



BARRINGTON, NH SELECT BOARD MINUTES

Monday, December 4, 2023

The Select Board meeting for Monday, December 4, 2023 began at 6:30pm. The meeting was held at Barrington Town Hall, 4 Signature Drive, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, Town Administrator (TA) MacIver, and Municipal Office Administrator (MOA) Caudle. Chair Cappiello had been previously excused.

CALL TO ORDER, ROLL CALL ATTENDANCE

6:30pm. Vice-Chair Saccoccia called the meeting to order and requested Roll Call attendance.

Hardekopf – Present, Gibson – Present, Mannschreck – Present, Saccoccia – Present, Cappiello – Not Present.

PLEDGE OF ALLEGIANCE

6:30pm. Vice-Chair Saccoccia led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:30pm. TA MacIver requested the addition of one item under nonpublic session for reasons of land.

*Motion to approve the Select Board agenda for December 4, 2023 as amended by Selectperson Gibson, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. **The motion passed.***

PUBLIC COMMENT

6:31pm. Vice-Chair Saccoccia presented the rules of public comment.

6:32pm. *Public comment opened.*

6:32pm. There were no public comments. *Public comment closed.*

PUBLIC HEARINGS AND INVITED GUESTS

School Board Liaison

6:33pm. No members of the School Board were present.

Budget Presentation – Advisory Budget Committee Final Report

6:33pm. Advisory Budget Committee (ABC) Chair Steve Saunders thanked the ABC and Department Heads for their work in reviewing the budget proposals and presenting lean budgets. He reviewed the ABC suggestions, including warrant articles that were and were not supported by the ABC, suggested changes, and the importance of effective communication with taxpayers. Further, he thanked the Select Board for their consideration of the ABC's opinions.

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TA MacIver and the Board discussed reasons for proposed changes since the proposed budget from September, as well as funding and how articles will be presented. Employee wages were discussed, particularly increases in recent years; TA MacIver explained the changes starting several years ago were due to a data-driven wage study, which considered benefits and supported the utilization of step increases to continue equitable wages. TA MacIver will provide updated COLA information prior to the next meeting.

The Select Board discussed the Richardson Pond Dam, concerns and options for the dam and conversations that have occurred with the State and the Town's engineer. The State is aware the Town is working towards progress and is not concerned with the Town not having completed the project at this time.

The Select Board agreed to wait to vote on warrant items until Chair Cappiello is in attendance.

Fire Chief Walker provided a brief history of the Richardson Pond Dam. In 2003 the owners were planning to remove the dam, but a group of individuals in Town moved to purchase the dam to preserve it. The original agreement was that the Conservation Commission would be responsible for all costs, not the Town.

Library Trustee Chair Susan Gaudiello provided responses to the ABC's questions, and explained she would be adding additional information in a future update. A Library Building Committee may be scheduled for late next week to review the final numbers for the building. The inspection is pending, as well as a possible solar array. In the proposed space, the Barrington Historical Society will have a dedicated space for historical documents and artifacts, as well as a specific space for teens.

Details of the 2024 Budget are available on the Town's website:

www.barrington.nh.gov/2024budget.

CONSENT AGENDA

7:23pm. *Motion to approve the Monday, December 4, 2023 Consent Agenda (A-G) as presented by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye, Cappiello – Aye. **The motion passed.***

A. Meeting Minutes November 6, 2023

*Motion to approve the November 6, 2023 minutes [as amended]. – **Passed on the Consent Agenda.***

B. Meeting Minutes November 13, 2023

*Motion to approve the November 13, 2023 minutes [as amended]. – **Passed on the Consent Agenda.***

C. Previously Submitted/Signed Requests for Signature

- i. CCIP Grant Warrant Article Agreement
- ii. Land Use Change Tax Bill & Warrant – Map 223 Lot 26-16

*Motion to authorize and sign the above-referenced documents (i-ii). – **Passed on the Consent Agenda.***

D. New Requests for Signature

- i. Accounts Payable Manifest 2023-249
- ii. Payroll Manifest 2023-148

*Motion to authorize and sign the above-referenced documents (i-ii). – **Passed on the Consent Agenda.***

E. Working Dog Foundation Trailer Storage

On behalf of the Working Dog Foundation, Police Chief Joy has asked for the Select Board to allow storage of its trailer behind the garage at the Public Safety Building. This non-profit supports the NH K9 Academy where K9 Officer Morse trains, and where Chief Joy previously trained and provided training. Chief Walker has no objection.

*Motion to authorize storage of the Working Dog Foundation trailer behind the Public Safety Building garage. – **Passed on the Consent Agenda.***

F. 426 Calef Highway Inspection – Library and Community Center Capital Reserve - \$2,000

As part of the due diligence period for the proposed property acquisition of 426 Calef Highway, the Town is scheduling a commercial inspection of the property. The cost depends on a few details but will be less than \$2,000. The Library and Community Center Capital Reserve is proposed as a funding source. The available balance is approximately \$20,000.

