



BARRINGTON, NH SELECT BOARD MINUTES

Monday, November 14, 2022

The Select Board meeting for Monday, November 14, 2022 began at 6:30pm. The meeting was held at the Barrington Town Hall, 4 Signature Drive, and was also accessible by remote participation via a Microsoft Teams Meeting. In attendance were Chairperson Mannschreck, Vice-Chair Bailey, Selectperson Gibson, Selectperson Cappiello, and Town Administrator (TA) MacIver. Selectperson Saccoccia and Municipal Office Administrator (MOA) Caudle were excused.

CALL TO ORDER AND ROLL CALL ATTENDANCE

6:30pm. Chairperson Mannschreck called the meeting to order and requested attendance. Cappiello – Present, Gibson – Present, Saccoccia – Not Present, Bailey –Present, Mannschreck – Present.

PLEDGE OF ALLEGIANCE

6:30pm. Chairperson Mannschreck led the Pledge of Allegiance.

AGENDA REVIEW AND APPROVAL

6:30pm. Motion to accept the November 14, 2022 agenda as presented by Selectperson Gibson, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. *The motion passed.*

PUBLIC COMMENT

Public Comment is limited to three minutes per person, and 15 minutes total. Public Comment is not a discussion and commenters should not expect a response or two-way dialogue as the Select Board may not have discussed or taken a position on a matter. Chairperson Mannschreck read the rules of Public Comment.

6:32pm. *Public Comment opened.*

Robert Russell – 99 Tolend Road – Shared he was impressed with Town employees, volunteers, and those running for office; specifically spoke to Jack Gale and his outstanding efforts in assisting residents.

6:34pm. *There were no additional public comments. Public Comment closed.*

PUBLIC HEARINGS AND INVITED GUESTS

School Board Liaison Report

6:35pm. School Board members were unavailable for comment this evening. Chair Mannschreck will provide an update during Select Board Reports.

2023 Budget Presentation – Town Clerk/Election

6:35pm. Kim Kerekes, Town Clerk, presented the proposed 2023 Town Clerk & Election budgets. The only proposed change is for the Election budget, to increase the printing and coding line by \$1,100 to ensure enough ballots can be printed due to the increased turnout in recent elections. TA MacIver shared that the State provides ballots for State elections, and this year instead of using a percentage, the State provided the Town with ballots for each registered voter. The Town ended up with a 30% surplus of unused ballots. TA MacIver will update the Town Clerk's budget materials to reflect the increase.

Additionally, Kim shared that in 2024 she will be requesting to lease additional poll pads in preparation for the 2024 Presidential Primary and Election.

2023 Budget Presentation – Recreation

6:44pm. Recreation Director Jessie Tennis presented the Recreation Budget. TA MacIver explained that the Recreation Budget is one of the smallest budgets due to the only operating budget expenses being two full-time positions and one part-time position. The Recreation Commission considered a capital reserve request for playground maintenance but opted to delay the request to a future year. She explained the efforts to move forward with the Strategic Plan and updates, as well as Rec's collaborative efforts with Town groups.

2023 Budget Presentation – Library

6:49pm. Susan Gaudiello, Library Trustee Chair, and Amy Inglis, former Library Director and current Processor presented the proposed Library budget.

The Library is proposing shifting the Processor position to full-time, and the Library Technology Assistant position to part-time (benefits eligible) as the Library has outsourced a portion of the position. They opted not to pursue a Page position. They are hoping to have a decision made for a Library Director by early December.

Vice-Chair Bailey asked if those individuals who had position changes would also receive step increases in March? Chair Gaudiello explained they had increased the grade for the position due to the skill required, and those positions would increase in March. Additionally, they intend to increase the Library Director from Grade 10 to 11 in March, but for the time being the new hire will begin at Grade 10 step 6. Vice-Chair Bailey voiced his concern for Library employees receiving a greater pay raise than other employees in Town. He also asked if there was a way to reduce the proposed budget increase from 14% to 10%; per Susan and Amy, they've already removed what they can. Amy explained the challenge in hiring skilled library workers with the salary available.

Some contracts will be ended as they have too little use; those items have lessened the increase in the contract line. The Building Maintenance line has been increased as the Public Works Department does not have the equipment to clear the walkway and adequately protect the benches and patios added by the Library.

Amy explained the library has withdrawn from SILC after twenty years due to the staff time required vs. the benefit received from the cooperative, saving the budget \$300 and staff time.

