



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report December 16, 2019 Select Board Meeting

A reception will start at 6:00pm at the ECLC in recognition of Chief Robert Williams' retirement and the appointment of Deputy Chief George Joy as Barrington's Police Chief

1. Agenda

- a. See attached, [12-16-2019](#)

2. Changing of the Guard

- a. Chief Robert Williams Retirement Recognition
- b. Deputy Chief George Joy Appointment and Swearing-In

3. Public Hearings

- a. Community Development Block Grant Application – **Vote**
 - i. As discussed at the November 25th meeting, Lee Oaks Cooperative is interested in pursuing a Community Development Block Grant:
 1. 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.
 2. 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.
 - ii. Donna Lane is working with Lee Oaks Cooperative and will be presenting the three public hearings.
 - iii. See attached, [Barrington CDBG Public Hearing Notice](#)
 - iv. See attached, [Barrington CDBG Public Hearing Script December 16, 2019](#)
 - v. See attached, [Barrington CDBG Application Environmental Exemption Form](#)



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- b. Housing and Community Development Plan – **Vote**
 - i. At the December 3, 2019 meeting, the Planning Board reviewed this plan and offered their support for adoption as written.
 - i. See attached, [Barrington CDBG Public Hearing Notice](#)
 - ii. See attached, [Barrington CDBG Public Hearing Script December 16, 2019](#)

- c. Residential Antidisplacement and Relocation Assistance Plan – **Vote**
 - i. At the December 3, 2019 meeting, the Planning Board reviewed this plan and offered their support for adoption as written.
 - ii. See attached, [Barrington CDBG Public Hearing Notice](#)
 - iii. See attached, [Barrington CDBG Public Hearing Script December 16, 2019](#)

- 4. Appointments
 - a. Kyle Garland – Technology Committee – **Vote**
 - i. See attached, [Kyle Garland – Application for Appointment – Technology Committee](#)
 - ii. The Board is asked to consider the appointment of Kyle Garland to the Technology Committee for a three-year term.

 - b. Budget and Warrant Article Finalization – Select Board – **Vote**
 - i. See attached, [2020 Budget Summary by Function – 191127](#)
 - ii. See attached, [2020 Proposed Budget – 191127](#)
 - 1. The Select Board is asked to review the proposed budget and finalize for presentation at the January 6, 2019 public hearing.
 - iii. See attached, [2020 Proposed Warrant Articles – 191213](#)
 - 1. The Select Board is asked to review the proposed warrant articles and to consider taking a vote to place each article on the warrant. The Select Board will vote separately to recommend or not recommend each article.
 - 2. The updated document shows articles highlighted in **green** for decisions which have been made and highlighted in **yellow** for decisions which still need action. If the title is yellow, the Board still needs to vote to place that article on the warrant.
 - 3. The Town received an additional \$4,000 in cemetery revenue and the capital reserve contribution has been increased from \$1,000 as previously approved to \$5,000.
 - 4. The Select Board and Advisory Budget Committee can vote (or revote) to make recommendations anytime until the posting for deliberative session (third week in January).
 - iv. Budget Finalization and Hearing Schedule
 - 1. January 6, 2020: First Public Hearing (Bond and Budget)
 - 2. January 20, 2020: Second Public Hearing (Bond and Budget), if necessary



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3. February 1, 2020: Deliberative Session
 4. March 10, 2020: Voting Day
- c. 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.
5. Review of Minutes – **Vote**
- a. See attached, [Minutes 12-09-2019](#)
6. Old Business
- 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. 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 – **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. See attached, [Map 223, Lot 26 Town Lands Committee Recommendation](#)
 - c. Electronic Time and Attendance – **Vote**
 - i. At the November 25th Select Board meeting, the Board discussed a proposal to implement electronic time and attendance. The Board asked for additional information and encouraged the pursuit of a discount for the first year. The pricing shared on December 2nd and 9th show a 25% discount for the software purchase.
 - ii. At the December 9th Select Board meeting, the Board asked the Advisory Budget Committee to make a recommendation. At the December 11th meeting, the Advisory Budget Committee voted to recommend moving forward with the proposed electronic time and attendance module.
 - iii. As previously discussed, the annual maintenance cost of the electronic time and attendance module is \$2,524.75.
 1. See attached, [AccuFund Employee Portal – Additional Details](#)
 - iv. The annual cost for hosted financial data is \$4,224.
 1. See attached, [AccuFund Cloud Accounting – Additional Details](#)
 - v. Acquiring the services through ADP would have reduced functionality and was estimated to cost \$12,000-\$18,000 per year.



