



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

February 12, 2024 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**
[February 12, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the February 12, 2024 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. Keith Pratt – Underwood Engineers – Seacoast Water Study
 - i. Keith Pratt of Underwood Engineers has been hired by the State to perform a Seacoast Water Study. The scope of the study includes Barrington. Mr. Pratt will make a presentation to the Select Board and community focused on raising awareness of the work they will be doing. He will also answer questions and advise the Town how to stay involved throughout the process.
 - ii. See attached, [Water Systems Map](#)
 - C. Energy Committee – Town Hall Solar Recommendation
 - i. At the November 27, 2023 meeting, the Select Board authorized the advertisement of a [Request for Proposals for a photovoltaic installation at the Town Hall](#). This request was advertised from January 2, 2024 through February 1, 2024. The Town received seven responses:
 1. [603 Solar](#)
 2. [Ace Solar](#)
 3. [Granite State Solar](#)
 4. [Harmony Energy Works](#)
 5. [Mains Electric](#)
 6. [Porter Electrical Contracting](#)
 7. [Revision Energy](#)
 - ii. The Energy Committee met on February 1, 2024 and February 7, 2024 to review the proposals and prepare a recommendation for the Select Board.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- iii. See attached, [February 7, 2024 Draft Energy Committee Minutes](#)
- iv. The Select Board is asked to consider how to proceed.

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

Make a motion to approve the February 12, 2024 consent agenda (**A-M**) as presented.

A. [Meeting Minutes January 22, 2024](#)

Make a motion to approve the January 22, 2024 minutes [as amended].

B. [Meeting Minutes February 3, 2024](#)

Make a motion to approve the February 3, 2024 minutes [as amended].

C. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable 2024-206
- ii. Payroll Manifest 2024-105
- iii. Select Board Meeting Minutes – January 8, 2024
- iv. Administrative Abatement – Map 23 Lot 45
- v. Administrative Abatement – Map 253 Lot 4
- vi. Administrative Abatement – Map 101 Lot 4
- vii. Certification of Yield Taxes Assessed – Map 251 Lot 1
- viii. Certification of Yield Taxes Assessed – Map 269 Lot 9
- ix. Land Use Change Tax – 223 Lot 9-1
- x. Employment Agreement

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

D. New Requests for Signature

- i. Accounts Payable 2024-207
- ii. Payroll Manifest 2024-106
- iii. Yield Taxes Assessed with Doomage Map 234 Lot 25-1
- iv. Barrington PTO Raffle Permit
- v. Intent to Excavate Map 222 Lot 12
- vi. Intent to Excavate Map 236 Lot 3

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

E. Tax and Finance Job Description Updates

- i. As previously discussed, the Tax Collector (Linda Markiewicz) is retiring at the end of April. The Deputy Tax Collector (Crystal Merkey) has been selected as the next Tax Collector. We are currently hiring for the vacancy in the Deputy Tax Collector position. As part of this process, we have reviewed the job descriptions and adjusted supervision, duties and responsibilities, and other details to align with the current needs of the Town.
- ii. See attached, [Deputy Tax Collector-Accounts Payable Job Description 20240124](#)
- iii. See attached, [Tax Collector-Finance Officer Job Description DRAFT 20240124](#)
- iv. See attached, [Finance Administrator Job Description DRAFT 20240124](#)
- v. The Select Board has delegated the authority to make changes to job descriptions for up to 30% of the essential position functions to the Town Administrator. The Select Board has retained the authority to make more impactful changes to job descriptions and to regrade a position based on changing essential position functions. The Deputy Tax



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Collector/Accounts Payable Clerk job description changed less than 30% and adjusted some finance related tasks changing the title from Finance Officer to Accounts Payable Clerk. The Tax Collector job description changed more than 30% by adding many finance tasks and assigning 'Finance Officer' to the position. The grade of the Tax Collector is proposed to remain the same. The Finance Administrator job description changed less than 30% and added full supervision of the Tax Collector/Finance Officer and additional essential position functions around grants. The grade of the Finance Administrator is proposed to increase from grade 10 to grade 11 (9%).

