacted voter support.
  - a. See attached, [Analysis of Warrant Article Tax Rate Impacts - Town Meeting 2023](#)

### iii. 2023 Kids Voting Booth

1. We were overwhelmed by the support and positive feedback from the first ever Barrington Kids Vote. We had 264 kids vote at our kids voting station. They selected the blue dog tag, named the Recreation van 'Rec' it Ralph and the Highway Truck Bulldog. The kids and parents were very interested in the 150-year-old ballot box which we had on loan from the Historical Society. Many thanks to all who were involved in organizing, spreading the word, and supporting this civics experience for kids. We look forward to continuing this experience each year at the Town and School elections.
2. See attached, [2023 KIDS VOTE END OF NIGHT TALLY RESULTS](#)



### iv. First Quarter Financial Analysis

1. See attached, [2023 Financial Analysis 20230410](#)



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### 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. I have compiled the meeting information for each committee:
  - a. See attached, [All Boards Meeting Details](#)
4. The Select Board is asked to consider which assignments they may be interested in and to communicate that to the Chair. The Chair will be asked to make committee assignments at the May 8, 2023 meeting.

### vi. Training Opportunities

1. April 17, 2023 – [NHMA Legislative Halftime](#)
2. April 19, 2023 – [Right-to-Know Workshop: Public Meetings and Government Records](#)
3. May 17, 2023 – [Hard Road to Travel](#)
4. [June 1, 2023 – Local Officials Workshop](#)
  - a. On June 1<sup>st</sup> the New Hampshire Municipal Association is hosting its annual Local Officials Workshop. A copy of the 2022 PowerPoint is attached below.
  - b. See attached, [2022 Local Officials Workshop PPT](#)

### vii. 2023 Roadside Cleanup

1. The annual roadside cleanup is scheduled for April 22, 2023. See additional information in the attached document.
2. See attached, [2023 Roadside Cleanup April 22](#)

## B. Municipal Office Administrator Caudle

## 9. Old Business

### A. 2023 Knotweed Mitigation Program – **Vote**

- i. See attached, [2023 Knotweed Memo 20230405](#)
- ii. At the [July 11, 2022 meeting](#), the Select Board discussed implementing a herbicide-based knotweed mitigation strategy. More details about the invasive Japanese Knotweed can be found in the following resources:
  1. See attached, [Japanese Knotweed Fact Sheet NH Dept of Ag](#)
  2. See attached, [Japanese Knotweed NRCS](#)
- iii. The application of herbicides in this way is regulated by the New Hampshire Department of Agriculture, Markets, & Food Division of Pesticide Control. Matthew Bosiak from that





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

State office offered the following details of the special permit process for the proposed activities:

1. *The Division of Pesticide Control (Division) administers the state's pesticide regulations under the oversight of the New Hampshire Pesticide Control Board. The state's pesticide regulations include state statute (RSA 430:28-50 - [Chapter 430 INSECT PESTS AND PLANT DISEASES \(state.nh.us\)](#)) and Code of Administrative Rules (Pes Administrative Rules - [TABLE OF CONTENTS \(state.nh.us\)](#)). Among other things, Division activity includes licensing of individuals that use pesticides, compliance/enforcement activities, the registration of pesticide products used in the state, and the review of requests for special permits. The mission of the Division includes a focus on the protection of human health and the environment and the current makeup of the Division includes environmentalists, both by job title and credential.*

*Typical pesticide use activities requiring a special permit include pesticide applications within sensitive areas, such as rights-of-way, to forest areas of certain acreage, within the setback of surface waters or public water supplies, and applications to or in surface water. The Division reviews special permit applications, often in coordination with other state agencies such as the Dept. of Environmental Services, Fish and Game, and the Dept. of Natural and Cultural Resources. Review of the proposal includes analysis of:*

- *The applicant's and/or applicator's credentials (i.e. license status and category)*
- *The treatment area and its proximity to resources including surface waters, wells, public water supplies, pastures, public use areas, etc*
- *If the proposal poses risk to surface water and/or groundwater*
- *The pesticides proposed for use, including review of the chemical/physical properties of the active ingredient(s), as well as product's registration status and classification (at both the federal and state levels)*
- *The proposed pesticide use activity, including application rates, application methods, and applicability to target pest(s) consistent with label requirements.*

*Supervisory licensed pesticide applicators have passed written and oral exams in order to obtain applicator licenses and must maintain continuing education credits for renewal. The Division may issue special permits to such individuals where the permit proposal does not pose undue risk to human health and the environment. Mr. Paul Eaton has consistently demonstrated the ability to conduct pesticide applications, including those under special permit, in accordance with federal/state regulations and in a professional manner.*

- iv. *The Highway Department is seeking approval from the Select Board to proceed with the proposed activities. The below attached letter would be mailed to all residents in affected areas. Additionally, we would add details to the Town's website similar to the Town of*





# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

Jackson, NH: <https://www.jackson-nh.org/conservation-commission/pages/japanese-knotweed>.

