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***Does the Board agree to this framework for the Purchase & Sales Agreement?***

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**Solar/Energy RFQ:** These are due February 6. ***Does the Board wish to; 1. Establish a committee to review them and make a recommendation to the Board; or 2. Have town staff review and summarize the proposals to the Board before deciding the next step; or 3. Have town staff make a recommendation of a firm to the Board of Selectmen?***

**Warrant:** ***Were there any issues with the final edits from the Deliberative Session and the Board meeting that followed for recommendations regarding the Warrant?***

**Information:**

School Board has decided to not proceed with the Town on office space, but will look at using existing school owned facilities.

This explanation of the articles to be voted upon by ballot on March 11 between 8 AM and 7 PM at the Barrington Middle School is provided by the Barrington Board of Selectmen. For a complete copy of the articles, including complete details on the budget, the Board urges voters to go to the official town website at [www.barrington.nh.gov](http://www.barrington.nh.gov) or to the Town Offices at 333 Calef Highway.

**Articles 2-9. Zoning Amendment Articles.** These have been proposed and recommended by the Planning Board. A summary of what each article does is stated on the warrant/ballot. The actual wording of the amendments and additional details can be obtained from the Planning Office (664-0195) and are also posted on the town web page [www.barrington.nh.gov](http://www.barrington.nh.gov).

The Board of Selectmen proposed and recommends articles 10-24, including all those that authorize spending money. Only articles 10, 11, and 12 result in an increase in taxes in 2014. The Board of Selectmen unanimously opposes the petitioned articles numbered 25, 27 and 28, while taking no position on #26.

**Article 10 Operating Budget.** This budget has increased only 2.6%, mainly due to state requirements and the rising cost of the goods, services, and personnel that enable the town to serve the public. If this article fails, then the default budget, which represents the prior year's adjusted budget, is adopted. *The owner of a home assessed currently at \$250,000 could expect an increase in the annual property tax bill of \$44.50 as a result of this increase in spending.*

**Article 11 Collective Bargaining Agreement (CBA).** The union representing the police department and the Board of Selectmen have reached agreement on a CBA in which the employees receive a 3% increase in pay and agree to cutbacks in health insurance and earned time benefits for a net increase for the agreement of \$3,291. *The owner of a home assessed currently at \$250,000 could expect an increase in the annual property tax bill of less than \$1 as a result of this increase in spending.*

**Article 12 Land for future municipal buildings.** The Board of Selectmen proposed this article to raise \$50,000 for engineering costs to subdivide and engineer improvements on a land donation adjacent to the Christmas Dove for use as a future building site for municipal buildings. This would be within the area planned for a Town Center. This article does not include expenditures for construction of improvements on the property. The donor has proposed a deadline of 2016 by which the Town must fund construction of a building on this site. The Board of Selectmen will take rejection of this article as direction from the Town to focus efforts to construct, purchase or renovate municipal buildings elsewhere. *The owner of a home assessed currently at \$250,000 could expect an increase in the annual property tax bill of \$13.50 as a result of this increase in spending.*

**Articles 13 to 18 Capital Reserve Articles.** The Board of Selectmen proposed these articles to move money from the Town's fund balance and transfer it to dedicated accounts for future expenditure respectively on #13 fire trucks, #14 fire equipment, #15 library technology, #16

cemetery expansion, # 17 highway equipment, and #18 bridges and culverts. *None of these result in an increase in 2014 taxes.*

**Article 19 Highway Garage.** The Board of Selectmen proposed using \$250,000 from the fund balance to build a storage building to store our expensive heavy equipment out of the weather. Currently about \$1.5 million dollars of equipment is stored outside year round. Keeping equipment undercover will prolong its life, reduce maintenance costs and make it easier to be prepared to respond quickly during storms. *This does not result in an increase in 2014 taxes.*

**Article 20 Funds for Additional Road Maintenance.** The Board of Selectmen proposed this article to continue a multiyear plan adopted by the town to save money on long term maintenance by repairing roads before they deteriorate too far. This article for \$175,000, when combined with proposed funds in the operating budget, continues moving in the direction of spending the recommended amount on road paving. *This does not result in an increase in 2014 taxes.*

*The following articles do not increase 2014 taxes although they could result in either savings, income from fines or expenditures of legal fees depending on the article.*

**Article 21 Energy Saving.** The Board of Selectmen proposed this to allow the town to enter into multi-year contracts to save on the cost of energy using either solar power or performance contracts.

