



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report February 10, 2020 Select Board Meeting

1. Agenda

- a. See attached, [Agenda 2020-02-10](#)

2. Appointments

- a. Deputy Police Chief Introduction/Swearing In: Daniel Brooks
 - i. Deputy Chief Daniel Brooks comes to Barrington with twenty-three years of law enforcement experience including nine years with New Hampshire Fish and Game and fourteen years with the Durham Police Department. He will serve an integral role in supporting Barrington's Police force through professional development and staff supervision.

3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-01-27](#)

4. New Business

- a. Recreation Director Job Description Review – **Vote**
 - i. As part of the hiring process for the Recreation Director position, the Job Description was reviewed, and adjustments were made. The primary adjustments were to the formatting and aligning the essential position functions with the current responsibilities of the position.
 - 1. See attached, [Existing Recreation Director Job Description](#)
 - 2. See attached, [Proposed Recreation Director Job Description](#)
 - ii. The Select Board is asked to consider approving the adjusted Recreation Director Job Description.
- b. Crush and Recycle Highway Stockpile – **Vote**
 - i. The Highway Department is cleaning and organizing the yard behind the Highway garages. This process has included hauling off old steel culverts, burning brush piles, hauling off fallen trees and debris, and organizing materials, among other activities.
 - ii. Over the last few years, an approximately 7,000-yard stockpile of gravel, ledge, and asphalt mixture has accumulated. It is time to have the stockpile processed into useful material, suitable for paved road shoulder gravel (1.5" diameter or less).
 - iii. The Road Agent solicited three quotes for the work.
 - 1. See attached, [Crush and Recycle Quotes – 200206](#)
 - 2. \$27,305 – Hartmann Enterprises
 - 3. \$35,000 – K Babb Companies
 - 4. \$39,375 – F. L Merrill Construction Inc.



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- iv. The Town's Purchasing Policy requires expenditures over \$10,000 to be subject to the sealed bid process. The work to be performed is straightforward and quotes were received from three qualified companies.
 - v. First, we ask that the Select Board consider waiving the Purchasing Policy requiring sealed bid for this expenditure.
 - vi. Second, we ask that the Select Board support the Road Agent's recommendation to award the work to Hartmann Enterprises. Funds for this work are properly budgeted in the Paved Roads budget line (01-4312-01-4435)
- c. Recommend Appointment of Health Officer – **Vote**
- i. Pursuant to RSA 128, each municipality must recommend the appointment of a Health Officer to the Commissioner for the Department of Health and Human Services (DHHS) to serve a three-year term. The Health Officer has three primary functions (from the DHHS website):
 - 1. Enforcing applicable New Hampshire laws and administrative rules (i.e. regulations), as well as local ordinances and regulations enacted by communities;
 - 2. Serving as liaisons between state officials, local elected officials, and residents for local public health issues; and,
 - 3. Leading and actively participating in efforts to develop regional public health capacities.
 - ii. The Select Board is asked to consider recommending the reappointment of John Huckins as Barrington's Health Officer.

5. February Work Anniversaries

- a. Darlene Harris • Transfer Station Supervisor • 15 Years
- b. Spencer Aube • Police Detective • 2 Years
- c. Tyler Currier • Police Officer • 1 Year

6. 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](#)

7. Upcoming Meetings/Events

- a. February 24, 2020 – Select Board Meeting
- b. March 9, 2020 – Select Board Meeting
- c. March 10, 2020 – Town Voting Day