



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### October 16, 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**  
[October 16, 2023 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the October 16, 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. 2024 Budget Presentation – Initial/Executive/Admin./Personnel/Govt. Building/Misc.
    - i. Presented by Conner MacIver, Town Administrator
      1. See attached, [2024 Initial Budget Binder Presentation 20230919](#)
    - ii. Electronic Budget Binder: [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
      1. See attached, [Advisory Budget Committee Minutes 20231010](#)
    - iii. Advisory Budget Committee Review and Comment
      1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
    - iv. Select Board Review and Comment
      1. The Select Board is asked to review and comment on the budget as presented.
  - C. Acceptance of GOFERR Municipal Boat Launch Investment Program Funds – \$100,000 – **Vote**
    - i. GOFERR Municipal Boat Launch Investment Program awarded a \$100,000 grant for reimbursement of expenses related to repair or replacement of existing, municipally owned boat launches and associated structures. The Town of Barrington will contribute at least 25% of the total eligible costs and ARPA SRFR will pay up to 75% (up to \$100,000).
    - ii. Acceptance of unanticipated funds is governed by [RSA 31:95-b](#). As required, this public hearing was published in Foster's Daily Democrat on September 29, 2023.
    - iii. Public Comment (see Visitor Orientation below)  
***Make a motion to accept and expend the GOFERR Municipal Boat Launch Investment Program Funds in the amount of \$100,000.***



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

***Make a motion to approve the October 16, 2023 consent agenda (A-F) as presented.***

A. [Meeting Minutes October 2, 2023](#)

*Make a motion to approve the October 2, 2023 minutes [as amended].*

B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2023-241
- ii. Payroll Manifest 2023-140
- iii. Oath of Office – Energy Committee – Cynthia Hoisington
- iv. Broadband Matching Grant Initiative Application

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

C. New Requests for Signature

- i. Raffle Permit to Expire October 17, 2024 – [Barrington Snow Goers](#)
- ii. Raffle Permit to Expire October 17, 2024 – [Barrington Republican Committee](#)
- iii. Accounts Payable Manifest 2023-242
- iv. Payroll Manifest 2023-141 & 141B (Fire)
- v. Notice of Intent to Cut Wood or Timber for Map 239 Lot 35

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

D. Ambulance Replacement (A-2) Bid Specification

- i. The [Fire and Rescue Equipment Replacement Schedule](#) calls for the replacement of the 2008 F450 Ambulance (A-2) in 2024. The current lead time is anticipated to be more than 24 months.
- ii. The Fire Chief and Officers are preparing a specification to be advertised for a replacement ambulance.

*Make a motion to authorize advertising the Ambulance Bid Specification.*

E. Community Center Investment Program Technical Assistance Grant Acceptance - \$2,500

- i. The Town is working on a grant proposal for the [Community Center Investment Program](#) (CCIP). This grant program offers up to \$1 million for community center projects. Our early planning is focused on a renovation/addition at 105 Ramsdell Lane to add programming space. There will be a full presentation on this grant proposal at the November 6, 2023 Select Board meeting.
- ii. The New Hampshire Community Development Finance Authority (NHCDFR) is administering the CCIP grant and has made funds available for technical assistance. This grant writing assistance provides resources for eligible applicants to make a complete and competitive grant application. The Town applied for this technical assistance.
- iii. On October 6, 2023, we were notified that we had been awarded \$2,500 for grant writing assistance for the CCIP grant program.

*Make a motion to accept and expend the \$2,500 Community Center Investment Program Technical Assistance Grant.*

F. New Road Name – Arch Drive

- i. A [mixed-use building](#) is currently being built off Signature Drive (across from the Town Hall) on Map 223, Lot 26-57. The developer has expressed interest in possibly expanding



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the development in the future; to eliminate confusion if this occurs, Public Safety and E911 agree the best option is to name a road no; the developer has proposed “Arch Drive”. The road name has been reviewed by the Town’s E911 Road Naming Committee and New Hampshire E911; there were no objections.

- ii. Pursuant to [RSA 231:133](#), the Select Board shall approve road names.