**Article 22 Animal Control.** The Board of Selectmen proposed this ordinance to require owners of domestic animals, other than cats, to keep them under control and not wandering in public streets or the property of others. The town would receive the proceeds of any fines.

**Article 23. Advisory Budget Committee.** The Board of Selectmen proposed this article to allow appointing members to the Advisory Budget Committee. If this article passes, the Advisory Budget Committee will be able to continue its function to review budgets with department heads and make recommendations to the Board of Selectmen. If this article fails and petitioned article 28 passes, then the Advisory Budget Committee would be dissolved.

**Article 24. Real Estate.** The Board of Selectmen proposed this article to allow the town to take back ownership for \$1 of real estate which it had previously sold that contained a requirement it first be offered back to the town when the new owner wanted to sell it.

**Article 25 Ordinance establishing a Community Bill of Rights.** This is not recommended by the Board of Selectmen. The Town attorney indicates there is no statutory authority to adopt or enforce portions of the proposed ordinance and that some provisions are contrary to the state and federal constitutions. If adopted it could be costly for the town to defend against those who claim their land is being taken unfairly.

**Article 26 Resolution.** The Move to Amend campaign seeks to amend the US Constitution to restrict the role of corporate power and money in politics. This requests the people's opinion be heard by state and federal representatives. The Board of Selectmen took no position on this.

**Article 27 Land Use Change Fee.** Petitioners proposed having the land use change fee go directly into a trust account for the town hall. The Board of Selectmen does not recommend this because the New Hampshire Department of Revenue and our attorney indicate the proposal is not legal.

**Article 28 Official Budget Committee.** The Board of Selectmen opposes this petitioned article. If article 23 fails and Article 28 passes, then the Advisory Budget Committee would be abolished and a new committee would be established that fundamentally changes the budget process for the Selectmen, School Board and Village District and limits the authority of the voters at the deliberative session to amend the budget.

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## Barrington Town Administrator

### Job Summary

The Town Administrator is the chief administrative officer for the Board of Selectmen, serving at the pleasure of the Board with an employment agreement. The administrator manages and coordinates administrative activities for all staff and departments under the control of the Board of Selectmen. The administrator coordinates and establishes effective working relationships with and among other town boards, commissions and committees, departments, and appointed and elected officials.

### Supervision Received

The Town Administrator receives general supervision and policy direction from the Board of Selectmen, and then exercises independent judgment, conducting business with some operational independence and using personal judgment. The administrator is evaluated annually by the Board for overall performance and achievement of assigned goals and objectives.

### Supervision Exercised

The Town Administrator exercises direct supervision of employees of the Selectmen's office and provides administrative direction and general supervision to department heads and their departments under the authority of the Board of Selectmen.

### Examples of duties

1. **Policy:** The administrator carries out the direction, guidelines and policies of the Board of Selectmen. The Board of Selectmen shall adopt the following policies: personnel policies (including a discipline/grievance process), financial policy (including purchasing, bidding, and specifically what contracts and purchases must come before the Board before execution), safety policy, investment policy, and any others the Board determines are needed. The administrator shall anticipate future needs and work with the Board of Selectmen and others to make long range plans

for the Town. The administrator monitors trends and researches and recommends new policies or improvements of existing policies to the Board of Selectmen. The administrator prepares routine and cyclical reports for submission to town state and federal organizations, including the town report, with particular emphasis on keeping the Board of Selectmen informed.

2. **Financial administration:** The administrator coordinates the daily financial administrative functions of all activities under the control of the Board of Selectmen including oversight of purchasing, contract administration, expenditures, revenue collection, record keeping, grant applications, grant administration, and annual CPA audit. Administers the budget within approved expenditures. The administrator will coordinate with the other boards and committees and the Treasurer, Town Clerk and Tax Collector to facilitate efficient government. The administrator oversees preparation and delivery to the Board of regular reports of the financial situation of the Town. The administrator is responsible for tracking, maintaining and preserving town assets including maintaining adequate insurance. The administrator coordinates with appropriate staff for billing for revenues such as timber tax, current use, gravel excavation, outside details, and trash bags.
3. **Personnel:** The Town Administrator makes the hiring recommendations to the Board for management staff under the jurisdiction of the Board. The Board of Selectmen shall have the right to reject a recommendation but shall not then select a different candidate unless that candidate is acceptable to the Town Administrator. The Administrator makes the hiring decisions for all other staff for existing classifications within the existing budget. The Town Administrator shall be responsible for the evaluation, promotion, and discipline of all such personnel subject to appeal to the Board of Selectmen as outlined in the personnel policy. The administrator shall make recommendations to the Board of Selectmen regarding salary structure and placement of existing staff within that structure. The administrator may propose changes in job descriptions, titles, and administrative structure to the Board of Selectmen. The Board may reject

