



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report October 28, 2019 Select Board Meeting

### 1. Agenda

- a. See attached, [October 28, 2019](#)

### 2. Appointments

- a. Budget Presentation – Library – Discussion

- i. Presented by Melissa Huette, Director and Lindsey Maziarz, Trustee Chair
- ii. See attached, [Library Budget Cover – 2020 – 191024](#)
- iii. See attached, [Library Wages and Benefits – 2020 – 190911](#)
- iv. See attached, [Library Budget Narrative – 2020](#)
- v. See attached, [Library Budget Spreadsheet – 2020](#)
- vi. See attached, [Library Technology Warrant Article Request – 2020](#)
- vii. See attached, [Library Bond Warrant Article Request – 2020](#)
  1. Regarding the fundraised money, the Board is asked to consider using the total funds collected and available to spend (with a final update at deliberative session) or the anticipated amount of committed funds to be collected by October of 2020.
- viii. See attached, [Library Foundation Warrant Article Request – 2020](#)
  1. Roger Gingrich, the Barrington Library Foundation Chair will present this \$200,000 warrant article request.
  2. Utilizing an additional \$200,000 from unassigned fund balance in 2020 is estimated to reduce the balance to 11.5% of regular general fund operating expenditures or \$333,000 below the targeted midpoint.
- ix. See attached, [Advisory Budget Committee Minutes – 191022](#)
- x. All linked budget materials are located within the 2020 Budget Binders presented to the Select Board and Advisory Budget Committee. An electronic copy (PDF) of the 2020 Budget Binder can be found at [www.barrington.nh.gov/2020budget](http://www.barrington.nh.gov/2020budget). Please use the instructions and Table of contents to better understand the organization of the electronic budget binder.

### 3. Review of Minutes – **Vote**

- a. See attached, [Minutes 10-21-2019](#)

### 4. Old Business

- a. Clerk of the Works Recommendation – **Vote**

- i. On October 16<sup>th</sup>, the Town Hall Building Committee met to review proposals for the Clerk of the Works position.
  1. See attached, [Minutes for Town Hall Building Committee – 191016](#)



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- ii. The Board is asked to consider the Town Hall Building Committee's recommendation and assign the Town Administrator as the owner's representative.
  - b. Tax Record Preservation Grant Acceptance – **Vote**
    - i. On behalf of the Town, Linda Markiewicz (Tax Collector) applied for and was awarded a \$3,705 grant for tax record preservation.
      1. See attached, [Moose Plate Grant Award – Tax Record Preservation](#)
    - ii. The Board is asked to consider accepting this grant.
  - c. Updated Goodwill Conservation Easement Deed Amendment – **Vote**
    - i. On September 30<sup>th</sup>, the Select Board voted to approve the Goodwill Conservation Easement Deed Amendment which incorporated the additional land acquired by the Town.
    - ii. Upon review, the NH Department of Environmental Services proposed changes.
      1. See attached, [GoodwillCEDeed\\_Amend-Restate\\_2019-10-18](#)
        - a. The highlighted sections reflect changes since Select Board approval.
      2. See attached, [Goodwill CE Deed Amendment Explanation - 191018](#)
    - iii. The Board is asked to consider approving the Goodwill Conservation Easement Deed Amendment with the changes proposed by NHDES.
5. New Business
- a. Recreation Administrative Assistant Regrade 12 to 14 – **Vote**
    - i. The Recreation Administrative Assistant position is currently a grade 12; all other administrative assistant positions in Barrington are grade 14.
      1. See attached, [Recreation Administrative Assistant Job Description](#)
    - ii. This position has been (mostly) vacant since April. After the most recent hire resulted in a vacancy, I recommended a review of the job description and hiring process.
    - iii. Prior to advertising the position again, I would ask the Select Board to consider regrading this position to a grade 14. The budget impact would be \$2,400 and the wage range would increase from \$14.76-\$18.17 (grade 12) to \$16.43-\$20.23 (grade 14).
    - iv. The Select Board is asked to consider regrading the Recreation Administrative Assistant position from a grade 12 to a grade 14.
  - b. Revaluation/Exemption/Credit Details in Tax Bills – **Vote**
    - i. I recommend including an informational sheet in the December tax bill pertaining to the 2019 revaluation and exemptions/credits available. The cost would be less than \$400. Barrington has not typically included additional information in the tax bill.