*Motion to authorize up to \$2,000 from the Library and Community Center Capital Reserve to fund the commercial building inspection of 426 Calef Highway. – **Passed on the Consent Agenda.***

G. Financial Policies Update

The Finance Administrator and Finance Officer (also Deputy Tax Collector) recently completed a Municipal Finance Certificate Program offered by the New Hampshire Municipal Association and the Town has started working with new auditors. As a result, there are a few financial policy changes being recommended:

- i. See attached, [Credit Card Policy 20231117](#)
 - I. This is a new policy recommended by the auditors. This policy was drafted using best practices.
- ii. See attached, [Purchasing Policy 20231130](#)
 - I. This policy was updated to match the purchase order requirement with the fixed asset requirement. The purchasing limits were also updated.
- iii. See attached, [Deposit Policy 20231003](#)
 - I. The format was updated to maintain consistency.
- iv. See attached, [Fixed Assets Policy 20231109](#)
 - I. The format was updated to maintain consistency.
- v. See attached, [Property Disposition Policy 20231109](#)
 - I. The format was updated to maintain consistency.
- vi. See attached, [Returned Check Policy 20231109](#)
 - I. Credit cards were added as an acceptable alternative to cover a returned check and the format was updated to maintain consistency.

*Motion to approve the updated financial policies as presented. – **Passed on the Consent Agenda.***

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APPOINTMENTS**Melanie Haley – Library Trustee**

7:23pm. Ms. Haley is currently a Library Trustee Alternate, and is seeking appointment as a full member to fill the vacancy created by the resignation of Leigh Elliot. Per RSA 669:61, Select Board appointment to vacancies on the Library Trustees are filled until the next election, March 12 of 2024.

Pursuant to the Select Board's Appointment Procedure, this application was presented for discussion at the December 4, 2023 meeting.

*Motion to appoint Melanie Haley as a full member of the Library Trustees with a term expiring in March, 2024 by Selectperson Hardekopf, seconded by Selectperson Mannschreck. Roll Call Vote: Hardekopf: Aye, Gibson: Aye, Mannschreck: Aye, Saccoccia: Aye, Cappiello: Aye. **The motion passed.***

STAFF REPORTS**December Work Anniversaries**

7:25pm. Thank you for your service to the Town of Barrington!

Richard Walker, Jr.	Fire Chief	23 Years
Dana Martel	Custodian	11 Years
Brian Dodier	Highway Department	10 Years
Jake Roger	Fire Department	5 Years
Kieron Taylor	Fire Department	4 Years
Lilah Cherim	Fire Department	4 Years
Rebecca Nelson	Deputy Town Clerk	4 Years
Malachi Fisher	Fire Department	3 Years
Alexandra Kirk	Library	1 Year

Town Center Property

7:25pm. TA MacIver updated the Select Board that there has been progress on the purchase and sale agreement for the property at the Town Center; the seller is motivated to work with the Town. An update may be available at the December 11th meeting.

Selectperson Gibson was encouraged recently to see that the municipal parking lot was being utilized by visitors to the Town Center, and that the efforts to add to Town infrastructure were worthwhile.

Municipal Office Administrator Caudle

7:27pm. MOA Caudle requested signatures for the Oath of Office for Melanie Haley, the Municipal Assessment Data Certificate, and for Chair Cappiello, an assessing contract.

OLD & NEW BUSINESS

7:27pm. There was no Old or New Business to discuss.

SELECT BOARD REPORTS AND CONCERNS

7:28pm.

Selectperson Hardekopf – Next week the housing committee will review some data overlay requests for ideas for lot sizes throughout the Town and possible proposals.

Selectperson Gibson – Conservation Commission met last week and reviewed buffers, the Richardson Pond Dam, and two development proposals. The Energy Committee meets this week.

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Selectperson Mannschreck – The ABC will be meeting tomorrow.

Vice-Chair Saccoccia – The Soiree will be held this weekend, and the grant submitted by the Recreation Director was praised by the reviewer! Nicely done, Jessie!

PUBLIC COMMENT

7:30pm. *Public Comment opened.*

Rick Walker – 23 Greenhill Road – Spoke to utilizing Unassigned Fund Balance (UFB) to buy down the tax rate. He supports buying taxes down, wiping the slate clean, and telling people what the actual cost of each item is. He opposes picking individual items to be paid by UFB vs. paid through the tax rate. He believes it is most fair to pay for all articles the same way.

7:32pm. There were no additional public comments. *Public Comment closed.*

NON-PUBLIC SESSION

7:32pm. *Motion to enter nonpublic for reasons of land by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. The motion passed.*

Present in non-public session were Vice-Chair Saccoccia, Selectperson Mannschreck, Selectperson Gibson, Selectperson Hardekopf, TA MacIver, and MOA Caudle.

The Select Board was provided an update regarding negotiations for the land at the Town Center, including proposed terms. Funding options, area development, and community outreach were discussed. No decisions were made.


7:53pm. *Motion to exit nonpublic session by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. The motion passed.*

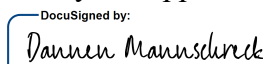
ADJOURNMENT

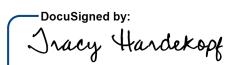
7:53pm. The Select Board returned to public session.

Motion to adjourn the December 4, 2023 Select Board Meeting by Selectperson Mannschreck, seconded by Selectperson Hardekopf. Roll Call: Hardekopf – Aye, Gibson – Aye, Mannschreck – Aye, Saccoccia – Aye. The motion passed.

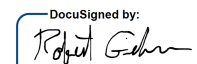
Additional information and links to all reviewed documents can be found in the [December 4, 2023 Town Administrator's Report](#). The next meeting will be held on December 11, 2023.

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 Chairperson Joyce Cappiello

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 Selectperson D. Mannschreck

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 Selectperson T. Hardekopf

Vice-Chair J. Saccoccia

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 Selectperson R. Gibson

January 8, 2024
 Date Minutes Were Approved