



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

April 8, 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**
[April 8, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the April 8, 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 has appointed Carrie Neill and Rick Walker to serve as liaisons to the School Board. At each meeting they will be invited to discuss topics of their choice with the Select Board.
 - ii. Collaboration and Communication Joint Committee
 1. At their March 19, 2024 meeting, the School Board agreed to create a joint Collaboration and Communication Committee with the Town. At that meeting, they appointed Carrie Neill and Rick Walker as the School Board member representatives to that committee. Further, at their April 2, 2024 meeting, the School Board discussed a charge for the committee. The proposed charge is: *To execute communication and collaboration between the School District/School Board and the Town/Select Board in order to promote fiscally responsible decisions as they pertain to all taxpayers in Barrington.*
 2. The Select Board is asked to consider appointment two Select Board members to join the Town Administrator on the joint Collaboration and Communication Committee.
 - B. Acquisition of Town Center Lot, Map 239, Lot 7 per RSA 41:14-a for Map Town Center
 - i. See attached, [239-0007 - RSA 41-14-a Notice with Attachments and Recommendations](#)
 - ii. Recommended by the Conservation Commission at the March 14, 2024 meeting.
 - iii. Recommended by the Planning Board at the March 19, 2024 meeting.
 - iv. Public Comment (see Visitor Orientation below)
 - v. A second public hearing is scheduled for April 22, 2024 and the Select Board is expected to vote on April 29, 2024.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

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

Make a motion to approve the April 8, 2024 consent agenda (A-J) as presented.

A. Meeting Minutes March 18, 2024

Make a motion to approve the March 18, 2024 minutes [as amended].

B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2024-213
- ii. Accounts Payable Manifest 2024-213B
- iii. Accounts Payable Manifest 2024-214
- iv. Payroll Manifest 2024-112
- v. Payroll Manifest 2024-113
- vi. 2024-MS232
- vii. Abatement Approval – 222-16
- viii. Abatement Approval – 21-U
- ix. Meeting Minutes – March 4, 2024
- x. Community Power Coalition Cost Sharing Agreement
- xi. Oath of Office – Energy Committee – Jack Bingham
- xii. Oath of Office – Transfer Station & Recycling Center Committee – Deb Clough
- xiii. Oath of Office – Zoning Board of Adjustment – Parker Fairfield

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2024-215
- ii. Payroll Manifest 2024-114
- iii. Abatement Approval – 250-76-1
- iv. Abatement Approval – 17-3-R

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

D. Waive Permit Fees on Town Projects

- i. The Select Board has previously voted on a project-by-project basis to waive permit fees for Town projects. Most recently this was done in November 2021 for the Town Hall project. The Library project will begin later this year. We are asking the Select Board to consider making a standing decision that permit fees will be waived for all Town projects.

Make a motion to waive permit fees for all Town projects.

E. Public Safety Building Security Project Expansion - \$19,697.88

- i. On January 22, 2024, the Select Board approved \$40,000 from ARPA funds to complete the proposed security improvements (door access and cameras) at the Public Safety Building. While moving the project forward, it was suggested that we expand the scope now to save money in the future. Specifically, the original scope created a separate Fire camera server and maintain the legacy Police camera server. Spending more now to consolidate the camera servers and just have one on the Police side makes more sense from a security and long-term financial standpoint.
- ii. The cost for the added scope is \$19,697.88. The Fire and Police Chiefs have proposed using \$8,034.13 each from the equipment capital reserves.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Make a motion to authorize \$9,848.94 from the Fire and Rescue Equipment Capital Reserve and \$9,848.94 from the Police Equipment Capital Reserve for additional security improvements to the Public Safety Building as proposed by the Chiefs.

F. Appointments (Discussed at March 18, 2024 Meeting)

i. Conservation Commission – Doug Bogen

1. Mr. Bogen is currently serving as a full member of the Conservation Commission as the group's 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 March 18, 2024 meeting.

Make a motion to appoint Doug Bogen as a full member of the Conservation Commission through March 31, 2027.

ii. Health Officer – James Jennison

1. 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.
2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the March 18, 2024 meeting.

Make a motion to appoint James Jennison as the Barrington Health Officer through March 31, 2027.

G. Authorize Maintenance Work on Dry Hill Road per RSA 236:9-11

- i. Dry Hill Road is a Town-owned Class VI Road. Nathan Gray of 345 Dry Hill Road is interested in maintaining the road by fixing potholes and adding material where necessary. The Select Board has historically authorized residents of Class VI roads to maintain the roads per [RSA 236:9-11](#). In the future, Mr. Gray may seek approval to improve the road, in which case a scope of work would be reviewed by the engineer and bond would be considered.