***Make a motion to approve the name “Arch Drive” for the mixed-use development located at Map 223, Lot 26-57.***

### 7. Appointments

#### A. Library Trustee Alternate

- i. Ezra Hodgson – **Vote**

1. See attached, [20230914 App LTrust-Hodgson](#)

2. Mr. Hodgson is interested in becoming a Library Trustee Alternate and his appointment is supported by the Library Trustees. 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 October 2, 2023 meeting.

***Make a motion to appoint Ezra Hodgson as a Library Trustee alternate with a term expiring in 2024.***

#### B. Isinglass Local River Advisory Committee

- i. Anne Melvin – **Vote**

1. See attached, [20230914 App LRMAC Melvin](#)

2. Ms. Melvin is interested in being reappointed as a member of the Isinglass Local River Advisory Committee. The Select Board makes these appointments per RSA 483:8-a. An 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 October 2, 2023 meeting.

***Make a motion to appoint Anne Melvin as a Isinglass Local River Advisory Committee with a term expiring in 2026.***

#### C. Trustee of Trust Funds

- i. Sally Varney – **Vote**

1. See attached, [20230927 App TTF-Varney](#)

2. Ms. Varney has applied to fill the vacant position on the Trustee of Trust Funds. In September, Chelsie Fitzgerald resigned from the elected position. Per RSA 669:73, *Vacancies in the office of trustee of the trust fund shall be filled by appointment made by the board of selectmen for the remainder of the unexpired term.* Ms. Fitzgerald’s term was set to expire in March of 2025. A full appointment with a term expiring in March of 2025 is proposed.

3. Pursuant to the Select Board’s Appointment Procedure, this application was presented for discussion at the October 2, 2023 meeting.

***Make a motion to appoint Sally Varney as a Trustee of Trust Funds per RSA 669:73 with a term expiring in 2025.***



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### D. Zoning Board of Adjustment

#### i. Jackie Flanagan – Discussion

1. See attached, [20231005 App ZBA-Flanagan](#)
2. Ms. Flanagan is interested in becoming a member of the Zoning Board of Adjustment. A full appointment with a term expiring in 2024 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the October 23, 2023 meeting.

### 8. Staff Report

#### A. Administrator MacIver

##### i. October Work Anniversaries

1. Samuel Surawski • Police Officer • 4 Years

##### ii. Training Opportunities

1. [October 17, 2023 – Roadmap to Decarbonization Webinar](#)
  - a. 12:00pm to 1:00pm – Virtual
2. [October 21, 2023 – 2023 Land Use Law Conference - Zoning Board](#)
  - a. 9:00am to 3:00pm in Concord
3. [November 15-16, 2023 – 82<sup>nd</sup> Annual Conference and Exhibition](#)
  - a. The following conference sessions may be of interest to Select Board members:
    - i. Electric Vehicle (EV) Economics: Practical Resources to Support EV and EV Charging Projects in NH Communities
    - ii. Legislative Update
    - iii. Advocating to Policymakers
    - iv. Community Power Coalition: Public Power for New Hampshire
    - v. Don't Get Shocked: Keeping Ahead of the Transition to Electric Vehicles
    - vi. Court Update
    - vii. The Sun is Rising for Municipal Solar in NH: New Laws, New Funding, New Assistance
    - viii. Right-to-Know Law Update & Hot Topics
    - ix. The Challenges of Building Expansions/Renovations for Public Safety Facilities
    - x. Community Engagement in Action!
    - xi. Ethics & Conflicts of Interest
    - xii. Financing Community Revitalization Projects

##### iii. Additional 2024 Budget Binder Documents

1. See attached, [2023 Third Quarter Financial Analysis 20231011](#)
2. See attached, [Quarter Three Capital Reserve and Trust Fund Balances 20231011](#)

#### B. Municipal Office Administrator Caudle

### 9. Old Business



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10. New Business
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)
14. Adjournment
  - A. Upcoming Meetings
    - i. October 23, 2023 • November 6, 2023 • November 13, 2023 • November 27, 2023

### **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/TA20231016](http://www.barrington.nh.gov/TA20231016). 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.



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### 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.