1. See attached, [Japanese Knotweed Resident Letter 20230412](#)
- v. The \$9,500 expense is properly budgeted in the Paved Roads budget which covers the maintenance of the Town's ROW along paved roads (drainage, culverts, vegetation, etc.).
- vi. The Select Board is asked to consider what additional information may be necessary to authorize proceeding as proposed.

### B. 2023 Revaluation/Partial Statistical Update – **Vote**

- i. At the [November 7, 2022](#) meeting, the Select Board reviewed the need for a statistical update (revaluation) in 2023 based on the equalized ratio. Sale values continue to rise, and it is important to keep the assessed values in line with the market value. If Barrington's Equalized Ratio exceeds 10% (+/-), an update would be required during the next five-year review. It is good government and consistent with assessing best practices to keep assessed values within +/- 10% during the entire five year review cycle. The 2023 update would be similar in timeline and scope to the 2021 statistical update.
- ii. I asked the Assessor to prepare a memo for the Select Board and community in order to better understand the details and need for a statistical update in 2023. It is important to note that the ratios included are preliminary and there remains over six months of sale data which will be incorporated into the revaluation.
- iii. See attached, [2023 Revaluation Memo](#)
- iv. See attached, [Sales List for Revaluation Memo 20230412](#)
- v. As discussed last November, the Incident Fund would be used to fund the cost of a partial statistical update.

*Make a motion to authorize a partial statistical update/revaluation in 2023 as recommended by the Town's Assessor.*

### C. Class VI and Private Road Building Policy – Discussion

- i. At the [October 25, 2021](#) meeting, the Select Board requested a review and update to the Class VI and Private Road Policy. At the [November 1, 2022](#) meeting, the Select Board temporarily paused public hearings on Class VI and Private Road building permit applications while the policy was reviewed and updated. At the [January 3, 2022](#) meeting, the Select Board decided that the (then) existing policy should be followed as written which requires (at a minimum) the road to be upgraded to 16 feet wide with two-foot shoulders.
- ii. At their [January 18, 2022](#) meeting, the Planning Board also reviewed the Class VI and Private Road Policy. They emphasized their support of using the statutory authority of RSA 674:41 to accomplish the stated purpose of the existing policy by improving access conditions on class VI and private roads. Further, they felt that having a policy which was clearly written and consistently applied was very important. They recognized that the current policy has not been enforced as written and developed a few suggested changes to best balance property rights and ensuring safe, year-round, access. At the [January 24, 2022](#) meeting, the Select Board asked for a draft policy to be developed which reflects the recommendations of the Planning Board.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

- iii. At the [February 14, 2022](#) meeting, the Select Board approved an updated Class VI and Private Road Building Policy which integrated comments from the Planning Board, Select Board, and staff.
- iv. See attached, [Class VI and Private Road Building Policy](#)
- v. At the [August 8](#), [September 12](#), and [October 3](#), 2022 meetings, the Select Board discussed a resident's request that the Select Board form a stakeholder committee to reevaluate the policy and to propose changes. Ultimately, the Select Board decided to wait to take action until April of 2023 once more applications had been processed.
- vi. The following list includes all applications submitted under the policy adopted on February 14, 2022.
  - 1. Jillette Road (126-12-1) – Issuance Authorized 3/14/2022 – Option 2
  - 2. Eagle Drive (110-6) – Issuance Authorized 4/11/2022 – Partial Waiver
  - 3. McDaniel Shore Drive (124-10) – Issuance Authorized 4/11/2022 – Partial Waiver
  - 4. Rocky Point Road (118-21) – Issuance Authorized 8/8/2022 – Partial Waiver
  - 5. Cottage Lane (115-11) – Issuance Authorized 9/12/2022 – Option 2
  - 6. Phinney Way (118-4) – Issuance Being Considered 10/3/2022 – Option 2
  - 7. Sarah Lane (111-26) – Issuance Authorized 11/7/2022 – Category 2
  - 8. Long Shores Drive (103-64) – Issuance Authorized 11/14/2022 – Option 2
  - 9. Rocky Point Road (118-11) – Issuance Authorized 2/27/2023 – Partial Waiver
- vii. The Select Board is asked to consider whether to convene a committee to review the Class VI and Private Road Building Policy.