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- ii. The Select Board is asked to consider authorizing the inclusion of an informational sheet in the December tax bill.

### 6. General Information

- a. PRIMEX Insurance Rate Details
  - i. PRIMEX provided rate details for CY2020 and FY2021. The rates were consistent with assumptions made during budget development.
  - ii. Property and Liability
    1. See attached, [Property and Liability NTE FY2021](#)
  - iii. Unemployment Compensation
    1. See attached, [Unemployment Compensation 2020 Rates](#)
  - iv. Workers Compensation
    1. See attached, [Workers Compensation 2020 Rates](#)
- b. Cemsites Update
  - i. Current ownership and burial information is being entered into the system when schedules allow. Due to a two-step verification process that is needed (Excel spreadsheets and “burial cards”) the data migration is slower than expected. About 35% of our records have been entered into the software database. New purchases and burials are being entered into the system as they occur. It is my goal to have all owners and internments entered into the software for staff use and public inquiries by the time the cemetery opens in the Spring of 2020. Due to the various processes of record retention over the years, sorting, scanning and uploading the existing files will take an undetermined amount of time. Reorganization of these files will need to happen to better assess the time needed.
- c. Additional Details Regarding Revaluation
  - i. In preparation for the December tax billing, staff has prepared an informational document regarding property assessments, the revaluation, and property taxes. This document includes many links to details and additional information and is best viewed electronically. This document is linked to the homepage of the Town’s website ([www.barrington.nh.gov](http://www.barrington.nh.gov)).
    1. See attached, [Revaluation FAQ – 191024](#)
- d. Stonehouse Forest Trails
  - i. On Saturday, October 19<sup>th</sup> SELT held a grand opening ceremony for the newly developed Stonehouse Forest.
    1. See attached, [Stonehouse Forest Trail Map](#)
- e. Chamber of Commerce Annual Dinner
  - i. The Greater Barrington Chamber of Commerce annual dinner is November 9<sup>th</sup> at 5:30pm. Registration is \$40 and the deadline is October 31<sup>st</sup>.



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- ii. The Citizen of the Year is the Barrington Trails Committee
  - iii. The Business Leader of the Year is Cornerstone VNA
  - iv. See attached, [Chamber Dinner News Release 2019](#)
- f. Service-Connected Total Disability Credit Vote of 191024
- i. At the October 21<sup>st</sup> Select Board meeting, the Board considered placing adjustments to the service-connected total disability credit on the warrant. This discussion can be found on page three of the minutes.
  - ii. A motion was made to bring forward a warrant article which increases the credit to \$2,550. When a vote was called, the four members present voted 2-1-1 in support of the motion.
  - iii. NH state law indicates that motions are decided based on a majority of the voting members. Due to the abstention, the voting members voted 2-1 in support of the motion.
  - iv. As a result, without further action by the Board, I will prepare a warrant article increasing the Service-Connected Total Disability Credit to \$2,550.
- g. Map 223, Lot 29 Update
- i. At the October 21<sup>st</sup> Select Board meeting, the Board considered a land offer from Chestnut Woods LLC. The Board asked for verification from the developer regarding awareness of the Town's support for driveway access from Substitute Road if the road is upgraded to the Town's road standards.
  - ii. Chestnut Woods LLC confirmed an understanding of the options and wishes to proceed with the land offer citing development costs and lot value.
  - iii. I will begin the statutory process prescribed in RSA 41:14-a for this lot and the lot to be acquired for the Town Hall; detailed in the following notices:
    1. See attached, [RSA 41-14a Notice – Map 223 Lot 26 – with Attachments](#)
    2. See attached, [RSA 41-14a Notice – Map 223 Lot 29 – with Attachments](#)
7. **October Work Anniversaries**
- a. Nothing to Report
8. **2019 Select Board Goals**
- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
  - b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)
9. **Upcoming Meetings/Events**
- a. November 4<sup>th</sup> – Select Board Meeting – Building/Codes/Planning Budgets
  - b. November 11<sup>th</sup> – Veteran's Day – Holiday
  - c. November 18<sup>th</sup> – Select Board Meeting – Highway/Transfer Station/Dams Budgets
  - d. November 25<sup>th</sup> – Select Board Meeting – Tax/Election/Town Clerk Budgets