



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

## Town Administrator Report

### March 18, 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. Welcome Recently Elected Select Board Member
    - i. Dannen Mannschreck (re-elected)
  - B. Roll Call Attendance
2. Pledge of Allegiance
3. Select Board Reorganization – **Vote**
  - A. According to Section 1 (d) of the [Select Board Rules of Procedures](#) (ELECTION OF OFFICERS):
    - i. Procedures for electing officers are as follows:
      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.
      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.
      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.
  - B. The Select Board is asked to elect a Chair and Vice-Chair.
    - i. The process should start with nominations for the Chair position. Nominations do not require a second and members can nominate themselves. The presiding officer should give any member the opportunity to decline their nomination. After verifying the candidates for Chair, the presiding officer should take a roll call vote. Members can vote for themselves. In the event of a tie, the member with the fewest votes should be removed from consideration and a roll call vote retaken until one member receives a majority vote. The process should be repeated for the Vice-Chair position.
4. Agenda Review and Approval – **Vote**  
[March 18, 2024 Select Board Agenda](#)
  - A. Select Board/Town Administrator  
***Make a motion to approve the March 18, 2024 agenda [as amended].***
5. Public Comment (see Visitor Orientation below)
6. 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.



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### B. Community Power Aggregation Implementation – **Vote**

- i. On March 12, 2024 residents adopted Article 39, Barrington's Electric Aggregation Plan. To implement Barrington Community Power, the Select Board must review and adopt the Community Power Coalition of New Hampshire Cost Sharing Agreement and related policies. Paul Panish, Chair of the Energy Committee and Andrew Hatch from the Community Power Coalition of New Hampshire will be available to present and address any questions or concerns.
- ii. See attached, [CPCNH Policies & Agreements slide deck - 1.31.24](#)
- iii. See attached, [Barrington CPCNH Cost Sharing Agreement and Complete Services Bundle 20240314](#)
- iv. The Town's attorney reviewed the agreement. As with other communities, he identified certain areas of concern based on broad language and not clearly defined authorities. These items were pointed out not to change the agreement, but simply to provide the Town with an understanding of the risk it must consider. Much decision making is delegated to CPCNH in this agreement. As a collective, the policies and agreements must be the same for all members.

***Make a motion to enter into the Cost Sharing Agreement and Member Services Contract for the Complete Service Bundle with the Community Power Coalition of New Hampshire (CPCNH) with Paul Panish, Energy Committee Chair as the Authorized Officer and with elections in Exhibit C Article VII Section 2 of the Agreement being a) YES, b) YES, and c) YES and to approve CPCNH's Data Security and Privacy, Energy Portfolio Risk Management, Rates, and Financial Reserves Policies.***

### 7. Consent Agenda (requires unanimous approval) – **Vote**

***Make a motion to approve the March 18, 2024 consent agenda (A-F) as presented.***

#### A. [Meeting Minutes March 4, 2024](#)

*Make a motion to approve the March 4, 2024 minutes [as amended].*

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

- i. Accounts Payable Manifest 2024-211
- ii. Payroll Manifest 2024-110
- iii. Oath of Office – Assistant Treasurer – D Cotter
- iv. Oath of Office – Deputy Treasurer – T Caudle
- v. Oath of Office – Planning – A Knapp
- vi. Oath of Office – Planning – R Allard
- vii. Oath of Office – Recreation – S Ramsey
- viii. Oath of Office – Zoning – J Flanagan
- ix. Oath of Office – Zoning – P Thibodeau
- x. Abatement – Map 117 Lot 7
- xi. Administrative Abatement – Map 265 Lot 14
- xii. Meeting Minutes – February 12, 2024
- xiii. Meeting Minutes – February 26, 2024

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



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### C. New Requests for Signature

