



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### February 26, 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 26, 2024 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the February 26, 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.
6. Consent Agenda (requires unanimous approval) – **Vote**  
***Make a motion to approve the February 26, 2024 consent agenda (A-B) as presented.***
  - A. Previously Submitted/Signed Requests for Signature
    - i. Accounts Payable Manifest 2024-208
    - ii. Payroll Manifest 2024-107
    - iii. Payroll Manifest 2024-107B-Fire  
***Make a motion to authorize and sign the above-referenced documents (i-iii).***
  - B. New Requests for Signature
    - i. Accounts Payable Manifest 2024-209
    - ii. Payroll Manifest 2024-108
    - iii. January 22, 2024 Select Board Minutes
    - iv. February 3, 2024 Select Board Minutes
    - v. Abatement Approval – Map/Lot 23-45-A
    - vi. Abatement Approval – Map/Lot 114-24  
***Make a motion to authorize and sign the above-referenced documents (i-vi).***
7. Appointments
  - A. Appointments for Terms Expiring in 2024
    - i. Select Board appointments expire on March 31<sup>st</sup> each year. Appointment terms are staggered to preserve institutional knowledge on each board and committee.



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- 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.

### B. Tax Collector – Linda Markiewicz – Discussion

- i. In 2013, voters approved warrant article 30 which authorized the Select Board to appoint a Tax Collector pursuant to RSA 669:15-17b. Linda Markiewicz was hired in April of 2013 and will continue to serve as Barrington's Appointed Tax Collector through April, 2024, when she plans to retire.
- ii. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

### C. Treasurer

- i. Town Treasurer – Peter Royce – Discussion
  1. In 2012, voters approved warrant article 13 which authorized the Select Board to appoint a Town Treasurer. Prior to 2012, Peter Royce was an elected Treasurer and he has been the appointed treasurer since 2012. Per RSA 41:27 and RSA 41:26-e, the Treasurer needs to be appointed each year prior to Town Meeting.
  2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.
- ii. Deputy Town Treasurer – Tiffany Caudle – Discussion
  1. In 2021, the Municipal Office Administrator, Tiffany Caudle, was appointed as Deputy Treasurer in response to an audit recommendation. The Town had not been able to maintain a citizen volunteer as Deputy Treasurer, which consistently resulted in having only one authorized signatory on the Town's accounts. Having a staff member serve as Deputy Treasurer fulfills the Town's continuity of operations objectives.
  2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.
- iii. Assistant Town Treasurer – Diane Cotter – Discussion
  1. See attached, [20240219 AppointApp ATreas Cotter](#)
  2. In support of succession management and continuity of operations, we have been looking to attract a citizen-volunteer willing to participate in the activities of the Town Treasurer. Fortunately, Diane Cotter has stepped forward and is interested and willing to do the work. She was actually trained in the duties a number of years ago but was not formally appointed. An Assistant Town Treasurer appointment would solidify her role assisting the Town Treasurer.
  3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.



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### D. Deputy Town Clerk – Rebecca Nelson – Discussion

- i. Rebecca Nelson was appointed as Deputy Town Clerk in 2020 and has continued to serve in the role. A Deputy Town Clerk fulfills the Town's continuity of operations objectives.
- ii. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

### E. Recreation Commission

#### i. Scott Ramsey – Discussion

1. See attached, [20240219 AppointApp Rec Ramsey](#)
2. Mr. Ramsey was appointed in 2022 as a full member of the Recreation Commission and is seeking reappointment. A full appointment with a term expiring in 2027 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

### F. Planning Board

#### i. Ronald Allard – Discussion

1. See attached, [20240110 AppointApp PB Allard](#)
2. Mr. Allard was appointed in 2021 as a full member of the Planning Board, currently serves as Vice-Chair, and is seeking reappointment. A full appointment with a term expiring in 2027 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

#### ii. Andrew Knapp – Discussion

1. See attached, [20240222 AppointApp PB Knapp](#)
2. Mr. Knapp was appointed in 2022 as a full member of the Planning Board and is seeking reappointment. A full appointment with a term expiring in 2027 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