Make a motion to approve the changes to the Tax Collector/Finance Officer Job Description and approve the regrading of the Finance Administrator position from grade 10 to grade 11.

F. Driveway Regulation Update

- i. At their February 6, 2024 meeting, the Planning Board adopted updated Driveway Regulations to be incorporated into their Subdivision Regulations. These new rules were developed in consultation with the Town's engineer, Department Heads, and other interested parties.
- ii. See attached, [Driveway Regulations Draft 20240207](#)

Make a motion to adopt the Driveway Regulations as proposed.

G. Resolution #2024-01 to Adopt the Local Hazard Mitigation Plan Update

- i. See attached, [Resolution to Adopt the Local Hazard Mitigation Plan 2024](#)
- ii. In 2021, the Town received a Pre-Disaster Mitigation Competitive Grant through the Federal Emergency Management Agency. More than a dozen local officials participated in the planning team and the plan was prepared and authored by Blair Haney of the Strafford Regional Planning Commission.

Make a motion to adopt Resolution #2024-01 to Adopt the Local Hazard Mitigation Plan Update.

H. Include Medication Drop Box in Public Safety Building Renovation/Expansion Scope

- i. At the January 23, 2024 meeting, the Select Board agreed by consensus to pursue disposal options for medications to help facilitate their safe disposal. Staff have researched the topic and discussed options with various stakeholders. Due to the possibility of the disposal of illegal substances, only sworn law enforcement personnel can empty a medication drop box. All agree that the most suitable location for a medication drop box would be at the Police Department in a monitored location. The Town is pursuing a design plan for a renovation/addition and integrating a medication drop box makes sense.

Make a motion to include a medication drop box in the scope of a renovation/expansion of the Public Safety Building.

I. CAI Tax Map Maintenance Contract

- i. CAI maintains Barrington's tax maps and hosts the online GIS tax map tool. The contract runs from April through March.
- ii. See attached, [2025 BarringtonNH MaintenanceContract](#)

Make a motion to approve the 2025 Barrington Maintenance Contract with CAI.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

J. Town Buildings Preservation and Rehabilitation Capital Reserve for Security Improvements - \$9,243

- i. The Town Buildings Preservation and Rehabilitation Capital Reserve was established with the purpose of completing improvements and/or to rehabilitate town-owned facilities. This fund is set to be closed by Town Meeting (Article 42) on March 12th. The current fund balance is \$9,243. This funding could be put towards the recently approved security improvements at the Public Safety Building.

Make a motion to approve up to \$9,243 from the Town Buildings Preservation and Rehabilitation Capital Reserve for security improvements at the Public Safety Building.

K. Lights for Police Handgun Project - Police Equipment Capital Reserve - \$4,050

- i. See attached, [LightRequest20240206](#)

Make a motion to approve up to \$4,050 from the Police Equipment Capital Reserve to purchase lights as part of the handgun project.

L. Library and Community Center Capital Reserve for Preconstruction Estimating and Management - \$3,520

- i. See attached, [Library CR Request - Bauen - 3520](#)

Make a motion to approve up to \$3,520 from the Library and Community Center Capital Reserve for preconstruction estimating and management services from Bauen Corporation.

M. Expanded Tax Collector Hours – Match Town Clerk

- i. The Tax Collector's Office currently closes earlier than the Town Clerk's Office which causes confusion for residents. Based on the hours of the staff, the same hours can be offered to residents at no additional cost.

- ii. See attached, [20240207 Tax Collector Updated Hours](#)

Make a motion to adjust the Tax Collector's Office hours as proposed.