- i. Accounts Payable Manifest 2024-212
- ii. Payroll Manifest 2024-111
- iii. Payroll Manifest 2024-111B (Fire)
- iv. Payroll Manifest 2024-111C (ET Buyout)
- v. Oath of Office – Treasurer – P Royce
- vi. Oath of Office – Tax Collector – L Markiewicz

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

### D. Authorize Budgetary Wage Increases (Step and COLA)

- i. During [2024 budget](#) development, the Select Board included funding for a 3% cost of living adjustment (COLA) for all employees and a step progression for eligible employees. At the time, Select Board discussed the important difference between a COLA being across the board to keep wages current with inflation and a step allowance/salaried wage increases recognizing merit, tenure, and experience.
- ii. Each year, the wage increases are scheduled for the first payroll in April (after Town Meeting). The 2024 operating budget, including funding for the proposed wage increases, was approved by voters on March 12, 2024 and now the Select Board is asked to authorize the wage increases.

*Make a motion to authorize a step allowance for eligible employees and a 3% cost of living adjustment to increase all base wages on salaries and pay plans (including union) effective April 1, 2024.*

### E. 2023 Peeper Road Closure Request

- i. The 29<sup>th</sup> Annual Greater Barrington Chamber of Commerce Peeper 5K Run/Walk is scheduled for May 4<sup>th</sup>, starting at 9am.
- ii. See attached, [Peeper Race – Select Board 2024](#)

*Make a motion to authorize the road closures requested for the 2024 Peeper Race.*

### F. Appointments

- i. Zoning Board of Adjustment - Parker Fairfield
  1. 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.
  2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 4, 2024 meeting.

*Make a motion to appoint Parker Fairfield as a full member of the Zoning Board of Adjustment through March 31, 2025.*

#### ii. Energy Committee - John (Jack) Bingham

1. Mr. Bingham 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.



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2. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the March 18, 2024 meeting.

*Make a motion to appoint Jack Bingham as a full member of the Energy Committee through March 31, 2027.*

### iii. Transfer Station & Recycling Center Review Committee - Deborah Clough

1. 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.

2. Pursuant to the Select Board's Appointment Procedure, this application was presented for a discussion at the March 4, 2024 meeting.

*Make a motion to appoint Deborah Clough as an alternate member of the Transfer Station & Recycling Center Review Committee through March 31, 2027.*

## 8. 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.
- 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. Conservation Commission

#### i. Doug Bogen – Discussion

1. See attached, [20240312 App-CC-Bogen](#)
2. Mr. Bogen previously served as a full member of the Conservation 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 April 8, 2024 meeting.

### C. Health Officer

#### i. James Jennison – Discussion

1. See attached, [Health Officer Nomination Form](#)
2. Mr. Jennison is currently the Town's Deputy Code Enforcement Officer, and will become the Code Enforcement Officer full-time following John Huckins' retirement in April. For ease of transition, it was recommended to appoint Jamey as Health Officer now. An 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 April 8, 2024 meeting.



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### 9. 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
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 Town Meeting Ballot Session Results

1. See attached, [2024 Barrington Town and School Election Results](#)
2. Residents voted on March 12, 2024 to approve the proposed operating budget, the new library proposal, the Barrington Commons and Town Center Tax Increment Financing District, Community Power Aggregation, and most warrant articles as recommended and supported by the Select Board and Advisory Budget Committee. Two of the 44 articles failed including a engineering and an impact fee study for the Public Safety Building renovation/addition (#33) and the petitioned joint Advisory Budget Committee with SAU #74 (#44).
3. More than 40% of Barrington's registered voters cast their ballots on election day compared to 28% in 2023, 24% in 2022, and 13% in 2021. Despite the anticipated financial impact, voters supported the operating budget with more than 61% voting in support. The library received over 62% (where 60% was required) and the tax increment financing district received over 55% (where 50% was required). Contributions to capital reserve accounts passed with 60-78% support. This level of support reflects the hard work and dedication of Barrington's elected/appointed citizen volunteers and employees. We will continue to be responsive to the expectations of residents with the services we provide.
4. The request for funding to design/engineer the renovation/addition of the Public Safety Building and to perform an impact fee study failed. The article received less than 46% approval where 50% was required. It was not immediately clear why this article failed and we will work to understand the concerns of residents ahead of the March 2025 election. One consequence of this failed initiative is that we cannot spend any money (even grants or ARPA funds) on this subject matter this year. The restriction comes from [RSA 32:10, I\(e\)](#) which is commonly referred to as the 'no means no' provision of municipal appropriation. We will need to spend time evaluating how to move forward with the space and design deficiencies at the Public Safety Building.





