



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### June 12, 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**  
[June 12, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the June 12, 2023 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 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.
  - B. Acceptance of Emergency Management Performance Grant (EMPG) Communications Tower Generator Grant – \$74,500 – **Vote**
    - i. See attached, [Grant Agreement Barrington Comm Tower Generator](#)
    - ii. This is a new grant for a generator at 105 Ramsdell Lane for the radio tower and building. It is anticipated that the Town Hall Emergency Operations Center construction costs will be used towards the match requirement of this grant. If additional funds are required, we anticipate utilizing the emergency communications capital reserve. This would require separate action by the Select Board.
    - iii. Acceptance of unanticipated funds is governed by [RSA 31:95-b](#). As required, this public hearing was published in Foster's Daily Democrat on June 5<sup>th</sup>, 2023.
    - iv. Public Comment (see Visitor Orientation below)  
***Make a motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$74,500 for the communications tower generator. Acknowledging that the total cost of this project is up to \$149,000, in which the Town will be responsible for a 50% math (\$74,500). Further to authorize the Town Administrator to sign related documents.***
6. Consent Agenda (requires unanimous approval) – **Vote**  
***Make a motion to approve the June 12, 2023 consent agenda (A-F) as presented.***
  - A. [Meeting Minutes May 22, 2023](#)  
***Make a motion to approve the May 22, 2023 minutes [as amended].***



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

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

- i. Accounts Payable Manifest 2023-222
- ii. Accounts Payable Manifest 2023-223
- iii. Payroll Manifest 2023-121
- iv. Payroll Manifest 2023-122
- v. Approved Minutes for April 17, 2023
- vi. Approved Minutes for May 8, 2023
- vii. EMS Week Proclamation
- viii. Public Works Week Proclamation
- ix. Class VI/Private Road Agreement and Release for Map 118 Lot 8
- x. New Hampshire Municipal Legal Inquiries List
- xi. Oath of Office – Class VI/Private Road Building Policy Committee – Ronald Allard
- xii. Oath of Office – Class VI/Private Road Building Policy Committee – David Mott
- xiii. Oath of Office – Class VI/Private Road Building Policy Committee – Bob Tessier
- xiv. Oath of Office – Class VI/Private Road Building Policy Committee – Dewayne Watson
- xv. Oath of Office – Planning Board – Donna Massucci
- xvi. Oath of Office – Conservation – Charles Tatham

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

### C. New Requests for Signature

- i. April 17, 2023 Meeting Minutes
- ii. Accounts Payable Manifest 2023-224
- iii. Payroll Manifest 2023-123
- iv. Payroll Manifest 2023-123B-Fire

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

### D. Issuance of a Building Permit on Small Road, a Private Road, for Derek & Melissa Ceppetelli, Map 106, Lot 4

- i. See attached, [20230510\\_CVPR\\_100Small\\_rev20230606](#)
- ii. The applicants have resubmitted a plan set which no longer refers to the space above the garage as 'living space' or 'bedroom'. Additionally, the applicants have provided a letter (to be recorded at the registry of deeds) which indicates that the space above the garage will not be used as dwelling space. The new plans and letter are included in the updated packet (attached).
- iii. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 2 application, there are no road improvement requirements.
- iv. Due to the applicant's request for a variance of front and side setbacks for a proposed new garage, the Planning Board recommended the applicant's application be submitted to the Select Board after the Zoning Board of Adjustment (ZBA) meeting.

1. At the ZBA meeting on May 17, 2023, the variance was granted.

*Make a motion to authorize the issuance of a building permit for Map 106, Lot 4 as proposed.*

### E. Issuance of a Building Permit on New Bow Lake Road, a Class VI Road, for Christian and Ellen LaRocca, Map 216, Lot 9

- i. See attached, [20230509\\_CVPR\\_NewBowLake](#)



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

- ii. This application is found to comply with the Town's [Class VI and Private Road Building Policy](#). As a Category 2 application, there are no road improvement requirements.

*Make a motion to authorize the issuance of a building permit for Map 216, Lot 9 as proposed.*

### F. Transfer Station – Close on Independence Day

- i. Tuesday, July 4, 2023 is a Town holiday in observance of Independence Day. We propose that the Transfer Station will be closed on that Tuesday and open extended hours on Thursday (9am to 5pm instead of 1pm to 5pm).