7. Appointments

A. Appointments for Terms Expiring in 2024

- i. Select Board appointments expire on March 31st each year. Appointment terms are staggered to preserve institutional knowledge on each board and committee.
- ii. Each year by the last Select Board meeting in March, the Select Board is asked to consider appointments and reappointments for terms expiring.
- iii. The Select Board will review appointments and reappointments starting on February 26, 2024 and will plan to make final appointments on March 4, 2024.
- iv. On behalf of the Town, I would like to extend my appreciation for the care and dedication of Barrington's many citizen volunteers.

8. Staff Report

A. Administrator MacIver

- i. February Work Anniversaries

- 1. James Jennison • Deputy Building Inspector • 2 Years
- 2. Jonathan Sardinha • Police Officer • 1 Year



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

ii. 2024 Deliberative Session Review and Ballot Session Information

1. The Town conducted the Deliberative Session on Saturday, February 3, 2024. The event was recorded and is available on the Town's YouTube channel at: www.barrington.nh.gov/2024DeliberativeVideo. We have received many compliments and words of appreciation for the organization of the meeting and civility of the discussion. A special 'thank you' to all that contributed to the session.
2. Article 24 was amended during Deliberative Session to further describe the plan for the Tax Increment Financing District and to provide details of the impact on taxes.
3. Article 44 was amended during Deliberative Session to change the proposed Joint Town and School Advisory Budget Committee from five members to seven members.
4. Complete information regarding the 2024 Warrant to be voted on at the Ballot Session on March 12, 2024 is available at: www.barrington.nh.gov/2024warrant. Additional information is also available at:
 - a. www.barrington.nh.gov/2024VoterGuide
 - b. www.barrington.nh.gov/2024budget
 - c. <https://barringtonlibraryfoundation.org>
 - d. www.barrington.nh.gov/2024RecArticles
 - e. www.barrington.nh.gov/tif
 - f. www.barrington.nh.gov/2023HighwayTransferNegotiations
 - g. www.barrington.nh.gov/energy/communitypower
 - h. www.barrington.nh.gov/town-administrator/pages/waste-management-contract
 - i. [2024 Candidate Forum](#)
 - j. [Absentee Ballot Request](#)
5. We have taken many steps to make information available to residents regarding the upcoming vote, including the following:
 - a. Election Important Dates Sign (blue) in Town Center
 - b. Presidential Primary Information Tables – January 23, 2024
 - c. Blue election-style Deliberative Session signs at strategic locations around Town
 - d. [2024 Town Meeting Voter Guide](#)
 - e. [What's That Warrant Article – Facebook Features](#)
 - f. Blue election-style VOTE signs will replace the Deliberative Session signs around Town
 - g. Informational Postcard which will hit mailboxes the week of 2/26.
 - h. We will be mailing letters to the property owners in the proposed Tax Increment Financing District providing information and a line of communication to ensure they understand what is being proposed.
6. 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



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

be prepared and available at the polling place for inspection by the Secretary of State's Office.

7. There will be a Candidate Forum hosted by Ron St. Jean. The forum will be held on Thursday, February 22nd from 6:30pm to 8:00pm at the Town Hall meeting room. The session will also be available for virtual participation by visiting www.barrington.nh.gov/2024CandidateForum.

iii. 2023 Annual Report of the Select Board

1. See attached, [2023 Select Board Annual Report 20240208](#)
2. The Select Board is asked to consider reviewing the draft 2022 report to be included in the annual Town Report.

iv. Strategic Planning Update – Warrant Education

1. On December 12, 2023, the Select Board and Advisory Budget Committee held a joint strategic planning session to consider how to educate residents regarding the 2024 warrant. We have implemented (or have plans in place to implement) many of the topics discussed at the session. The list below includes ideas which require Select Board input to implement.
 - a. Signs
 - i. Does the Town want to invest in additional non-advocacy signage to call attention to ballot initiatives?
 1. Article 21 – Library at 105 Ramsdell
 2. Article 22 - Community Center Investment Program at 105 Ramsdell
 3. Article 24 – Barrington Commons and Town Center at 13-acre lot
 4. Article 33 – Public Safety Building Design at 774 Franklin Pierce Highway
 - b. Videos
 - i. Does the Select Board want to produce short videos explaining warrant articles to residents?
 - c. Additional Public Forums and/or Facebook Live
 - d. Other ideas?