or amend the changes within 30 days of receiving the proposal after which the Administrator can implement the changes.

4. **General Administration:** The administrator manages and coordinates administrative activities for all staff and departments under the control of the Board of Selectmen. The administrator receives, investigates and responds to complaints and coordinates with appropriate departments, boards, or committees to respond to the issue. The administrator acts to ensure compliance with the Americans with Disabilities Act, Affirmative Action requirements, Family Medical Leave Act, Fair Labor Standards Act, and other state and federal mandates. The administrator oversees the maintenance and operation of the website, computer system and network. The administrator is responsible to see that the assessing records are up to date and the various measurement ratios within required parameters.
5. **Budgets:** The administrator supervises the preparation of all budgets; reviews all budget requests and amends department proposals as deemed appropriate (other than the Library budget). The administrator is responsible for the presentation of the budget to the Board of Selectmen, Advisory Budget Committee and Town. The administrator oversees the preparation of revenue projections, tax rate projections, budget presentations, and all materials needed for Town Meeting.
6. **Communication:** The administrator supervises and oversees regular communication with the community through various media including, but not limited to, the website, channel 26, the town report, social media, news releases, and the Town Common. The administrator acts as a liaison between the Board of Selectmen, elected officials, and town boards, trustees and commissions. The administrator is responsible for overseeing internal communication between departments and also with the various town boards and committees.
7. **Legal:** The administrator is responsible for communication with legal authorities, including the Town's legal counsel(s) and the free legal advice of NHMA in the administration of legal matters including preparation of the warrant for Town Meeting, economic development and general matters.

8. **Other:** The administrator performs other related professional duties as required.

### **Knowledge, Skills, and Abilities Required**

The administrator needs the ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel performing varied operations connected with municipal government. Familiarity is required with the wide variety of general town operations, of state and federal laws pertaining to municipalities and with the development and administration of personnel and financial policy and ordinances. The administrator must have effective oral and written communications skills and the ability to maintain effective working relationships with others. The administrator must be familiar with town office administrative procedures including competency with programs like Microsoft Word, PowerPoint, Excel, and Outlook and have the ability to quickly learn specialized municipal software.

### **Minimum Qualifications Required**

B.A. or B.S. in Business, Public Administration or relevant field of study and 5 years of experience in municipal management or any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities. A Masters of Public Administration or Business is preferred.

### **Physical Abilities and Environmental Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required in performing duties under typical office conditions however the administrator will be required to exert occasional moderate physical effort when reviewing town infrastructure including roads, buildings, bridges, etc., construction sites, winter maintenance effectiveness, etc.

As such the administrator needs the ability to maneuver uneven terrain during all types of weather conditions. The position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

# TOWN ADMINISTRATOR PERFORMANCE APPRAISAL

## Barrington, New Hampshire

Please circle the appropriate number that corresponds with your evaluation of how the Town Administrator carries out the following functions:

*Rating Scale: 1=Unsatisfactory  
 2=Needs Improvement  
 3=Regularly Meets Expectations  
 4=Consistently Exceeds Expectations*