Make a motion to authorize Nathan Gray of 345 Dry Hill Road to maintain Dry Hill Road, a Town-owned, Class VI, road.

H. Update Town Fee Schedule – Planning Board Technical Review Group

- i. See attached, [2024 Planning Board Rules of Procedure memo to Select Board](#)
- ii. The Planning Board updated their rules of procedure to include a Technical Review Group to help applicants and Department Heads review and comment on project proposals. This process will be paid for at the applicant's expense. Specifically, \$350 for an initial submission per application and \$175 if a subsequent submission is needed.
- iii. Additionally fees were updated to include a \$150 application fee for Conditional Use Permits and 9.6 Application for Special Permit for Construction in Wetland Buffers.

Make a motion to update the Town User Fee Schedule to include Planning Board Technical Review Group fees of \$375 per application with a \$175 subsequent submission fee and a \$150 fee for Conditional Use Permits and 9.6 Application for Special Permit for Construction in Wetland Buffers.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

I. Excavator Bid Award

- i. See attached, [2024 Excavator Recommendation Letter](#)

Make a motion to support the Road Agent's recommendation and award the 2024 excavator rental to Milton Rents for \$3,800 per month or \$22,800 for six months.

J. Paving Bid Award

- i. See attached, [2024 Paving Recommendation Letter](#)

Make a motion to support the Road Agent's recommendation and award the 2024 paving bid to Advanced Excavating and Paving, the low bid, for a base bid of \$869,392.05 and an alternate bid of \$924,657.05.

7. Appointments

A. Transfer Station and Recycling Center Review Committee

i. Douglas Winter – Discussion

1. See attached, [20240226 AppointApp TSRCC DWinter](#)
2. Mr. Winter currently serves as a member of the Transfer Station and Recycling Center Review Committee and is interested in continuing. 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 22, 2024 meeting.

ii. Mona LaPierre – Discussion

1. See attached, [20240226 AppointApp TSRCC MLapierre](#)
2. Ms. Lapierre currently serves as an alternate member of the Transfer Station and Recycling Center Review Committee and is interested in continuing. An alternate appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the April 22, 2024 meeting.

iii. Peter Royce – Discussion

1. See attached, [20240226 AppointApp TSRCC PRoyce](#)
2. Mr. Royce currently serves as a member of the Transfer Station and Recycling Center Review Committee and is interested in continuing. A full appointment with a term expiring in 2026 is proposed.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the April 22, 2024 meeting.

iv. Robert Lenzi – Discussion

1. See attached, [20240226 AppointApp TSRCC RLenzi](#)
2. Mr. Lenzi currently serves as a member of the Transfer Station and Recycling Center Review Committee and is interested in continuing. 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 22, 2024 meeting.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

B. Library Trustee Alternate

i. Karen Towne – Discussion

1. See attached, [20240318_AppointApp_LibTrust_KTowne](#)
2. Mrs. Towne most recently served as a full member of the Library Trustees. Her term expired in 2024 and she is interested in being appointed as an alternate member. An alternate 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 April 22, 2024 meeting.

C. Energy Committee

i. Paul Panish – Discussion

1. See attached, [20240315_AppointApp_EnCom_PPanish](#)
2. Mr. Panish currently serves as a founding member and Chair of the Energy Committee and is interested in continuing. 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 22, 2024 meeting.

D. Conservation Commission

i. Doug Bogen – Discussion

1. See attached, [20240312_App_CC_Bogen](#)
2. Mr. Bogen currently serves as a member of the Conservation Commission and is interested in continuing. 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 22, 2024 meeting.

8. Staff Report

A. Administrator MacIver

i. April Work Anniversaries

1. George Joy • Police Chief • 25 Years
2. John Boodey • Firefighter/EMT • 21 Years
3. Debra Griffin • Town Clerk Assistant • 13 Years
4. Linda Markiewicz • Tax Collector • 11 Years
5. Chris Eldridge • Firefighter/EMT • 11 Years
6. David Kinnison • Firefighter/EMT • 8 Years
7. Cody Guile • Firefighter/EMT • 5 Years
8. Henry Reznicek • Police Officer • 3 Years
9. Adam Cook • Highway Crew • 2 Years
10. David Scholtz • Highway Crew • 2 Years
11. David Levesque Jr. • Firefighter/EMT • 2 Years
12. Casey Couch • Firefighter/EMT • 2 Years
13. Alan Clement • Firefighter/EMT • 1 Year
14. Elizabeth Bolton • Library Director • 1 Year



