



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report

### November 4, 2019 Select Board Meeting

#### 1. Agenda

- a. See attached, [November 4, 2019](#)

#### 2. Public Hearings

- a. Village Place Road Acceptance – RSA 674:40-a III – **Vote**
  - i. Per RSA 674:40-a II, the Planning Board approved the site plan on September 4, 2013
    - 1. See attached, [Village Place Approved Plans – 130904](#)
  - ii. Per RSA 674:40-a IV, *A street accepted under this section shall have the status of a public highway under RSA 229:1. Such street shall be deemed a class V highway, subject to the municipality's duty of regular maintenance as set forth in RSA 231, unless otherwise designated pursuant to statute.*
  - iii. The developer has prepared the attached deed which would transfer ownership of the roads and drainage structures to the Town.
    - 1. See attached, [Village Place – Street Deed to Town](#)
    - 2. The Town's attorney and engineer have reviewed the deed and roads to be accepted and they are to their satisfaction.
    - 3. NOTE: 'Phase 3' (cul-de-sac of Breezy Way) is not being considered for acceptance until October of 2021.
  - iv. The Board is asked to consider the acceptance of Village Place Drive and Breezy Way (excluding 'Phase 3') and allowing the finalization of the deed for acceptance.

#### 3. Appointments

- a. Budget Presentation – Land Use/Planning – Discussion
  - i. Presented by Conner MacIver, Town Administrator
  - ii. See attached, [Planning/Land Use Budget Cover – 2020 – 191031](#)
  - iii. See attached, [Planning/Land Use Wages and Benefits – 2020 – 190911](#)
  - iv. See attached, [Advisory Budget Committee Minutes – 191029](#)
- b. Budget Presentation – Building/Assessing – Discussion
  - i. Presented by John Huckins, Building Inspector/Code Enforcement Officer
  - ii. See attached, [Building/Assessing Budget Cover – 2020 – 191029](#)
  - iii. See attached, [Building/Assessing Wages and Benefits – 2020 – 190911](#)
  - iv. See attached, [Building/Assessing Budget Summary – 191029](#)
  - v. See attached, [Building/Assessing Budget Narrative – 2020](#)
  - vi. See attached, [Advisory Budget Committee Minutes – 191029](#)



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- c. Budget Presentation – Fire/EMS – Discussion
    - i. Presented by Richard Walker, Fire Chief
    - ii. See attached, [Current Fire-EMS Staffing – 2019](#)
    - iii. See attached, [Proposed Fire-EMS Staffing – 2020 Budget](#)
    - iv. See attached, [2020 Fire Call-Volunteer-Per-Diem Wage Breakdown](#)
  - d. 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.
4. New Business
- a. Forestry Grant Acceptance – **Vote**
    - i. The Fire Department has been awarded a \$1,600 grant (valued at \$800) for forestry equipment. The matching funds are properly budgeted for 2020.
    - ii. The Board is asked to consider accepting the forestry grant.
5. General Information
- a. Tax Rate Set - \$22.67
    - i. See attached, [2019 Tax Bill Insert](#)
  - b. 2018 Financial Audit
    - i. See attached, [Financial Statements 2018](#)
    - ii. See attached, [Governance Letter 2018](#)
    - iii. See attached, [Management Letter 2018](#)
    - iv. See attached, [Internal Control Letter 2018](#)
    - v. The Town's 2018 financial audit was completed on October 17<sup>th</sup>. The Town received positive remarks from the auditors. A significant change for the 2018 audit includes compliance with GASB Statement 75 for benefit liability tracking. The audit presented a decreased number of adjustments compared to 2017 and the largest of which was the resolution of the Conservation Fund discrepancy.
    - vi. A special thanks to all staff for working diligently to prepare and respond to this comprehensive process.
  - c. Nomination to NHMA Board of Directors
    - i. I have been nominated to serve on the NHMA Board of Directors for a three-year term expiring in 2022. If appointed, this commitment will include attendance at monthly meetings (generally in Concord).
    - ii. The vote will take place at the NHMA Annual Meeting on November 14<sup>th</sup>.



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**d. Richardson Pond Dam Update**

- i. In May of 2016, the Town received a Letter of Deficiency from NHDES regarding the Richardson Pond Dam on the Goodwill conservation area.
  1. See attached, [Richardson Pond Dam Letter of Deficiency – 160527](#)
- ii. The letter states that by December 1, 2019, the Town must engage the services of a qualified engineer to complete a detailed inspection and reconstruction design.
- iii. I have been in contact with NHDES and various engineers. NHDES is willing to extend the deadline of December 1<sup>st</sup>. The process moving forward will include:
  1. Dam Inspection and Assessment (required by letter of deficiency)
  2. Hydrology and Hydraulics Study (required by letter of deficiency)
    - a. 50-year storm is the benchmark
  3. Surveying the Property
    - a. Determining current height and to be used for design phase
  4. Dam Design
    - a. To meet NHDES design requirements, or
    - b. To reduce the dam out of NHDES jurisdiction (6 feet)
  5. Dam Construction/Re-Construction
    - a. Based on the design
- iv. I will attend the November 7<sup>th</sup> Conservation Commission meeting to discuss funding the requirements of the Letter of Deficiency.

**e. Town and School Collaboration MOU – DRAFT**

- i. The Facilities Manager vacancy has facilitated the creation of a more defined memorandum of understanding (MOU) between the Town and the School. The Town and the School participate in many practices which are determined to be in the best interest of taxpayers. This MOU defines those practices with minor alterations.
  1. See attached, [Town School Collaboration MOU – 191030](#)

**6. November Work Anniversaries**

- a. Jonathan Janelle • Firefighter • 21 Years
- b. Erin Paradis • Highway and Transfer Station Support Assistant • 11 Years
- c. Richard Smith • Firefighter • 7 Years
- d. David Balian • Welfare Caseworker • 7 Years
- e. Robert Williams • Police Chief • 4 Years

**7. Barrington Veterans – Thank You for Your Service!**

- a. Erik Baker
- b. Tyler Currier
- c. Scott Young
- d. Sam Surawski



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- e. Michael Bayer
  - f. Sean Guile
  - g. Donald Millette
  - h. Jake Roger
  - i. Tyler Slankard
  - j. Richard Smith
  - k. Chris Wareing
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 11<sup>th</sup> – Veteran’s Day – Holiday
  - b. November 18<sup>th</sup> – Select Board Meeting – Highway/Transfer Station/Dams Budgets
  - c. November 25<sup>th</sup> – Select Board Meeting – Tax/Election/Town Clerk Budgets
  - d. December 2<sup>nd</sup> – Select Board Meeting – Advisory Budget Committee Presentation
  - e. December 9<sup>th</sup> – Select Board Meeting – Select Board Budget Deliberations
  - f. December 16<sup>th</sup> – Select Board Meeting – Budget Finalization/Prepare for Hearing