*Make a motion to authorize closing the Transfer Station on Tuesday, July 4, 2023 and opening for extended hours on Thursday, July 6, 2023.*

## 7. Appointments

### A. Advisory Budget Committee

#### i. Scott Shepard – **Vote**

1. See attached, 20230517 [App-ABC-Shepard](#)
2. Mr. Shepard has previously served on the Advisory Budget Committee, with his term having expired in March. A full term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the May 22, 2023 meeting.

#### ii. Bill Irving – **Vote**

1. See attached, [20230517 App-ABC-Irving](#)
2. Mr. Irving has previously served as an alternate to the Advisory Budget Committee, with his term having expired in March. A full term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the May 22, 2023 meeting.

#### iii. Peter Royce – **Vote**

1. See attached, [20220816 AppABC Royce](#)
2. Mr. Royce has previously served on the Advisory Budget Committee, with his term having expired in March. He has proposed stepping back into an alternate role in order to allow Bill Irving to be a full voting member. 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 May 22, 2023 meeting.

### B. Planning Board

#### i. Gilbert Smith – Discussion

1. See attached, [20230518 App-ZBA-PB Smith](#)
2. Mr. Smith has submitted an application to join the Planning Board or Zoning Board of Adjustment. On May 25<sup>th</sup> I had a conversation with Mr. Smith and after reviewing the roles of each board, the Planning Board seems to better align with Mr. Smith's interests.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the July 10, 2023 meeting.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### C. Energy Committee

#### i. Cynthia (Cindy) Hoisington – Discussion

1. See attached, [20230606 App-Energy Hoisington](#)
2. Ms. Hoisington has submitted an application to join the Energy Committee. She has been recommended for appointment by the Chair (and members) of the Energy Committee. An alternate member 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 July 10, 2023 meeting.

### 8. Staff Report

#### A. Administrator MacIver

##### i. June Work Anniversaries

1. Timothy Boodey • Fire/EMS • 28 Years
2. Scott Young • Part-Time Police Officer • 25 Years
3. Katie Perry • Police Administrative Assistant • 18 Years
4. John Huckins • Building Inspector/Code Enforcement Officer • 10 Years
5. Erik Baker • Police Sergeant • 6 Years
6. Jacob Cummings • Fire/EMS • 6 Years
7. Donald Morse • Police Officer • 5 Years
8. Tiffany Caudle • Municipal Office Administrator • 4 Years
9. Christopher Cooke • Library Custodian • 3 Years
10. Deborah Wood • Human Resources Administrator • 2 Years

##### ii. Truck Driver/Laborer/Equipment Operator Collective Bargaining Unit

1. On May 22, 2023 the representative from AFSCME Council 93 filed a Petition for Certification with the New Hampshire Public Employee Labor Relations Board (PELRB).
  - a. See attached, [AFSCME Council 93 Petition 20230522](#)
2. The petition proposes a bargaining unit of eight full-time Truck Driver/Laborer/Equipment Operators and three part-time Truck Driver/Laborer/Equipment Operators. At this time, the Town has seven full-time Truck Driver/Laborer/Equipment Operators and zero part-time Truck Driver/Laborer/Equipment Operators. As a result, the Town's attorney has filed an objection to the petition, citing the ten-employee minimum found in RSA 273-A:8, I.
  - a. See attached, [5.24.23 - Town's Objection to Petition for Certification](#)
3. Based on communication from AFSCME Council 93, we understand that they intended to include the employees of the Transfer Station in their petition. The PELRB has advised them to submit an amended petition with a correct description of the proposed bargaining unit, together with a motion to amend by June 19, 2023.
4. There are no actions required at this time as the Town's employees explore their rights under RSA 273-A.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### iii. New Credit Card Bank Account

1. As a courtesy, the Treasurer wanted to inform the Select Board that a new bank account was created to aid with the acceptance of credit card payments. The Finance Administrator, Treasurer, and staff are working diligently to begin accepting credit cards. The separate bank account will aid in deposit reconciliation by keeping the funds separated from the general fund. Once reconciled, these funds will be transferred to the general fund and accounted for as we do now. There is no exact timeline for the acceptance of credit cards, but the Town Clerk and Tax Collector are scheduled to start allowing credit card payments first.

