



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report

April 22, 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 22, 2024 Select Board Agenda](#)
 - A. Select Board/Town Administrator
Make a motion to approve the April 22, 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. The first Joint Town and School Collaboration and Communication Committee meeting was held at the Town Hall on Thursday, April 18th. One topic of discussion was the committee charge, and a small amendment was proposed. This updated charge should be ratified by the Select Board.
 1. *To execute communication and collaboration between the School District/School Board and the Town/Select Board in order to **provide excellent services and promote fiscally responsible decisions as they pertain to all taxpayers in Barrington.***
 - 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. The first public hearing was held on April 8, 2024 and the Select Board is expected to vote on April 29, 2024.
6. Consent Agenda (requires unanimous approval) – **Vote**
Make a motion to approve the April 22, 2024 consent agenda (A-F) as presented.
 - A. [Meeting Minutes April 8, 2024](#)
Make a motion to approve the April 8, 2024 minutes [as amended].



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B. Previously Submitted/Signed Requests for Signature

- i. Accounts Payable Manifest 2024-216
- ii. Payroll Manifest 2024-115
- iii. Payroll Manifest 2024-115B
- iv. Abatement – Map 239 Lot 55
- v. Abatement – Map 21 Lot U
- vi. Abatement – Map 222 Lot 6
- vii. Abatement – Map 222 Lot 8
- viii. Abatement – Map 203 Lot 31
- ix. Abatement – Map 251 Lot 16
- x. Abatement – Map 235 Lot 4
- xi. Oath of Office – Conservation Commission - Doug Bogen

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

C. New Requests for Signature

- i. Accounts Payable Manifest 2024-217
- ii. Payroll Manifest 2024-116
- iii. Payroll Manifest 2024-116B
- iv. Meeting Minutes for March 18, 2024 Select Board Meeting
- v. Intent to Excavate – Map 206 Lot 15-2
- vi. Intent to Excavate – Map 214 Lot 1
- vii. Gravel Tax Levy – Map 222 Lot 12
- viii. Health Officer Nomination Form – James Jennison

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

D. 2024 Line Striping Award

- i. See attached, [2024 Striping Recommendation Memo](#)

Make a motion to award the 2024 Line Striping Bid to Industrial Traffic Lines, the low bidder for a total of \$49,692.

E. Appointments (Discussed at April 8, 2024 Meeting)

- i. Transfer Station and Recycling Center Review Committee - Douglas Winter
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Douglas Winter as a full member of the Transfer Station & Recycling Center Review Committee through March 31, 2027.



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- ii. Transfer Station and Recycling Center Review Committee - Mona LaPierre
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Mona Lapierre as an alternate member of the Transfer Station & Recycling Center Review Committee through March 31, 2026.
- iii. Transfer Station and Recycling Center Review Committee - Peter Royce
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Peter Royce as a member of the Transfer Station & Recycling Center Review Committee through March 31, 2026.
- iv. Transfer Station and Recycling Center Review Committee - Robert Lenzi
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Robert Lenzi as a member of the Transfer Station & Recycling Center Review Committee through March 31, 2027.
- v. Library Trustee Alternate - Karen Towne
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Karen Towne as an alternate Library Trustee through March 31, 2025.
- vi. Energy Committee - Paul Panish
 1. 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.
 2. Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the April 8, 2024 meeting.

Make a motion to appoint Paul Panish as a full member of the Energy Committee through March 31, 2027.



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vii. Energy Committee - Doug Bogen

1. Mr. Bogen currently serves as a member of the Energy Committee and is interested in continuing. 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 April 8, 2024 meeting.
3. *This appointment incorrectly stated it was for the Conservation Commission in the previous meeting's materials. Mr. Bogen was appointed to the Conservation Commission on April 8th; his Energy Committee appointment was up for discussion at that meeting.*

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

F. Municipal Clerks Week Proclamation

- i. See attached, [2024 Municipal Clerks Week Proclamation](#)

Make a motion to adopt the 2024 Municipal Clerks Week Proclamation.

7. Appointments

A. Recreation Commission

- i. Matt Mooers – Discussion

1. See attached, [20240322 App_REC_MMooers](#)
2. Mr. Mooers currently serves as a full member of the Recreation Commission and is interesting 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 29, 2024 meeting.

B. Conservation Commission

- i. Steve Hobbs – Discussion

1. See attached, [20240327 App_CC_SHobbs](#)
2. Mr. Hobbs is a resident of Barrington who has expressed interest in joining the Conservation Commission. He has spoken with former Chair Grossman regarding the Commission.
3. Pursuant to the Select Board's Appointment Procedure, this application will be presented for a vote at the April 29, 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



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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

ii. Strategic Planning and 2024 Goals Update

1. See attached, [Meeting Minutes April 8, 2024](#)
2. Selectperson Cappiello helped align goals with an appropriate timeline and proposed the following be listed as five-year goals:
 - a. Continued implementation of the Capital Improvements Program
 - b. Continued work on a multifaceted approach to preserve Barrington's rural character through conservation, updates to land use rules, expanding the commercial tax base, and implementing the vision of the Town Center as designed by residents, the Advisory Board, and the Select Board.
 - c. Continue to explore opportunities to invest in childcare opportunities for the community.
 - d. Continue to explore elderly housing opportunities.

iii. Town Center Tax Increment Financing District Advisory Board – Applications Due 4/24

