



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report November 25, 2019 Select Board Meeting

1. Agenda

- a. See attached, [November 25, 2019](#)

2. Public Hearings

- a. Acquisition of Map 223, Lot 29 Pursuant to RSA 41:14-a – Discussion
 - 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. See attached, [Map 223, Lot 29 Town Lands Committee Recommendation](#)
- b. Acquisition of a portion of Map 223, Lot 26 Pursuant to RSA 41:14-a – Discussion
 - 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. See attached, [Map 223, Lot 26 Town Lands Committee Recommendation](#)

3. Appointments

- a. 2020 Census Presentation – Richard Perrin
 - i. See attached, [2020 Census Presentation](#)
- b. Doug Langdon Recreation Commission Appointment – **Vote**
- c. Budget Presentation – Town Clerk/Election
 - i. Presented by Kim Kerekes, Town Clerk
 - ii. See attached, [Town Clerk Budget Cover – 2020 – 191028](#)
 - iii. See attached, [Town Clerk Wages and Benefits – 191028](#)
 - iv. See attached, [Town Clerk Budget Summary – 2020](#)
 - v. See attached, [Town Clerk Budget Narrative – 2020](#)
 - vi. See attached, [Town Clerk – Conferences and Training](#)
 - vii. See attached, [Town Clerk – Technology Quote](#)
 - viii. See attached, [Town Clerk – Printer Quote](#)
 - ix. See attached, [ABC Minutes – 191119](#)
- d. Budget Presentation – Tax
 - i. Presented by Linda Markiewicz, Tax Collector
 - ii. See attached, [Tax Budget Cover – 2020 – 191120](#)
 - iii. See attached, [Tax Wages and Benefits – 2020 – 190911](#)
 - iv. See attached, [Tax Budget Summary – 2020](#)
 - v. See attached, [Tax Budget Narrative – 191004](#)



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- vi. See attached, [ABC Minutes – 191119](#)
- e. 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. Please use the instructions and Table of contents to better understand the organization of the electronic budget binder.
- f. R. M. Edgerly and Son Funeral Home Proclamation – 180 Years
 - i. R. M. Edgerly & Son, Inc. was established in 1839 and is currently the oldest family-owned funeral home in New Hampshire and one of the oldest in the country. The funeral home will be celebrating their 180th anniversary on December 5th and Joel Sherburne will attend and present the proclamation to recognize the 180 years of service to the Town of Barrington.
 - ii. See attached, [R M Edgerly and Son Funeral Home Proclamation – 180 Years](#)
- 4. Review of Minutes – **Vote**
 - a. See attached, [Minutes 11-18-2019](#)
- 5. Old Business
- 6. New Business
 - a. 300th Anniversary Special Event Insurance Waiver – **Vote**
 - i. On behalf of the 300th anniversary committee Chief Walker would like to request a waiver of the policy requiring outside organizations to acquire additional insurance. The 300th Committee would like the 300th anniversary activities to be included under the Town insurance policy.
 - ii. If the 300th Anniversary Committee were to hold a function that would serve alcohol, they would be expected to acquire a separate policy for high risk events.
 - b. Electronic Time and Attendance – **Vote**
 - i. At the September 30th Select Board meeting, there was a brief discussion regarding electronic time and attendance for payroll. The Finance office has been reviewing options to improve payroll efficiency and effectiveness.
 - ii. The Town's current financial software, AccuFund, has electronic time and attendance functionality which would seamlessly integrate into the Town's accounting. Other options were considered but lacked the ability to communicate directly to our accounting software.



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- iii. To implement AccuFund electronic time and attendance, it would cost \$5,854.25 for software purchasing/implementation (one-time) and the annual maintenance cost would be \$6,748.75.
 - iv. This process includes a transition to our accounting data being hosted in the cloud. Currently, we store our financial data on-site (with cloud back-ups) and are responsible for all safety and security. Using a hosted-data model, AccuFund would be responsible for safety and security. Additionally, the data would be more accessible to off-site users. The hosted data represents \$4,224 of the \$6,748.75 annual maintenance cost.
 - v. The proposed timeline would be a transition to hosted data by the end of 2019 and electronic time and attendance implementation through the spring of 2020. The transition would occur stepwise (by department) to ensure an improved process is achieved.
 - vi. The Select Board is asked to consider authorizing a transition to hosted accounting data and electronic time and attendance for a one-time cost of \$5,854.25 and an annual cost of \$6,748.75. The one-time cost would be spent from the incident fund and the annual cost would be properly budgeted in Admin Contracts.
- c. Community Development Block Grant – Lee Oaks Cooperative – Discussion
- i. Lee Oaks Cooperative is a 69-unit, 163 resident, member-owned cooperative located on the south end of Route 125. The community is experiencing issues with their well and septic related to contamination and distribution line failures. They expect the total project budget to exceed \$1,000,000. They are pursuing many grants, financing, and funding options including an NHDES SRF loan, financing from the Drinking Water Trust Fund, and financing from USDA Rural Development.
 - ii. The Community Development Finance Authority administers the Community Development Block Grant for municipalities. Specifically, there is a housing and public facility grant for the rehabilitation and improvement of housing for low- and moderate-income homeowners and tenants. Only municipalities can apply, but the sole cost and liability is with the sub-granted organization. Lee Oaks Cooperative has asked the Town to consider pursuing a CDBG on their behalf.
 - iii. The process starts with three public hearings which I have scheduled for December 16th. At that time, the Select Board will be asked to vote to proceed with the CDBG application process.
 - iv. The Board is asked to consider any additional information requested prior to the December 16th meeting.
- d. Winter Contractors Two-Week Minimum – Discussion



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- i. Barrington augments winter maintenance activities with a long-serving group of local contractors. Winter contractors are an important component of Barrington's winter maintenance process.
- ii. Prior to becoming Road Agent, Marc had provided contracted winter maintenance services in the private sector. Based on Marc's understanding of the value of winter contractors and the unpredictability of weather events, he proposed a two-week minimum of ten hours for each winter contractor. The practice is successfully employed by NHDOT and other municipalities.
- iii. This practice is proposed to start mid-November and last twenty weeks (until late March/early April). Payments would be made after the first ten weeks and at the conclusion of the twenty weeks. This practice would apply to regular winter contractors in good standing.
- iv. Barrington's winter contractor rates are competitive as compared to the state and area communities. Contractors with a six-wheeled truck with plow, wing, and sander earn \$85 per hour. Contractors with a one-ton truck with plow and sander earn \$55 per hour.
- v. The winter of 2018-2019 represented \$156,217 in winter contractor expenses. The total liability of a two-week minimum for winter 2019-2020 would be \$31,000.
- vi. The Board is asked to consider this new practice and request any additional details needed to make a decision.

7. General Information

- a. Property Tax Bills Due December 16th
 - i. Property Tax Bills were mailed on November 12th and will be due December 16th. We have received positive feedback regarding the insert and provided additional information to those which have contacted the Town Hall.

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. December 2nd – Select Board Meeting – Advisory Budget Committee Presentation
- b. December 9th – Select Board Meeting – Select Board Budget Deliberations