### G. Zoning Board of Adjustment

#### i. Jackie Flanagan – Discussion

1. See attached, [20240214 AppointApp ZBA Flanagan](#)
2. Ms. Flanagan was appointed in 2023 as a full member of Zoning Board of Adjustment and is seeking reappointment. The appointment term was brief as her term fulfilled a prior resignation. A full appointment with a term expiring in 2027 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

#### ii. Paul Thibodeau – Discussion

1. See attached, [20240214 AppointApp ZBA Thibodeau](#)



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2. Mr. Thibodeau was appointed in 2021 as a full member of Zoning Board of Adjustment and is seeking reappointment. A full appointment with a term expiring in 2027 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.

### 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

##### 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](http://www.barrington.nh.gov/2024DeliberativeVideo).
2. 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](http://www.barrington.nh.gov/2024warrant). Additional information is also available at:
  - a. [www.barrington.nh.gov/2024VoterGuide](http://www.barrington.nh.gov/2024VoterGuide)
  - b. [www.barrington.nh.gov/2024budget](http://www.barrington.nh.gov/2024budget)
  - c. <https://barringtonlibraryfoundation.org>
  - d. [www.barrington.nh.gov/2024RecArticles](http://www.barrington.nh.gov/2024RecArticles)
  - e. [www.barrington.nh.gov/tif](http://www.barrington.nh.gov/tif)
  - f. [www.barrington.nh.gov/2023HighwayTransferNegotiations](http://www.barrington.nh.gov/2023HighwayTransferNegotiations)
  - g. [www.barrington.nh.gov/energy/communitypower](http://www.barrington.nh.gov/energy/communitypower)
  - h. [www.barrington.nh.gov/town-administrator/pages/waste-management-contract](http://www.barrington.nh.gov/town-administrator/pages/waste-management-contract)
  - i. [2024 Candidate Forum](#)
  - j. [Absentee Ballot Request](#)
3. 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.



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4. The Select Board is asked to communicate to the Chair when they are available to assist on voting day. Gaps will be filled by pro-tem appointments. A schedule will be prepared and available at the polling place for inspection by the Secretary of State's Office.
  5. A Candidate Forum was hosted by Ron St. Jean on Thursday, February 22<sup>nd</sup> from 6:30pm to 8:15pm at the Town Hall meeting room. The session was available for virtual participation and a recording is available at the following web address: [www.barrington.nh.gov/2024CandidateForum](http://www.barrington.nh.gov/2024CandidateForum).
- iii. 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 31<sup>st</sup>, 12% on the 30<sup>th</sup>, 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%).
- iv. Training Opportunities
1. Training Opportunities
    - a. Local Solutions to the State's Housing Crisis Webinars
      - i. [WEBINAR DESCRIPTIONS AND LINKS](#)
      - ii. [February 29 - YIMBYism: A Different Approach to Development](#)
      - iii. [March 7 - Transfer of Development Rights 101: A Primer](#)
      - iv. [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
- v. Select Board Reorganization
1. According to Section 1 (d) of the Select Board Rules of Procedures (ELECTION OF OFFICERS):
    - a. i) Procedures for electing officers are as follows:
      - i. (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.





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- ii. (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
    - iii. (3) The above election shall be by a majority vote of the Select Board. During the year the Board by majority vote may change the officers.
  2. The Select Board is asked to be prepared to elect officers at the March 18, 2024 meeting.
- vi. Select Board Committee Assignments
  1. The Select Board Chair is tasked with making committee assignments for Select Board members.
  2. The following boards, committees, and commissions are available for Select Board representation:
    - a. Planning Board, Library Trustees, Conservation Commission, Recreation Commission, School Board, Advisory Budget Committee, Zoning Board of Adjustment, Technology Committee, Trails Committee, Town Lands Committee, Transfer Station and Recycling Center Review Committee, and Energy Committee.
  3. The Select Board is asked to consider which assignments they may be interested in and be prepared to communicate that to the Chair elected at the March 18, 2024 meeting. The Chair will be asked to make committee assignments at the April 8, 2024 meeting.