### 10. New Business

#### A. Pavement Management Plan 2023 Recommendations – **Vote**

- i. See attached, [Overview of The Town of Barrington 5-Year Pavement Maintenance Program at Year 2 – 20230331](#)
- ii. Early in 2021, the Town pursued a [comprehensive process](#) to select a new Engineer of Record. One of the priority projects for the newly selected engineer was the development of a Pavement Management Plan. At their July 12, 2021 meeting, the Select Board commissioned [the project](#).
- iii. As presented by the Road Agent in the memo above, the first year of the program was successful and it is time to focus on year two.
- iv. During the 2023 budget development, the Road Agent worked with engineers from CMA to plan for year two of the implementation of the Pavement Management Plan. The group also worked collaboratively to develop the [Paving Request for Proposals](#).

*Make a motion to authorize year two of the Pavement Management Plan, as presented.*

#### B. 2025 Town Meeting in May/July-June Fiscal Year Budget? – Discussion

- i. There are multiple benefits to changing a town's fiscal year to July to June and to moving its Town Meeting to May. Cash flow, weather impacts, and the proper order of approving, spending, and billing municipal appropriations rank among the most impactful reasons. The biggest reason not to make the transition is because it is difficult; it requires an initial appropriation and funding an 18-month budget. This creates additional work for Department Heads, the Advisory Budget Committee, and the Finance Office. Also, there is additional funding required for the extra appropriation. I think this would be a valuable transition for Barrington and this year is the time to attempt the transition. Utilizing



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

unassigned fund balance to fund the additional appropriation would mean no additional taxation for residents. Details found in the document below.

- ii. See attached, [Consideration of a July to June Fiscal Year and May Town Meeting 202320412](#)

### C. Formal Strategic Planning Session and Goal Setting – Discussion

- i. On July 25, 2022 the Select Board participated in a formal strategic planning session and discussed their mission, vision, and values and focused on the development of goals for 2022.
  1. See attached, [Select Board Mission - Vision - Values and 2022 Goals](#)
- ii. The Select Board found this exercise very productive, and I would propose continuing with a strategic planning session this year. The focus in 2022 was primarily mission, vision, and values, which laid an important foundation for the Select Board to work from. The focus in 2023 could be goals and multi-year projects. 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 outside of a regularly scheduled meeting, maybe in June, to focus on strategic planning.
- iii. The Select Board is asked to consider their interest in pursuing a formal strategic planning and goal setting process for 2023.

### D. Expanding Virtual Participation and Public Meeting Recordings

- i. Through our continued efforts to improve openness and transparency, we want to explore making more meetings virtually accessible and recorded. During the COVID-19 pandemic, we were quick to adapt many boards/committee/commissions to allow virtual participation. Additionally, we used that opportunity to start recording land use board meetings and making them available online. Many other groups have continued to allow virtual participation, but the meetings are not being recorded. It is recommended that Town Hall staff work with the Advisory Budget Committee, the Library Trustees, and the Conservation Commission to implement procedures for consistent virtual participation and meeting recording. Meeting recordings would be uploaded to the Town's YouTube channel as a one-stop-shop for access to open and transparent government. The Select Board is asked to consider this proposal and the dedication of Town Hall resources to accomplish the goal of increased openness and transparency.

### 11. Select Board Member Reports and Concerns

- A. Select Board Member Hardekopf
- B. Select Board Member Cappiello
- C. Select Board Member Gibson
- D. Select Board Member Saccoccia
- E. Select Board Member Mannschreck

### 12. Public Comment (see Visitor Orientation below)

### 13. Nonpublic Session (if required)

### 14. Adjournment



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### A. Upcoming Meetings

- i. May 8, 2023 • May 22, 2023 • June 12, 2023 • July 10, 2023 • August 14, 2023
- ii. [2023 Select Board Meeting Calendar](#)

### **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/TA20230417](http://www.barrington.nh.gov/TA20230417). 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.