Selectperson Cappiello asked TA MacIver why MRI would opt to provide different grade recommendations for different department heads; TA MacIver explained, in short, that Department Heads range from Grade 9 to grade 13; there is no apples-to-apples comparison. While identifying comparable communities, Department Heads were asked which communities had comparable departments to determine an acceptable comparison.

The Library has requested a \$75,000 warrant article, and plan to redesign and rework the library proposal for presentation on the 2024 ballot. The anticipated cost of the redesign will be \$40,000.

Digital services vs. physical and programmatic needs were discussed, along with how the library provides these services and is asking residents what services they're looking for.

Chair Mannschreck asked if the ABC would like to add anything? Peter Royce, ABC Member and Town Treasurer shared that there was nothing additional to add.

Issuance of a Building Permit on Brooks Road, a Class VI Road, for Sean Manning, Map 211, Lot 2

7:36pm. Steve Haight with Civilworks, Inc. spoke representing owner Sean Manning. Mr. Haight explained the location of the property will be the first home on the Class VI section of Brooks Road, and the applicant has agreed to participate in the continued maintenance of the road along with the other residents of the road. The applicant has applied under Option 1, stating the road currently meets the Select Board's Minimum Road Standards for Class VI and Private Roads. Staff have suggested the road be graded with added material as necessary and that the street number be posted prior to the start of construction.

Vice-Chair Bailey requested the most updated map be submitted, as the one in the packet is not the map referenced in the application.

Selectperson Cappiello shared there are significant potholes in the road, and asked when that would be repaired? TA MacIver explained that would need to be completed prior to the issuance of the certificate of occupancy if the Select Board requires it as a condition of the building permit; typically, the applicant is required to upgrade the road to 50 feet beyond the driveway.

TA MacIver reviewed the requirements in the Class VI/Private Road Policy, including the Indemnification and Road Maintenance Agreement. Mr. Haight was not sure of the status of the maintenance agreement.

Vice-Chair Bailey read from Town Planner Vanessa Price's memo, sharing the status of the road and the recommendations by staff.

7:49pm. Public comment opened.

Fire Chief Rick Walker – Explained the road should be regraded/repared 50 feet beyond the driveway, as the Select Board has required in the past.

7:51pm. There were no additional public comments. Public comment closed.

Motion to authorize the issuance of a building permit for Map 211, Lot 2 with the requirements as proposed by Selectperson Cappiello, seconded by Vice-Chair Bailey. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

CONSENT AGENDA

7:53pm. Motion to approve the Monday, November 14, 2022 Consent Agenda as presented by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

- A. Previously Submitted/Signed Requests for Signature
 - i. Timber Intent for Map 251 Lots 3, 3-1, 4, and 4-1
 - ii. NHMA Legal Inquiries List

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

B. New Requests for Signature

- i. Accounts Payable Manifest 2022-246
- ii. Payroll Manifest 2022-145
- iii. Payroll Manifest 2022-145B (Fire)
- iv. Meeting Minutes for October 17, 2022
- v. Meeting Minutes for October 24, 2022
- vi. Administrative Abatement for Map 212, Lot 3-1
- vii. Administrative Abatement for Map 24, Lot 11

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

APPOINTMENTS

7:53pm. There were no appointments.

STAFF REPORTS**November Work Anniversaries**

7:54pm. TA MacIver read the anniversary list at the November 7, 2022 meeting. Thank you for your dedication to the Town of Barrington!

Jonathan Janelle	Fire/EMS	24 Years
Erin Paradis	Transfer Station Administrator/Highway Support Assistant	14 Years
Richard Smith	Fire/EMS	10 Years
Abigail Clark	Recreation	6 Years
Terrence Glazier	Transfer Station Attendant	3 Years
Peter Curtin	Full-Time Fire/EMS	2 Years
Cameron Berry	Full-Time Police	1 Year

Ask The Town

7:54pm. TA MacIver again shared the “Ask the Town” initiative as well as some questions that have been asked in the past week, including:

1. Q. What are the Applicable State and Local Regulations Regarding Political Signs? [Answer.](#)
2. Q. What is Pay-As-You-Throw (PAYT)? [Answer.](#)
3. Q. Why does the Town have 'Barrington' Trash Bags which Increases Plastic Waste? [Answer.](#)
4. Q. Why was Brewster Road prepared for paving in 2022, but not paved? [Answer.](#)

Questions can be sent to ask@barrington.nh.gov, and may be featured on the Town’s website: www.barrington.nh.gov; and/or Facebook page: www.facebook.com/barringtonnhgov.

Chairperson Mannschreck asked that dates be added to the questions moving forward.