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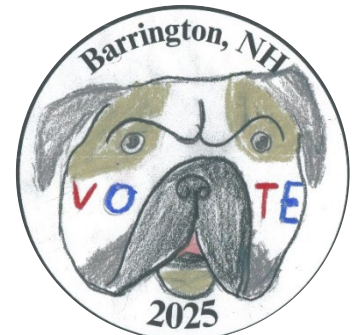
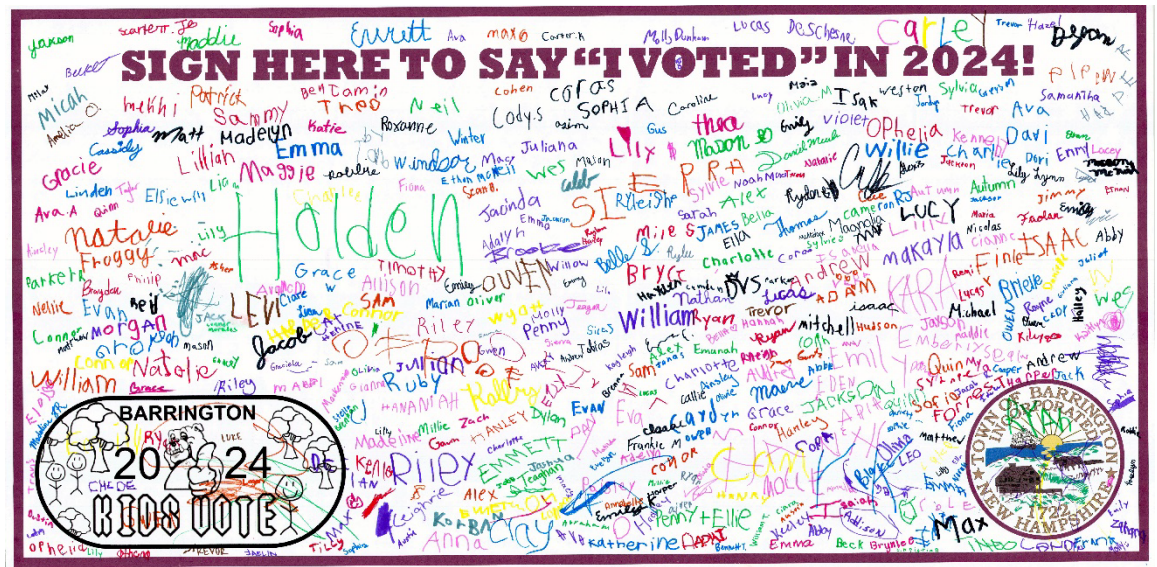
Office of the Select Board

5. During the 2024 budget development process, much consideration was given to tax rate impact of warrant articles and use of unassigned fund balance. It is important to review the details of how the approach in 2024 may have impacted voter support compared to 2023 and prior.