### iv. Training Opportunities

1. [June 13, 2023 – The Right to Know Law and Public Meetings](#)
2. [June 15, 2023 – The Art of Welfare Administration Workshop](#)

### v. Formal Strategic Planning Session and Goal Setting

1. 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.
  - a. See attached, [Select Board Mission - Vision - Values and 2022 Goals](#)
2. A follow-up session is schedule for Tuesday, June 27, 2023. We will meet for dinner at 6:00pm and the session will start at 6:30pm
3. The focus of the strategic planning session in 2023 will be goals and multi-year projects. The Chair has surveyed the Select Board members and we have compiled a list of goal areas to work on. It is not too late to add to the list, please contact the Chair to add any goal areas. In no particular order, the goal areas (so far) are:
  - a. Municipal Facilities (primarily the Library and Public Safety Building)
  - b. Communications
  - c. Reevaluation of TIF Districts
  - d. Utilization of Town-Owned Property Behind Liberty Truck
  - e. Town Infrastructure (including Richardson Pond Dam)
  - f. Implementation of the Master Plan to Preserve Barrington's Rural Character
  - g. Succession Management and Staffing
4. Staff will work to prepare materials supporting these goal areas for review by members ahead of the June 27<sup>th</sup> session.

### B. Municipal Office Administrator Caudle

#### i. Road Names – Pre-Approved List

1. Pursuant to [RSA 231:133](#), the Select Board has the authority to approve or deny road names, or change road names at its discretion, as recently occurred with Gooseneck Lane/Sergeant Way.
2. To streamline the road naming process, previous Select Boards have preapproved lists of names, with the most recent list approved in 2014. This allows developers or property owners to select names without the delay of a Select Board meeting. In the subsequent nine years, a significant number of names have been used or found to conflict with existing names or standards.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

3. At the July 10, 2023 meeting, the Select Board will be asked to approve a new list, and to authorize staff to both assign appropriate suffixes and, should conflicts with E911 recommendations arise with any pre-approved names, allow staff to remove names from the approved list.
4. Any recommendations for additions to the list are requested by June 20, 2023 and can be sent to [tcaudle@barrington.nh.gov](mailto:tcaudle@barrington.nh.gov). Additional recommendations for road names are included in the [New Hampshire Addressing Standards Guide](#)

### 9. Old Business

#### A. Barrington Energy Committee – Community Power Aggregation – **Vote**

- i. The [Barrington Energy Committee](#) has been working on many projects since its inception last year. One large project has been the topic of Community Power. At the May 22, 2023 meeting, the Energy Committee Chair, Paul Panish, made a presentation to the Select Board about what Community Power is and what the next steps are.
- ii. See attached, [CPA Board Presentation 2 \(1\) 4.20.23](#)
- iii. The Select Board asked many questions to better understand the request before them. Mr. Panish answered many of the questions and offered to provide additional information ahead of the next Select Board meeting.
  1. See attached, [Community Power Checklist 17Jan2023](#)
    - a. The Community Power Checklist, is a summary of the process involved and includes templates, or links to templates, that can be used for a number of steps in the process including a Board motion to join the Coalition and appoint a representative and alternate to the CPCNH Board.
  2. See attached, [CPCNH JPA as of 4-21-23 with condensed sig pages](#)
    - a. The latest Joint Powers Agreement that has to be submitted by the Town to join the coalition. Note that the link to this document in the Community Power Checklist will bring you to an older version, you should use the one.
  3. [CPCNH Cost Sharing Agreement as Approved in form by Board on 12-27-22](#)
    - a. The cost sharing agreement which needs to be completed by the Town as the final step in the process after an aggregation plan has been completed and approved by the PUC.
  4. [Additional CPCNH Documents](#) (click 'Key Documents')
  5. [Community Power Frequently Asked Questions](#) (weblink)
  6. Would a CPA affect funding of Low Income Assistance programs?
    - a. Funding for LIHEAP is supported through the system benefits charge, which is paid as part of the delivery fee charged by the distribution utility (which the CPA customers also pay). These programs are administered through the State where it is part of the Low Income Assistance Program. NHDOE criteria state "To be eligible for the program, customers must receive an electric bill from a regulated electric utility (Eversource, Unitil, Liberty or NHEC)...". Since the CPA will be billing through Eversource this requirement is met.
    - b. To confirm I contacted the Community Action Agency who administers the program locally. In the case of Barrington this is the Community Action Partnership of Strafford County. Their customer support confirmed there should be no problem with the CPA as planned, however with other

Page 6 of 9



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

independent power providers there could be problems. I assume this is because they may bill differently than the Coalition is planning to do.

