



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report November 18, 2019 Select Board Meeting

#### 1. Agenda

- a. See attached, [November 18, 2019](#)

#### 2. Public Hearings

- a. Acquisition of Map 223, Lot 29 Pursuant to RSA 41:14-a – **Vote**
  - i. See attached, [RSA 41:14-a Notice – Map 223, Lot 29 – with Attachments](#)
  - ii. See attached, [Map 223, Lot 29 Planning Board Recommendation](#)
  - iii. See attached, [Map 223, Lot 29 Conservation Commission Recommendation](#)
  - iv. The Town Lands Committee reviewed the land acquisition at their November 9<sup>th</sup> meeting and recommend the Select Board moved forward with acquiring Map 223, Lot 29.
- b. Acquisition of a portion of Map 223, Lot 26 Pursuant to RSA 41:14-a – **Vote**
  - i. See attached, [RSA 41:14-a Notice – Map 223, Lot 26 – with Attachments](#)
  - ii. See attached, [Map 223, Lot 26 Planning Board Recommendation](#)
  - iii. See attached, [Map 223, Lot 26 Conservation Commission Recommendation](#)
  - iv. The Town Lands Committee reviewed the land acquisition at their November 9<sup>th</sup> meeting and recommend the Select Board moved forward with acquiring Map 223, Lot 26.

#### 3. Appointments

- a. Budget Presentation – Highway/Dams – Discussion
  - i. Presented by Marc Moreau, Road Agent and Erin Paradis, Support Assistant
  - ii. See attached, [Highway Budget Cover - 2020 - 191114](#)
  - iii. See attached, [Highway Wages and Benefits – 2020 – 191114](#)
  - iv. See attached, [Highway and Transfer Budget Summary – 2020](#)
  - v. See attached, [Highway Budget Narrative – 2020](#)
  - vi. See attached, [Dam Budget Narrative – 2020](#)
- b. Budget Presentation – Transfer Station – Discussion
  - i. Presented by Erin Paradis, Support Assistant
  - ii. See attached, [Transfer Station Budget Cover – 2020 – 191114](#)
  - iii. See attached, [Transfer Station Wages and Benefits – 2020 – 190911](#)
  - iv. See attached, [Highway and Transfer Budget Summary – 2020](#)
  - v. See attached, [Transfer Station Budget Narrative – 2020](#)
- c. Transfer Station Preliminary Analysis
  - i. Presented by Erin Paradis, Support Assistant
  - ii. See attached, [Transfer Station Preliminary Analysis – 191107](#)



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- iii. See attached, [NRRA Recycling and Solid Waste Study Committee](#)
- iv. See attached, [Transfer Station User Fees](#)
- 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. Review of Minutes – **Vote**
  - a. See attached, [Minutes 10-28-2019](#)
  - b. See attached, [Minutes 11-04-2019](#)
- 5. Old Business
  - a. Job Description Review – Highway Support Assistant and Transfer Station Administrator – **Vote**
    - i. See attached, [Highway Support Assistant and Transfer Station Administrator – Redlined](#)
    - ii. See attached, [Highway Support Assistant and Transfer Station Administration – Clean](#)
    - iii. This proposed job description update transfers administrative responsibilities in the Transfer Station and Recycling Center from the Road Agent and adds responsibilities for asset management using GIS-based tools and resources.
    - iv. This position is proposed to transition to full-time status upon passage of the budget at Town Meeting in March.
    - v. The grade of this updated position is proposed to be determined based on the recommendation of the compensation study. A portion of the compensation study is reviewing the details of each position and recommending grades based on rating factors.
    - vi. The Board is asked to consider the updated Highway Support Assistant and Transfer Station Administrator job description to become full-time upon passage of the operating budget in March.
- 6. New Business
  - a. Road Name – 2111 Franklin Pierce Highway (Map 126, Lot 61) – **Vote**
    - i. The subdivision of 2111 Franklin Pierce Highway will result in three lots using the same access necessitating a road designation. The current property owners have proposed three names to the E911 Road Naming Committee.
    - ii. The E911 Road Naming Committee recommends Rally Road for the newly created road in the vicinity of 2111 Franklin Pierce Highway. Bisson



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Way/Lane and Sunday River Road were also proposed; conflicts were identified with Bryson and River Road.

iii. The Board is asked to consider naming the new road Rally Road.

b. Recreation Administrative Assistant Position Expansion – **Vote**

i. At the October 28<sup>th</sup> Select Board meeting, the Recreation Administrative Assistant position was regraded from 12 to 13. The Recreation Commission and staff have continued to review the position and evaluate how well it meets the current and future needs of the department.

ii. See attached, [Recreation Administrative Assistant Proposal – 191113](#)

iii. If this position were to be expanded within the operating budget, implementation would be delayed until Town Meeting approved the budget in March. This would require 75% funding (39 weeks) of the expansion in 2020. The wage and benefit numbers below are based on current status January – March and expanded status April – December.