### B. Municipal Office Administrator Caudle

## 9. Old Business

### A. 2024 Paving List Finalization to Advertise Request for Proposals – **Vote**

- i. Each year, during budget development, the Road Agent reviews the prior year paving projects and develops a proposal for the upcoming year. This process is advised by the [Pavement Management Plan](#). Winter conditions often necessitate slight modifications to the paving list proposed during budget development the prior year. As a result, the Road Agent presents his final proposed paving list in mid-late winter for Select Board approval in order to advertise the paving request for proposals. The proposal is as follows:
  1. *Pond Hill Road. Full depth reclamation with stone and 2 1/2 inches binder; from 202 intersection to 50 feet before culvert at Little Long Pond. Projected price = \$96,268.00. From a vehicle safety perspective, this is the worst one because of the ongoing deterioration in the S-curve portion. I have had many complaints from motorcyclists that say they almost lost control in this area. Note has been taken that at some point this area will get reconfigured somewhat due to the culvert replacement, but that could be a ways off.*
  2. *Pond Hill Road. From Rachel's Lane to 202A intersection. Full depth reclamation with added stone, and 2 1/2 inches binder. Projected price = \$104,975.00. This is a very high through traffic road that is showing very bad deterioration in a lot of spots especially at the further end.*



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3. Ramsdell lane. From easterly Rt.9 intersection to the top of the Hill at the ECLC entrance. Full depth reclamation adding stone and 2 1/2 inches binder. Projected price = \$143,082.00. This work will follow drainage work by the Highway Department to deal with subterranean water in the area of Thatcher's way. This road gets a lot of traffic going to the library, rec center, and ECLC including a lot of bus traffic. Because of its condition it is difficult to scrape snow off of it well.
4. Hall Road from Beauty Hill Road to Route 4. There were 3 bad sections of this road that were reclaimed and binder-coated last year, and everything else in between got crack-filled. The plan is to shim the areas that did not receive binder last year, and then do a 1 1/2 inch overlay over the entire length. Projected cost of this is \$607,191.

***Make a motion to authorize the 2024 paving scope to be advertised in a request for proposals.***

### 10. New Business

#### A. Waive Minor Site Plan Review Requirements for Town Projects – **Vote**

- i. We are asking the Select Board to update their policy regarding Town land-use projects following local regulations. Specifically, we are asking that the Select Board use the authority granted by [RSA 674:54](#) to waive the local regulation review process for all projects that would qualify for a minor site plan application. This will help ensure the Town can be nimble and efficient as we continue to expand community event offerings in Town.
- ii. Pursuant to [RSA 674:54](#), governmental land uses are not required to follow local land use regulations. The statute describes an alternative process where non-binding comments may be provided. Importantly, these uses do not travel with the property and the exemption only applies to governmental land uses. Additionally, an important point is that the process described in RSA 674:54 applies to land owned or occupied by the Town.
- iii. Traditionally, the Town has not exercised this authority and has followed the regulations for municipal projects just like a private entity would. This past practice supports holding the Town accountable to the same rules applied to non-government projects. Recently we followed the site plan process for the Town Hall project and the proposed addition to the Recreation facility. This proposal would maintain the requirement to follow the full regulation review process for all major site plan projects. Last summer, a minor site plan approval was secured for the summer concert series. This is the process we are looking to streamline. The Recreation Department is making a few changes to the summer programming, and this would necessitate a new minor site plan review process. We believe it would be most efficient and effective to use the authority of RSA 674:54 for minor site plan approvals.

***Make a motion to utilize the provisions of RSA 674:54 for municipal land use projects which would be considered for the minor site plan review process.***

### 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



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12. Public Comment (see Visitor Orientation below)
13. Nonpublic Session (if required)
  - A. Personnel

***Make a motion to enter non-public session pursuant to RSA 91-A:3, II for the purposes of personnel.***
14. Adjournment
  - A. Upcoming Meetings
    - i. March 4, 2024 • March 18, 2024 • April 8, 2024 • April 22, 2024 • May 13, 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/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/TA20240226](http://www.barrington.nh.gov/TA20240226). 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.