v. 2024 Voting Postcard

1. The Town is repeating an effort which was started in 2023 by mailing a 6"x9" postcard to all addresses in Barrington. This postcard is aimed at informing residents of the election on March 12th and providing brief details. The postcard explains that additional details can be found in the printed Voter Guide (including locations to find one) and on the website with a URL and QR code.
2. See attached, [2024 Town and School Election Postcard](#)

vi. 2024 'I Voted' Sticker Design Contest

1. The Town has organized a local version of the [State's 'I Voted' sticker design contest](#). There will be four age groups by grade level (or equivalent); 0-K, 1-4, 5-

Page 6 of 10



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

8, and 9-12. Submissions are due by February 23, 2024. A team will select three options from each of the four age groups. On March 12th, the kids will vote on a design from each group. The winning designs will be printed and used as the 'I Voted' stickers at the Town and School election in 2025! The [Design Template and Submission Instructions](https://www.barrington.nh.gov/2024stickercontest) can also be accessed at www.barrington.nh.gov/2024stickercontest.

vii. 2024 Barrington Kids Vote

1. We are excited to host another [Barrington Kids Vote](#) at the 2024 Town and School election (March 12, 8am-7pm) on the Middle School cafeteria stage. We had over 250 kids vote last year and they decided the dog tag color and the names of two vehicles. We have upped the ante this year and the kids will decide when Barrington trick-or-treats, the name of the new forestry truck, and the sticker designs to be used for the Town and School election in 2025. We are still finalizing the Barrington Kids Vote ballot, so if you have other ideas, please pass them along! Did you know that 84% of towns and cities in NH trick-or-treat on the 31st, 12% on the 30th, and 4% other dates (according to WMUR in 2023). What will the kids in Barrington choose?
2. The goal of Barrington Kids Vote is simple, to provide something fun and civic-oriented for the kids on voting day and hopefully, if the kids are excited enough, it will improve voter turnout (2023: 28%, 2022: 24%, 2021: 13%, and 2020: 32%).
3. We are leading a session with Barrington Recreation's T.E.A.M program and they will be helping out on election day to accept and count Barrington Kids Vote ballots. We would be glad to visit with other groups of kids between now and voting day to get kids excited about voting!

viii. Training Opportunities

1. Training Opportunities
 - a. Local Solutions to the State's Housing Crisis Webinars
 - i. [WEBINAR DESCRIPTIONS AND LINKS](#)
 - ii. [February 15 - Our Housing Shortage](#)
 - iii. [February 22 - The Intersection of Development and Clean Water](#)
 - iv. [February 29 - YIMBYism: A Different Approach to Development](#)
 - v. [March 7 - Transfer of Development Rights 101: A Primer](#)
 - vi. [March 14 - Attracting Developers](#)
 - b. Local Officials Workshop – In-Person/Virtual – 25 Triangle Park Drive, Concord
 - i. April 3, 2024 – 9:00am to 4:00pm
 - ii. May 7, 2024 – 9:00am to 4:00pm
 - c. October 30 and 31, 2024 – New Hampshire Municipal Association Annual Conference – Manchester
 - d. [October 12, 2023 - 2023 Right-to-Know Law: Public Meetings & Governmental Records](#)
 - i. 9:00am to 1:00pm in Concord or Virtual



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

B. Municipal Office Administrator Caudle

9. Old Business

A. Updated Recommendation Votes on Articles 24 and 44 – **Vote**

- i. The Legislative Body at Deliberative Session exercised its authority to amend two warrant articles, 24 and 44. Article 24 was amended to further describe the plan for the Tax Increment Financing District and to provide details of the impact on taxes. Article 44 was amended to change the proposed Joint Town and School Advisory Budget Committee from five members to seven members. The Select Board is asked to take an updated recommendation vote on those two articles. The final text of those amendments can be found below:

1. Article 24 – Barrington Commons and Town Center Tax Increment Financing District

To see if the Town will vote to purchase the 13-acre lot at Map 239, Lot 7 (to become the Town Center and a park) using Tax Increment Financing as the funding source. A tax increment financing district does not increase taxes. It affects property taxes because, for the period that the district is in place, taxes paid from new development within the district (tax increments) are used to pay for public improvements in the district, such as the Barrington Commons park; and not placed in the general fund. After the district expires, all value, including the new value, is returned to the tax lists. The Barrington Commons and Town Center Tax Increment Financing District is set to expire after eight years and to:

- a. Establish the Barrington Commons and Town Center Tax Increment Financing (TIF) District in accordance with RSA 162-K (adopted by Barrington Town Meeting in 1988). The proposed district includes 79 properties near the Routes 125 and 9 intersection as represented in the map found in Section 5 of the Development Program and Financing Plan adopted by the Select Board on December 11, 2023.
- b. Adopt the provisions of the Barrington Commons and Town Center TIF District Development Program and Financing Plan adopted by the Select Board on December 11, 2023 in accordance with RSA 162-K:6 and RSA 162-K:9. Copies of the Town Center TIF District Map, Development Program, and Financing Plan are available at the Town Hall and online at www.barrington.nh.gov/tif.
- c. Authorize the Select Board to appoint the District Administrator in accordance with RSA 162-K:13 and to create a five-member Advisory Board in accordance with RSA 162-K:14, with the Advisory Board membership to be determined by the Select Board.

[Majority Vote Required].

Make a motion to recommend approval of Article 24, the Barrington Commons and Town Center Tax Increment Financing District

2. Article 44 – By Petition – Joint Advisory Budget Committee

To see if the Town will vote to approve a joint Town and School District Advisory Budget Committee consisting of seven members and two alternates. Membership would be appointed as follows: three full members and one alternate member appointed by the Barrington School Board, three full members and one alternate



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

member appointed by the Barrington Select Board, and one full member appointed jointly by the School and Select Boards. The joint member and one full member from each entity would be appointed for a three-year term, one full member from each entity would be appointed for a two-year term, and one full member from each entity would be appointed for a one-year term, thereby ensuring that four members would always be returning each year. If the Select Board or School Board can not fill the entity's membership, the other governing body may appoint members to the vacant position. Upon approval of the voters, the Joint Advisory Budget Committee would begin working on the 2025 School and Town Budgets.

Make a motion to recommend approval of Article 44, to establish the proposed Joint Advisory Budget Committee.

- ii. At their February 7, 2024 meeting, the Advisory Budget Committee updated their recommendation vote on Article 24. Additionally, they recorded a recommendation vote for Article 44, subject to Select Board approval. It was learned that the School Advisory Budget Committee registered a recommendation vote on the petitioned joint advisory budget committee warrant article. The Select Board is asked to consider whether, for consistency with the School, the Town Advisory Budget Committee should show a recommendation for the petitioned Joint Advisory Budget Committee article, #44.

10. New Business

A. Hazardous Industries: How Can Municipalities Protect Themselves? – Discussion

- i. Select Board Member Hardekopf attended a session at the 2023 New Hampshire Municipal Association Conference titled, "Hazardous Industries: How Can Municipalities Protect Themselves?" This session addressed solid waste facilities, advanced recycling facilities, hazards (including emissions, toxins chemicals, and more).
- ii. See attached, [Hazardous Industries Manzelli 1030AM](#)
- iii. See attached, [Hazardous Industries Walter 1030AM](#)
- iv. The Select Board is asked to consider what steps Barrington should consider as advised by the conference presentation.

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 and Reputation

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



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

14. Adjournment

A. Upcoming Meetings

i. February 26, 2024 • March 4, 2024 • March 18, 2024 • April 8, 2024 • April 22, 2024

B. Upcoming Events

i. March 12, 2024 (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/sbmeetings
- 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/TA20240212. 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.