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

ii. Training Opportunities

1. [Local Officials Workshop](#) – In-Person/Virtual – 25 Triangle Park Drive, Concord
 - a. April 3, 2024 – 9:00am to 4:00pm
 - b. May 7, 2024 – 9:00am to 4:00pm
2. April 17, 2024 – [Right-to-Know Law: Public Meetings & Governmental Records](#)
 - a. 9:00am to 2:30pm In-Person (25 Triangle Park Drive, Concord, NH) or Virtual
3. May 9, 2024 – [A Hard Road to Travel Workshop](#)
 - a. 9:00am to 1:30pm In-Person (25 Triangle Park Drive, Concord, NH) or Virtual
4. October 30 and 31, 2024 – New Hampshire Municipal Association Annual Conference – Manchester

B. Municipal Office Administrator Caudle

9. Old Business

A. Class VI and Private Road Building Policy Update Committee Recommendation – Discussion

- i. At the [October 25, 2021](#) meeting, the Select Board requested a review and update to the Class VI and Private Road Policy. At the [November 1, 2022](#) meeting, the Select Board temporarily paused public hearings on Class VI and Private Road building permit applications while the policy was reviewed and updated. At the [January 3, 2022](#) meeting, the Select Board decided that the (then) existing policy should be followed as written which requires (at a minimum) the road to be upgraded to 16 feet wide with two-foot shoulders.
- ii. At their [January 18, 2022](#) meeting, the Planning Board also reviewed the Class VI and Private Road Policy. They emphasized their support of using the statutory authority of RSA 674:41 to accomplish the stated purpose of the existing policy by improving access conditions on class VI and private roads. Further, they felt that having a policy which was clearly written and consistently applied was very important. They recognized that the current policy has not been enforced as written and developed a few suggested changes to best balance property rights and ensuring safe, year-round, access. At the [January 24, 2022](#) meeting, the Select Board asked for a draft policy to be developed which reflects the recommendations of the Planning Board.
- iii. At the [February 14, 2022](#) meeting, the Select Board approved an updated Class VI and Private Road Building Policy which integrated comments from the Planning Board, Select Board, and staff.
- iv. See attached, [Class VI and Private Road Building Policy](#)
- v. At the [August 8, September 12, and October 3, 2022](#) meetings, the Select Board discussed a resident's request that the Select Board form a stakeholder committee to reevaluate the policy and to propose changes. Ultimately, the Select Board decided to wait to take action until April of 2023 once more applications had been processed.
- vi. At their meeting on [April 17, 2023](#), the Select Board formed a committee to review the policy and recommend any changes. Specifically, they are asking the committee to consider:
 1. any procedural changes
 2. explore a cap to the 10% road improvements
 3. formalize any repeating accommodations/waivers



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

4. consider a list of roads (or road sections) where no permits should be issued
5. further explore how to quantify the impact of a seasonal property becoming a year-round residence
- vii. At their May 22, 2023 meeting, the Select Board appointed the following members: John Huckins (Building Inspector), Marc Morea (Road Agent), Rick Walker (Fire Chief), Ron Allard (Planning Board Representative), Dewayne Watson (citizen representative), Bob Tessier (citizen representative), and David Mott (citizen representative). James Saccoccia was appointed as the Select Board liaison to the committee. The group has met many times over the past year to work through proposed changes.
- viii. See attached, [Class VI and Private Road Building Policy Committee Recommendation Redline 20240403](#)
- ix. See attached, [Class VI and Private Road Building Policy Committee Recommendation Clean 20240403](#)
- x. The Select Board is asked to review the proposed changes and consider any questions or concerns they may have. If there are any significant questions or concerns, we will plan to review the policy update for a vote at the April 22, 2024 meeting. If the Select Board does not have any significant questions or concerns, the group may choose to adopt the policy update at the April 8, 2024 meeting.

Make a motion to support the Class VI and Private Road Building Policy Update Committee recommendation to update the Class VI and Private Road Building Policy as presented.

10. New Business

11. Select Board Member Reports and Concerns

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

12. Public Comment (see Visitor Orientation below)

13. Nonpublic Session (if required)

14. Strategic Planning and 2024 Goal Setting Work Session

- A. See attached, [Strategic Planning and 2024 Goal Setting Work Session 20240403](#)
- B. Starting at 6:00pm, the Select Board will transition into a work session for strategic planning and 2024 goal setting.

15. Adjournment

- A. Upcoming Meetings
 - i. April 22, 2024 • April 29, 2024 • May 13, 2024 • June 10, 2024 • July 8, 2024



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

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
 - 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/TA20240408. 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.