



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report December 2, 2019 Select Board Meeting

### 1. Agenda

- a. See attached, [12-02-2019](#)

### 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. Budget Presentation – Advisory Budget Committee
  - i. Presented by Steve Saunders, Peter Royce, George Bailey, John Morris and Dannen Mannshreck
  - ii. See attached, [ABC Minutes – 190403](#)
  - iii. See attached, [ABC Minutes – 190711](#)
  - iv. See attached, [ABC Minutes – 190918](#)
  - v. See attached, [ABC Minutes – 190924](#)
  - vi. See attached, [ABC Minutes – 191001](#)
  - vii. See attached, [ABC Minutes – 191015](#)
  - viii. See attached, [ABC Minutes – 191022](#)
  - ix. See attached, [ABC Minutes – 191029](#)
  - x. See attached, [ABC Minutes – 191112](#)
  - xi. See attached, [ABC Minutes – 191119](#)
  - xii. See attached, [ABC Minutes – 191126](#)
  - xiii. See attached, [2020 Budget Summary by Function – 191127](#)
  - xiv. See attached, [2020 Proposed Budget – 191127](#)
- b. 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.



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4. Review of Minutes – **Vote**
  - a. See attached, [Minutes 11-25-2019](#)

5. Old Business

- a. Electronic Time and Attendance – **Vote**
  - i. At the November 25<sup>th</sup> 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.

<b>AccuFund Electronic Time and Attendance Pricing</b>		
	<b>Software Purchase</b>	<b>Annual Cost</b>
Employee Portal (Up to 150 Employees)	\$ 1,895.00	\$ 473.75
Employee Time Entry	\$ 1,695.00	\$ 423.75
ETE Calendar	\$ 749.00	\$ 187.25
Hosted Accounting Data	\$ -	\$ 4,224.00
Hosted Employee Portal	\$ -	\$ 1,440.00
Implementation (Consulting Time)	\$ 2,075.00	\$ -
Discount (25%)	\$ (1,084.75)	\$ -
<b>Total</b>	<b>\$ 5,329.25</b>	<b>\$ 6,748.75</b>

- ii. The pricing details above show a 25% discount for the software purchase. The implementation cost is based on a conservative estimate of outside consulting necessary; it will not be used if it is not needed.
- 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. The Technology Committee has been contacted regarding this proposal. Additional information will be shared when it is available.
- 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 \$5,329.25 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.

6. New Business

- a. Mallego Bridge Acceptance – **Vote**
  - i. GW Brooks and Hoyle Tanner and Associates submitted the Certificate of Final Completion of Work for the Mallego Bridge project.
    1. See attached, [Certificate of Final Completion of Work – Mallego Rd](#)



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- ii. The Select Board is asked to consider voting to accept the new Mallego Road Bridge.
- b. NHDES Asset Management Grant – Warrant Article – **Vote**
- i. In pursuit of enhanced asset management for Barrington's roads, staff identified a grant opportunity worth pursuing. If awarded, this grant would fund \$30,000 toward stormwater asset management (culverts, drainage structures, and supporting infrastructure). This funding would help jumpstart the GIS-based asset management program within the Highway Department.
  - ii. The Federal Environmental Protection Agency regulates municipal stormwater systems (MS4s) with the assistance of state agencies (NHDES). The requirements to track and monitor stormwater and its environmental impact are increasingly impactful to municipal budgets. To assist with MS4 compliance, state-administered, federal money is available through various grants and loans with principal forgiveness.
  - iii. Based on population density, Barrington currently has a waiver for the MS4 requirements. Waiver communities are encouraged to be proactive with their MS4 compliance in order to avoid significant costs to come into compliance (if the waiver were to be rescinded). Communities holding an MS4 waiver are especially encouraged to pursue the grant funds available.
  - iv. Specifically, there is Asset Management funding available through the [NHDES Clean Water State Revolving Fund](#) (CWSRF). This funding is structured as a low-interest loan which is eligible for 100% forgiveness up to \$30,000. The proposal would be to pursue \$30,000 in funding contingent on approval of 100% loan forgiveness. Authorization to borrow requires the approval of the legislative body (voters).
  - v. I propose the following warrant article which, if approved, would allow us to pursue up to \$30,000 in funding from the CWSRF for asset management.
  - vi. *To see if the Town will vote to raise and appropriate the sum of \$30,000 (gross budget) to defray the cost of planning for public facilities for development and implementation of an asset management plan for the Town's stormwater collection and conveyance systems and, to authorize the issuance of not more than \$30,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Select Board to apply for a Clean Water State Revolving Fund (CWSRF) loan. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to \$30,000. Further, to authorize the Select Board to take all other actions necessary to carry out and complete this project.*
  - vii. The Board is asked to consider authorizing this article for the 2020 warrant.



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- c. Young Road Causeway Culvert – **Vote**
  - i. The 48-inch steel culvert on Young Road just south of the boat launch on Swains Lake is deteriorating. There are numerous replacement options which should be considered prior to investing in this piece of infrastructure. The simplest approach would be an in-kind replacement, but that would still require permitting and significant costs. It would be valuable to improve that section by widening the road, making it safer for pedestrians and motorists.
  - ii. It is recommended that the Town engage the services of a qualified engineer to advise the Town regarding options available and the related permitting and construction costs.
  - iii. The Select Board is asked to consider authorizing the advertisement for engineering services related to this culvert on Young Road.
  
- d. Unassigned Fund Balance Update
  - i. [In September](#), I provided an update regarding Barrington's unassigned fund balance with end of year projections and anticipated usage for 2020. As we approach the end of 2019, our unassigned fund balance position and 2019 contribution has become clearer.
  - ii. See attached, [Unassigned Fund Balance – 191127](#)
    - 1. See attached, [Unassigned Fund Balance History – 191127](#) (Excel)
    - 2. See attached, [Unassigned Fund Balance Workbook Details - 191127](#)
  - iii. In September, I estimated a 12.1% unassigned fund balance if voters supported all \$770,000 in planned warrant articles. Based on an updated review, I estimate that Barrington's unassigned fund balance will be 11.3% if voters support all \$770,000 in planned warrant articles. The difference is based on 2019 contributions to unassigned fund balance. Using averages, I had originally estimated that \$652,662 would be added to unassigned fund balance in 2019. I now estimate that \$326,437 will be added to unassigned fund balance. This contribution is comprised of \$359,271 in unexpended appropriations and a \$32,834 revenue deficit.
  - iv. Every \$31,325 represents 0.1% of unassigned fund balance. At 11.3%, Barrington would be \$379,416 below the targeted midpoint of 12.5%.
  - v. As the Select Board considers warrant articles and their funding source, it is important to understand the updated unassigned fund balance calculations.



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### 7. General Information

- a. 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.

### 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 9<sup>th</sup> – Select Board Meeting – Select Board Budget Deliberations
- b. December 16<sup>th</sup> – Select Board Meeting – Select Board Budget Deliberations