1. [Application for Appointment](#)
2. [Call for Applications and Advisory Board Details](#)

iv. Training Opportunities

1. [Local Officials Workshop](#) – In-Person/Virtual – 25 Triangle Park Drive, Concord
 - a. May 7, 2024 – 9:00am to 4:00pm
2. 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
3. October 30 and 31, 2024 – New Hampshire Municipal Association Annual Conference – Manchester

B. Municipal Office Administrator Caudle

9. Old Business

A. Ayers Lake Boat Launch Design – Discussion

- i. In May of 2022, the Ayers Lake Association and Conservation Commission expressed concern regarding the condition and maintenance of this lake access point.
 1. See attached, [Ayers Lake Association Request 20220516](#)
 2. See attached, [Conservation Commission Letter - Ayers Lake 20220516](#)
- ii. Among other suggestions, the groups advocated for a formally established launching area consistent with the provisions governing State-controlled boat launches (RSA 233-A). As they explained, this could help address the erosion and stormwater runoff concerns.



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- iii. In June of 2022, the Road Agent took steps to address the itemized concerns. He also acknowledged the limits of his department's efforts without a more substantial reconstruction of this lake access area.
 - 1. See attached, [Road Agent Memo RE Daniel Cater Road and Ayers Lake](#)
- iv. At the May 8, 2023 meeting, the Select Board supported the pursuit of the [municipal boat launch investment program](#). This grant would provide up to \$100,000 in funding, with a 25% match requirement, for municipal boat launch projects in the State. The Ayers Lake boat access on Daniel Cater Road was identified as an appropriate site for this grant program.
- v. At the October 2, 2023 meeting, the Select Board authorized up to \$33,333 from the 2023 Incident Fund as the 25% match for the Ayers Lake Boat Launch project.
- vi. At the October 16, 2023 meeting, the Select Board held a public hearing pursuant to [RSA 31:95-b](#) to formally accept the \$100,000 state grant.
- vii. Over the winter the Town's engineers (CMA Engineers) surveyed the site and prepared a design proposal which was recently completed.
- viii. See attached, [1205.32-Ayer's Lake 2024 04 11](#)
- ix. As previously discussed, this scope includes clearing and widening along Daniel Cater Road, the installation of a concrete-planked boat ramp, and a dock (including an assisted-kayak-launching station). The clearing and road widening would be performed by the Highway Department, the ramp would be installed by a subcontractor, and the dock would be installed by the dock company. The Highway Department work will count towards in-kind contributions and reduce the amount of cash match required.
- x. This plan has been sent to the Ayers Lake Association, the Conservation Commission, and Camp Fireside for a review and comment.
- xi. The Select Board is asked to review and discuss the plans prior to the engineers finalizing and preparing bid documents for the ramp installation.

10. New Business

A. Ramsdell Lane Playground and Park Pavilion – Discussion

- i. The Recreation Department has been working with the Durham-Great Bay Rotary for a few years on a pavilion project for the Ramsdell Lane playground and park property. This pavilion would be used by Recreation for summer camp and on-site programs and would be available for community use/rental as well. Rotary will be assisting with in-kind services covering some direct costs. The Recreation Commission will be covering additional costs using the Recreation Revolving Fund consistent with the [Recreation strategic plan](#). The Select Board will need to approve the construction of this pavilion on Town property.
- ii. The plan is to construct a 30' x 70' pavilion, as an added feature on the Ramsdell Lane Community Park. The end (10' x 30') will be enclosed storage, replacing the summer camp shed on the Ramsdell Lane property. Rotary has worked with A & B Barns from Pembroke to cover the costs of engineered drawings and design services for the desired pavilion. The Recreation Director recently met with the contractor from A & B Barns and was presented with a cost of \$145,000 (without electricity or concrete floor), which aligns with the strategic plan and earmarked funds in the Recreation Revolving Fund. Electricity and a concrete floor are options being explored or may be added in the future.



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- iii. In addition to the many uses by the Recreation Department, the pavilion will eventually be available for rentals such as birthday parties, family gatherings, etc. expanding opportunities that are not currently available.
- iv. In addition to their work with A&B Barns, Rotary is directly paying the \$1,470 fee for property surveying and will be providing in-kind services by landscape architects. Finally, Rotary will continue applying for grant opportunities to help offset the total cost of the project or enhance programs that take place at the pavilion. We appreciate the collaboration from the rotary club and appreciate the consideration on making this opportunity a reality. Based on current timelines, the pavilion construction could start in August.
- v. See attached, [A and B Barns 30 x 70 Preliminary Plans](#)
- vi. See attached, [Proposed Pavilion Location 30x70](#)
- vii. The Select Board is asked to consider authorizing the placement the proposed pavilion on Town-owned property. Additionally, the Select Board is asked to consider authorizing a waiver of the Purchasing Policy to allow the Town to work with the contractor which Rotary worked with to provide engineered drawings, A&B Barns.
- viii. If the Select Board is prepared to make motions, the following are proposed.

Make a motion to authorize the placement of a 30' x 70' pavilion on the Ramsdell Lane park as presented.

Make a motion to authorize a waiver of the Purchasing Policy to allow the Town to work with A&B Barns for the Recreation pavilion project.

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)

- 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. April 29, 2024 • May 13, 2024 • June 10, 2024 • July 8, 2024 • August 12, 2024

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#



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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/TA20240422. 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.