c. Community Action Partnership of Strafford County: 603-435-2500

### 7. Medical Fragility/Medical Emergency Certification

a. I was unable to find any information about this program on the Eversource website, however I contacted Customer Support and they were aware of the it. Though there was some confusion from the agent as to whether this service would be continued under a CPA, the supervisor confirmed that as long as Eversource provides the distribution service the program would carry over.

b. Eversource Customer Service: 800-662-7764

### 8. Would eligibility for Federal Grants be affected by entities being provided power under a CPA?

a. I've looked through the provisions of the [Inflation Reduction Act in the Whitehouse Guidebook](#) to the IRA, and I find no references to utilities in regards to funding at all. I've directed this question to Henry Herndon as and he agreed with my review.

iv. The Barrington Energy Committee recommends that the Select Board review and adopt CPCNH Joint Powers Agreement and also appoint a Director (Paul Panish) and alternate (Dan Federico) to the CPCNH Board. These steps allow the Energy Committee, or a sub-committee as appointed by the Select Board, to investigate and take steps toward developing an Electric Aggregation Plan for a Barrington Community Power Aggregation. There is no risk or obligation for the community in taking these actions.

v. See attached, [CPCNH Amended JPA as of 3-16-23](#)

***Make a motion to approve the Energy Committee recommendation and adopt the Community Power Coalition of New Hampshire Joint Powers Agreement (after legal review) and to appoint Paul Panish as a Director and Dan Federico as alternate to the CPCNH Board.***

## 10. New Business

### A. Winter Contractor Rates – Discussion

i. The Road Agent is proposing to increase the winter contractor rates. Winter contractors are an essential tool for effective winter maintenance activities in Barrington. The Town is fortunate to have a group of long-standing and dedicated contractors with the equipment and availability to serve the Town through the winter. The Select Board has consistently supported this model and the contractors that work for the Town. In 2019, the Select Board instituted a guaranteed minimum of ten hours every two-weeks during the twenty weeks of winter. This practice helps ensure the overhead costs of winter contractors are covered during the variability of the on-call contracted arrangement. In conjunction with this guaranteed minimum, Marc and Erin began working on an improved services contract and route tracking sheet. This proved to be an effective tool in reducing salt and sand consumption throughout the winter. This year, we are incorporating the updated insurance requirements recommended by Primex. These insurance requirements will represent added costs to the contractors. In 2021, the Select Board authorized a fuel allowance in order to correct for the variable fuel rates impacted by the economy. The hourly rates were last updated in 2022.

i. See attached, [Winter Contractor Rate Increase Memo 2023](#)



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

- ii. We are not asking the Select Board to make a decision at the June 12<sup>th</sup> meeting. In presenting the proposal, we hope the Select Board will consider what additional information may be necessary to make an informed decision regarding the rates for winter contractors.

### B. Police Accreditation – Discussion

- i. In 2022, by executive order, the Governor established the Law Enforcement Accreditation Commission (LEAC). The Police Chief has been following the work of the commission closely and has taken many steps to position the Town favorably for the commission recommendations. Central to this is accreditation. The Chief addresses the topic in the attached letter.
- ii. See attached, [Barrington Police Accreditation 20230607](#)
- iii. We are looking for the Select Board's support to continue heading in this direction which will include budgeting for accreditation in the 2024 budget.

### C. Unlicensed Dogs – Civil Forfeiture – **Vote**

- i. The Town Clerk has prepared a list of approximately 400 unlicensed dogs in the Town of Barrington.
- ii. RSA 466:14 requires the Select Board to issue a warrant to the Police Department to issue a civil forfeiture for unlicensed dogs between June 1<sup>st</sup> and June 20<sup>th</sup>.
- iii. The Board is asked to review the request from the Town Clerk and issue the warrant.

***Make a motion to issue a civil forfeiture warrant, as prepared, for unlicensed dogs in Barrington as required by RSA 466:14***

### 11. Select Board Member Reports and Concerns

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

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

### 13. Nonpublic Session (if required)

- A. Personnel, Reputation, and Legal

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

### 14. Adjournment

- A. Upcoming Meetings
  - i. July 10, 2023 • August 14, 2023 • September 11, 2023 • October 2, 2023
- B. Strategic Planning Session
  - i. \*Tuesday\*, June 27, 2023



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

### 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/TA20230612](http://www.barrington.nh.gov/TA20230612). Please contact the Town Hall Administrative Office 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 with 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.