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- vi. The Technology Committee has been contacted and supports the transition. The group is willing to review the security and contract documents to ensure the Town's data is adequately protected.
- vii. 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 \$5,329.25 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.

7. New Business

a. TURBOCAM Use of Map 234 Lots 1.5 and 1.6 – **Vote**

- i. TURBOCAM's development of Map 234 Lots 1.2 and 1.4 and Map 233 Lot 77 will generate excess material. TURBOCAM has offered to perform improvements on Map 234 Lots 1.5 and 1.6. The material would be used to level portions of the lots and further prepare them for future development.
- ii. The Town owns Map 234 Lots 1.5 and 1.6. The TURBOCAM Development Agreement calls for TURBOCAM to purchase and develop Map 234 Map 1.5 no later than December 31, 2022. At this time, Map 234 Lot 1.6 is to be retained by the Town for future recreation use.
- iii. The Board is asked to consider authorizing TURBOCAM to utilize portions of Map 234 Lots 1.5 and 1.6 for the placement of excess material.

b. Purchase of Used Propane Generators – **Vote**

- i. The Town has been offered two, used, 65-kilowatt, Caterpillar, propane generators for \$15,000. These generators have been in service for 10 years at a business in Deerfield and are being replaced with higher capacity units. The estimated value of this equipment is \$25,000.
- ii. The Public Safety Building is currently serviced by a diesel-powered generator. A transition to propane has been planned for a number of years, but other facility maintenance items have been a higher priority. A propane-powered generator will provide more reliability with less maintenance. Only one generator would be necessary at the Public Safety Building.
- iii. There has been ongoing discussion to supply the Transfer Station with generator power. The second generator could be considered for the Transfer Station or possible integration with the new Town Hall.
- iv. If the Board supported this purchase, there are three possible funding sources.
 - 1. Fire Rescue Equipment Capital Reserve, current balance: \$38,751.
 - 2. 2019 Unexpended Operating Budget Appropriations: \$359,271 total (est.) with \$197,840 from the Fire and Police budgets.
 - 3. 2020 Operating Budget – General Government Buildings Building Maintenance: \$50,000 budgeted.



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- v. The Board is asked to consider the purchase of two, used, 65-kilowatt propane generators for \$15,000.
- c. Close Ambulance Department Subaccount – **Vote**
 - i. The Treasurer controls a General Fund subaccount (Ambulance Department) with a current balance of \$2,853.50. The subaccount is no longer used. The Fire Chief and Treasurer support transferring the balance to the General Fund.
 - ii. The Select Board is asked to consider directing the Town Treasurer to close the Ambulance Department subaccount and transfer the remaining balance to the General Fund.

8. General Information

9. December Work Anniversaries

- a. Richard Walker Jr. • Fire Chief • 19 Years
- b. Robert Brown • Highway Department • 12 Years
- c. David Getchell • Custodian • 7 Years
- d. Brian Dodier • Highway Department • 6 Years
- e. Brian Badgley • Fire Department • 6 Years
- f. Susan Milioto • Library Desk Clerk • 2 Years
- g. Christopher Wareing • Fire Department • 1 Year
- h. Jake Roger • Fire Department • 1 Year

10. 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](#)

11. Upcoming Meetings/Events

- a. January 6, 2020 – Bond and Budget Public Hearing
- b. January 20, 2029 – Bond and Budget Public Hearing (if needed)