1. Current Status (25 hours)

a. Wages: \$20,699

b. Total: \$23,196

2. Increase 9.5 hours to 34.5 hours

a. Wages: \$26,643 (+\$5,974)

b. Total: \$38,328 (includes 85% of individual health insurance) (+\$15,132)

3. Increase 15 hours to 40 hours

a. Wages: \$30,084 (+9,385)

b. Total: \$61,115 (includes 85% of family health insurance, retirement, long-term disability, dental, FSA contribution, etc.) (+\$37,919)

iv. The Board had previously requested the Recreation Revolving Fund balance for the past eight quarters:

1. 12/31/17 (End Q4) - \$659,961.54

2. 3/31/18 (End Q1) - \$793,634.05

3. 6/30/18 (End Q2) - \$842,447.46

4. 9/30/18 (End Q3) - \$663,414.00

5. 12/31/18 (End Q4) - \$561,287.87

6. 3/31/19 (End Q1) - \$564,204.91

7. 6/30/19 (End Q2) - \$688,207.91

8. 9/30/19 (End Q3) - \$668,157.99

v. The recently completed strategic planning process for the Recreation Department identified many priorities. The Recreation Commission and staff is currently working to organize the priorities by importance. The needs identified in the strategic plan far exceed the available funds of the Recreation Revolving Fund.

c. The Board is asked to consider the Recreation Commission's request to expand the Recreation Administrative Assistant position from the operating budget.



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### **7. General Information**

#### **a. Tax-Deeded Property Abatements**

- i. There are seven tax-deeded properties which have not been bought back by the previous property owner. These seven properties will require a tax abatement as they are in Town ownership. The total to be abated from all seven properties is \$14,853.
- ii. If the previous property owner comes forward to repurchase their property, they will still be responsible for all taxes that would have been owed. This same standard exists for excess proceeds if the Town sells the property in the future. The law is written in order to ensure the Town's ability to collect property tax revenue while protecting private property owners' rights.

#### **b. Conservation Commission Update – Forester and Richardson Pond Dam**

- i. On November 7<sup>th</sup> I attended the Conservation Commission meeting to discuss the Forester proposal and the Richardson Pond Dam.
- ii. The Conservation Commission voted to authorize the work agreement for two forest management plans totaling ~\$4,500 to be paid for from the Conservation Fund. The Commission expressed the expectation that the Conservation Fund would be reimbursed for the forest management plan costs from future timber harvesting revenue. Revenue from timber activities is directed to the general fund, only Town Meeting can transfer any portion of that money to the Conservation Fund. Revenue from a timber harvest on a properly designated Town Forest can be directed to a Town Forest Management Fund without a separate action from Town Meeting. The forest management plans will be developed in the spring of 2020 by Tim Nolin of Forest Land Improvement.
- iii. The Conservation Commission voted to authorize spending up to \$10,000 from the Conservation Fund to engage a qualified engineer to perform an inspection and assessment of the Richardson Pond dam and perform a hydraulics and hydrology study. The Commission expressed the expectation that Conservation Fund monies spent on the dam would be reimbursed from timber harvesting revenue. As previously stated, this would require an action from Town Meeting. The Conservation Commission expressed the opinion that this project was more closely related to infrastructure than conservation and should be funded from the operating budget. Although the Commission authorized spending up to \$10,000, they have not yet decided if they intend to fund the design and construction phases of the project. They will continue their discussion at the November 21<sup>st</sup> meeting.



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- c. Property Tax Bills Due December 16<sup>th</sup>
    - i. Property Tax Bills were mailed on November 12<sup>th</sup> and will be due December 16<sup>th</sup>. We have received positive feedback regarding the insert and provided additional information to those which have contacted the Town Hall.
  - d. NH Municipal Association Conference Review
    - i. Six staff members attended sessions of the two-day NHMA annual conference (\$130 for both days) in Manchester. Staff received training and participated in workshops in the following areas (among others):
      - 1. Social Media and Information Sharing
      - 2. Next Generation Health Insurance Plans and Programs
      - 3. Attracting Public Works Talent
      - 4. Strategic Governance
      - 5. Local Road Management
      - 6. Trust Fund Administration
      - 7. Public Meetings
      - 8. Clean Energy
      - 9. Right to Know Law
      - 10. Court and Legislative Updates
    - ii. Staff look forward to sharing and implementing what they have learned.
  - e. New Town Hall Update
    - i. Careno Construction and Port One Architects have been working to develop conceptual designs for review. I will meet with their team on Friday 11/15 to review their progress and offer input.
- 8. 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
- 9. 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](#)
- 10. Upcoming Meetings/Events**
- a. November 25<sup>th</sup> – Select Board Meeting – Tax/Election/Town Clerk Budgets
  - b. December 2<sup>nd</sup> – Select Board Meeting – Advisory Budget Committee Presentation
  - c. December 9<sup>th</sup> – Select Board Meeting – Select Board Budget Deliberations
  - d. December 16<sup>th</sup> – Select Board Meeting – Budget Finalization/Prepare for Hearing