TA MacIver added that this is a way for folks who may be associated with Town government who are approached with a question they may not have the answer to, to be able to direct folks to an appropriate source for an answer.

Master Plan Survey

7:57pm. The Land Use and Transportation chapters of the Master Plan will be updated this year; the Town Steering Committee has put out [a survey](#) to ask residents and those who work in

Barrington what they believe Barrington should look like in the future. The survey is scheduled to close on November 19th.

Selectperson Cappiello asked if the survey could be extended further to allow more time for folks to complete the survey; TA MacIver will speak with Town Planner Vanessa Price about extending the survey.

MOA Caudle

7:58pm. MOA Caudle was absent from the meeting; the only request is for Chair Mannschreck to sign the approved Class VI/Private Road Agreement.

OLD BUSINESS

Tax Increment Financing and Barrington Town Center (TIF)

7:58pm. Vice-Chair Bailey reviewed the information provided and would like to proceed with the development of a TIF district. Chair Mannschreck explained the Select Board needs to define what they'd like to see in the TIF district and put it out to the community for additional input.

TA MacIver will meet with several stakeholders in the next two weeks, and the Select Board will be asked to finalize a plan for the development program at the November 28, 2022 meeting.

The Board and TA MacIver discussed their priorities, including a space for families to utilize, either in the Town Center or by Town properties on Ramsdell Lane, behind Redemption Road, etc. Additionally, they discussed what they'd like to see funds applied to, such as exploring potential uses of the land. Public restrooms, lighting, a location for community events, and general infrastructure improvements were discussed, as well as the potential for the development of a Town beach.

TA MacIver shared how the warrant article will read:

"To see if the Town will vote to establish the Town Center Tax Increment Financing (TIF) District in accordance with RSA 162-k (to include a description of the area); and further, to see if the Town will adopt the development program for the proposed Town Center TIF District in accordance with RSA 162-K:6 and the financing plan for the Town Center TIF District in accordance with RSA 162-K:9."

The provisions of [RSA 162-K](#) were adopted by the Town at [Town Meeting in 1988](#), laying the foundation to allow the Select Board to propose TIF districts for voter approval.

NEW BUSINESS

8:27pm. Vice-Chair Bailey reiterated that he had asked the Library to lower their budget request, and asked the Board to consider separating the Library's budget and asking for separate voter approval. Per Vice-Chair Bailey's request, this will be added to the Select Board agenda for the November 28, 2022 meeting.

SELECT PERSON REPORTS AND CONCERNS

7:50pm.

Selectperson Cappiello – There was not a Planning Board meeting since the previous Select Board meeting, there is one tomorrow night; Selectperson Cappiello believes TIF districts are on the agenda for tomorrow's meeting.

Selectperson Gibson – The Conservation Commission meeting for last week was cancelled, there will be an Energy Committee meeting this Thursday.

Vice-Chair Bailey – Will attend a Zoning Board of Adjustment meeting on Wednesday, and the Library meeting tomorrow (Tuesday).

Chairperson Mannschreck – ABC minutes are in the Select Board's packets, and he is unaware of the next scheduled meeting for the Transfer Station and Recycling Center Committee. The School District is having a budget workshop tomorrow (Tuesday) evening.

PUBLIC COMMENT

Chairperson Mannschreck reiterated the rules of Public Comment.

8:30pm. *Public Comment opened.*

Peter Royce – Carr Drive – Shared that the Transfer Station and Recycling Center Committee will be meeting November 28 at 2pm.

8:31pm. *There were no additional public comments. Public comment closed.*

NONPUBLIC SESSION


8:31pm. Motion to enter nonpublic session pursuant to RSA 91-A:3 for the purposes of personnel by Selectperson Cappiello, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***


RETURN TO PUBLIC SESSION AND ADJOURNMENT

9:13pm. Motion to seal the nonpublic minutes for the November 14, 2022 Select Board Meeting for six (6) months by Selectperson Cappiello, seconded by Selectperson Gibson. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***

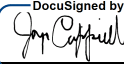
Motion to adjourn the November 14, 2022 Select Board meeting by Vice-Chair Bailey, seconded by Selectperson Cappiello. Gibson – Aye, Cappiello – Aye, Bailey – Aye, Mannschreck – Aye. ***The motion passed.***


Links to all reviewed documents can be found in the [November 14, 2022 Town Administrator's Report](#).

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Chairperson D. Mannschreck

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Vice-Chair G. Bailey

Selectperson J. Saccoccia

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Selectperson J. Cappiello

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Selectperson R. Gibson

November 28, 2022

Date Minutes Were Approved