



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Town Administrator Report

March 4, 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**
[March 4, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the March 4, 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. 2023 Volunteer of the Year Recognition
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the March 4, 2024 consent agenda (A-E) as presented.
 - A. [Meeting Minutes February 12, 2024](#)
Make a motion to approve the February 12, 2024 minutes [as amended].
 - B. [Meeting Minutes February 26, 2024](#)
Make a motion to approve the February 26, 2024 minutes [as amended].
 - C. Previously Submitted/Signed Requests for Signature
 - i. Accounts Payable Manifest 2024-209B
Make a motion to authorize and sign the above-referenced documents (i).
 - D. New Requests for Signature
 - i. Accounts Payable Manifest 2024-210
 - ii. Payroll Manifest 2024-109
 - iii. 2025 CAI Contract
 - iv. Map 239 Lot 7 Purchase & Sale
Make a motion to authorize and sign the above-referenced documents (i-iv).



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E. Appointments

i. Tax Collector – Linda Markiewicz

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 4, 2024 meeting.
Make a motion to appoint Linda Markiewicz as Barrington's Appointed Tax Collector through March 31, 2025.

ii. Town Treasurer – Peter Royce

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 was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Peter Royce as Barrington's Town Treasurer through March 31, 2025.

iii. Deputy Town Treasurer – Tiffany Caudle

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 was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Tiffany Caudle as Barrington's Town Treasurer through March 31, 2025.

iv. Assistant Town Treasurer – Diane Cotter

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Diane Cotter as Barrington's Assistant Town Treasurer through March 31, 2025.



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v. Recreation Commission – Scott Ramsey

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Scott Ramsey to the Recreation Commission as a full member through March 31, 2027.

vi. Planning Board – Ronald Allard

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Scott Ramsey to the Planning Board as a full member through March 31, 2027.

vii. Planning Board – Andrew Knapp

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Andrew Knapp to the Planning Board as a full member through March 31, 2027.

viii. Zoning Board of Adjustment – Jackie Flanagan

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Jackie Flanagan to the Zoning Board of Adjustment as a full member through March 31, 2027.

ix. Zoning Board of Adjustment – Paul Thibodeau

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the February 26, 2024 meeting.
Make a motion to appoint Paul Thibodeau to the Zoning Board of Adjustment as a full member through March 31, 2027.



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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 began reviewing appointments and reappointments on February 26, 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. Zoning Board of Adjustment

i. Parker Fairfield – Discussion

1. See attached, [20240222 App-ZBA-Fairfield](#)
2. Mr. Fairfield is interested in becoming a full member of Zoning Board of Adjustment. His previous experience includes serving on the Planning Board in a neighboring state. He has had conversations with staff and the Zoning Board of Adjustment Chair. A full appointment with a term expiring in 2025 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 18, 2024 meeting.

C. Energy Committee

i. John (Jack) Bingham – Discussion

1. See attached, [20240223 App-EC-Bingham](#)
2. Mr. Ramsey was appointed as a founding member of the Energy Committee 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 18, 2024 meeting.

D. Transfer Station & Recycling Center Review Committee

i. Deborah Clough – Discussion

1. See attached, [20240229 App-TSRCC-Clough](#)
2. Ms. Clough was appointed as an alternate member of the Transfer Station & Recycling Center Committee and is seeking reappointment. An alternate 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 18, 2024 meeting.

8. Staff Report

A. Administrator MacIver

i. March Work Anniversaries

1. Steven Paul • Highway Department • 24 Years
2. Eric Lenzi • Assistant Fire Chief • 23 Years
3. Peter Royce • Treasurer • 19 Years
4. Larry Coon • Fire/EMS • 18 Years



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5. Will Lenharth • Fire/EMS • 18 Years
6. Amanda Barber • Police Detective Sergeant • 8 Years
7. Vanessa Price • Town Planner • 2 Years
8. Stephanie Sweeney • Recreation • 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.
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. 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](#)
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.
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 22nd 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.



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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 31st, 12% on the 30th, and 4% other dates (according to WMUR in 2023). What will the kids in Barrington choose?
2. See attached, [2024 Barrington Kids Vote Ballot](#)
3. 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. [March 7 - Transfer of Development Rights 101: A Primer](#)
 - iii. [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.
 - 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.



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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 Warrant Proposed Land/Building Purchases – Sale Agreements – **Vote**

- i. The Town will vote on March 12th to decide two proposals for property acquisition. First, land and an existing building for a library and second a tax increment financing district as the funding to purchase a 13-acre vacant parcel. Both acquisitions are the subject of signed purchase and sale agreement, attached.
- ii. Article 21 – 426 Calef Highway - \$1,000,000 for a Library
 1. See attached, [426 Calef Highway Purchase and Sale Agreement](#)
 2. Key Details
 - a. Purchase Price: \$1,000,000
 - b. Refundable Deposit: \$20,000
 - c. Contingencies: Town Meeting Approval and Bonding Approval
 - d. Other: Seller will remediate all lead from imaging room
- iii. Article 24 – Map 239, Lot 7 - \$905,000 for the Town Center
 1. See attached, [Map 239 - Lot 7 Purchase and Sale Agreement](#)
 2. Key Details
 - a. Purchase Price: \$905,000
 - b. Refundable Deposits: \$25,000 and \$35,000
 - c. Contingencies: Town Meeting Approval and Acceptance of Land
 - d. Sale Type: Installment Sale by 2031
 - i. \$150,000 minimum annual payment starting in 2025.
 - ii. No maximum payment or early payment penalty.
 - e. Interest Rate: 4.96% through 2027, 6.96% after
 - f. Town may use and make improvements to lot.
 - g. In the event of a default, Town may sell or license a portion of the property to pay off the balance.



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- iv. The Select Board has reviewed the terms of these purchase and sale agreements at numerous meetings. Separately, the Select Board has also approved the terms included in each respective agreement. In support of maintaining a clear record, the Select Board is asked to affirm those decisions and approve the final purchase and sale agreements presented.

Make a motion to affirm and approve the final Purchase and Sale Agreements for 426 Calef Highway and Map 239, Lot 7; the terms of which were reviewed and approved at previous Select Board meetings.

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. March 18, 2024 • April 8, 2024 • April 22, 2024 • May 13, 2024 • June 10, 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

- | | |
|--|---|
| <ul style="list-style-type: none">• In-Person<ul style="list-style-type: none">○ New Town Hall Meeting Room○ 4 Signature Drive, Barrington, NH 03825 | <ul style="list-style-type: none">• Remote Meeting Participation<ul style="list-style-type: none">○ Video: barrington.nh.gov/sbmeeting○ Call: +1 603-664-0240 (one-click link)<ul style="list-style-type: none">▪ Conference ID: 193 013 548# |
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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/TA20240304. 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

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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.