- a. See attached, [Analysis of Warrant Article Tax Rate Impacts - Town Meeting 2024](#)

### iii. 2024 Barrington Kids Vote

1. In addition to the 2,700 adult voters, we had 424 kid voters (up from 264 in 2023)! This is a 60% increase in kid voter turnout. We were overwhelmed by the support and positive feedback from the community. The kids selected the purple dog tag, named the forestry truck 'Smokey Bearington' and decided that Trick-or-Treat should be on Halloween this year! Additionally, they selected three sticker designs which will be printed for the 2025 Town and School election. Many thanks to all who were involved in organizing, spreading the word, and supporting this civics experience for kids. We look forward to continuing this experience each year at the Town and School elections.
2. See attached, [2024 Barrington Kids Vote Results](#)





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### iv. SELT Acquires and Conserves Three Key Properties in Barrington – Bedford

#### 1. Press Release

- a. On March 7<sup>th</sup>, the Southeast Land Trust of NH (SELT) completed the acquisition and conservation of three important properties in Barrington, totaling over 158 acres. SELT worked with the Bedford family on the transaction, adding these tracts to an ever-growing tapestry of conserved land in Strafford County.
- b. “These parcels are of high quality and importance as we grow the connections between the Isinglass River Conservation Reserve, SELT’s Leighton Forest, SELT’s Stonehouse Forest and numerous parcels to the north and east,” said Lori Sommer, SELT’s Coastal Watershed Land Manager. “Each property is unique, but all include excellent wildlife habitat, mature forest, streams, and open marsh area with potential for a breeding habitat for a variety of amphibians.”
- c. SELT worked with several partners that helped fund this project including the State Conservation Committee Moose Plate Program, the Great Bay Resource Protection Partnership, and the NH Charitable Foundation.

### v. 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.
4. See attached, [All Boards Meeting Days Times and Frequency 20240305](#)

### vi. Training Opportunities

#### 1. Training Opportunities

- a. 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
- b. October 30 and 31, 2024 – New Hampshire Municipal Association Annual Conference – Manchester

### B. Municipal Office Administrator Caudle



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### 10. Old Business

### 11. New Business

#### A. Meeting on April 29<sup>th</sup> for the Map 239, Lot 7 RSA 41:14-a Process – Discussion

- i. On March 12, 2024 voters approved Article 24 to establish a tax increment financing district and purchase Map 239, Lot 7. The Select Board uses [RSA 41:14-a](#) to acquire property interest. The statute describes a six-week process which includes three Select Board meetings. In order to meet the statutory schedule, we need to add a meeting on April 29, 2024.
- ii. I would like to propose that we use this opportunity to also have a strategic planning session with a focus on implementing the 2024 Town Meeting decisions.

#### B. Permit Work on Winkley Pond Road – **Vote**

- i. At their February 6, 2024 meeting, the Planning Board conditionally approved a project for Hambone, LLC on [Map 253, Lot 14](#) for six multi-family units. The Notice of Decision included:
  1. Prior to construction, and before any work in the Winkley Pond Right of Way is performed, the applicant shall apply to the Select Board for permission to work in the right of way and a bond will be required to ensure that the right of way is returned to its original condition. The developer shall provide security, in an amount to be determined by the town's engineer.
  2. Prior to the start of the work, a pre-construction meeting will be held to review procedures, identify responsibilities, and discuss Town requirements. This shall occur after the Planning Board Chair, or their designee, sign the plans approved by the Notice of Decision. It is the owner(s) responsibility to contact the Land Use Department to start the process of setting up a pre-construction meeting to include the Town Planner, Town Road Agent, Owner, Owner's Engineer, and Town Engineer.
- ii. See attached, [Map 253 Lot 14 Winkley Pond Road Plan](#)

***Make a motion to authorize work within the right of way of Winkley Pond Road consistent with the conditionally approved plans and conditions set by the Planning Board, including a bond and third-party inspection(s) by the Town's contract engineer.***

### 12. Select Board Member Reports and Concerns

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

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

### 14. Nonpublic Session (if required)

### 15. Adjournment

#### A. Upcoming Meetings

- i. April 8, 2024 • April 22, 2024 • April 29, 2024 • May 13, 2024 • June 10, 2024





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### **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/TA20240318](http://www.barrington.nh.gov/TA20240318). 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.