| POLICY  | ←Unsatis |   | Exceeds Exp→ |   |
|---|----------|---|--------------|---|
| Carry out policies adopted by the Board of Selectmen, including personnel, financial, investment, and safety policies.  | 1        | 2 | 3            | 4 |
| Monitor trends, research and recommend new policies or improvement of existing policies. Anticipate future needs and potential problems and make plans to address them. | 1        | 2 | 3            | 4 |
| Serve as liaison between the Board of Selectmen, elected officials, and town boards, trustees and commissions.  | 1        | 2 | 3            | 4 |
| Prepare reports, including town report, state and federal reports, and regular reports to the Board of Selectmen.   | 1        | 2 | 3            | 4 |
| Plan, organize, and supervise implementation of programs adopted or approved by the Board of Selectmen.   | 1        | 2 | 3            | 4 |
| <b>BUDGETING</b>  |          |   |              |   |
| Plan and organize the preparation of an annual budget with proper supporting documentation including revenue projections, tax rate projections.                         | 1        | 2 | 3            | 4 |
| Present the budget to the Board of Selectmen, ABC and prepare all materials for the Deliberative Session.   | 1        | 2 | 3            | 4 |
| Plan, organize, and administer the adopted budget within approved revenues and expenditures.  | 1        | 2 | 3            | 4 |
| Provide regular reports to the Board of Selectmen on the status of revenues and expenditures as compared to budgeted levels.  | 1        | 2 | 3            | 4 |
| <b>FINANCIAL ADMINISTRATION</b>   |          |   |              |   |
| Oversee daily financial administration activities, including purchasing, expenditures, revenue collection, grant and contract administration and similar activities.    | 1        | 2 | 3            | 4 |
| Work with Treasurer, Town Clerk, Tax Collector and other boards and committees.   | 1        | 2 | 3            | 4 |
| Coordinate the work of staff for billing for such revenues as timber tax, current use, gravel excavation, and outside details.  | 1        | 2 | 3            | 4 |

**PERSONNEL MANAGEMENT**

Make hiring recommendations to the Board of Selectmen for management staff; hire other staff as supported and approved in the town budget. 1 2 3 4

Evaluate, promote and discipline staff in accordance with town personnel policy. 1 2 3 4

Assure that staff have the appropriate training and skills to carry out their job responsibilities. 1 2 3 4

Reviews staffing compensation, job descriptions and administrative structure and makes appropriate recommendations to the Board of Selectmen. 1 2 3 4

**GENERAL ADMINISTRATION.**

Respond to public requests and complaints, and to areas of concern brought to the attention of staff by the Selectmen, coordinating with appropriate departments, boards or committees as needed. 1 2 3 4

Ensure compliance with the Americans with Disabilities Act, Affirmative Action requirements, Family Medical Leave Act, Fair Labor Standards Act, and other state and federal mandates. 1 2 3 4

Plan and organize maintenance of town owned facilities, buildings, and equipment. 1 2 3 4

Assure that assessing records are up to date and the various measurement ratios within required parameters. 1 2 3 4

Work with Town's legal counsel and LGC attorneys as needed. 1 2 3 4

**COMMUNICATION**

Ensure regular communication with the community through various media (website, Town Report, social media, news releases, Town Common). 1 2 3 4

Oversee internal communication between departments and town boards and commissions. 1 2 3 4

Maintain effective communication, both oral and written, with the Selectmen; maintain availability to the Selectmen. 1 2 3 4

**PERSONAL CHARACTERISTICS AND PUBLIC RELATIONS**

Organizational culture: Ensure that an attitude and feeling of helpfulness, courtesy and sensitivity to public perception exists in employees coming in contact with the public.

Relationships: Establish effective harmonious relationships with the public, Selectmen, other elected officials, staff, volunteers and community groups.

Initiative: Shows originality in approaching problems, creates effective solutions, and is able to see implications of various approaches.

Objectivity: Is unemotional and unbiased and takes a rational, impersonal viewpoint based on facts and qualified opinions.

Drive: Is energetic, willing to spend whatever time is necessary to do a good job, has good physical and mental stamina.

Decisiveness: Is able to reach timely decisions and initiate action, but not impulsive.

Attitude: Demonstrates enthusiasm, cooperation and flexibility.

Firmness: Is firm with decisions but not stubborn.

|   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 |

*Comments:* further describe the performance of the Town Administrator, detailing particular strengths and weaknesses as well as accomplishments during the past year.

**OBJECTIVES FOR THE COMING YEAR:**

List objectives for the coming year, which will form a basis for the next annual performance appraisal.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**SIGNATURES:**

I have personally reviewed this evaluation and have discussed it with the Board.

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

This evaluation was prepared by the Board of Selectmen, all of whom participated in the review process.

Selectmen signatures: \_\_\_\_\_  
\_\_\_\_\_

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