



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report March 9, 2020 Select Board Meeting

1. Agenda

- a. See attached, [Agenda 2020-03-09](#)

2. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-02-24](#)

3. Old Business

a. Fire Tanker Bids

- i. The Fire Tanker Bid Proposal was advertised on February 3, 2020. The following web link provides the full bid proposal:
https://www.barrington.nh.gov/sites/barringtonnh/files/bids/2020_tanker_bid_spec_002.pdf. Bids were due on March 2, 2020.
- ii. The Town received two bids:
 1. Dingee Machine Company
 - a. See attached, [Dingee Fire Tanker Bid Cost – 200302](#)
 - b. Web link for entire proposal:
https://www.barrington.nh.gov/sites/barringtonnh/files/uploads/dingee_tankerbid.pdf
 2. Northeastern Fire:
 - a. See attached, [Northeastern Fire Tanker Bid Cost – 200302](#)
 - b. Web link for entire proposal:
https://www.barrington.nh.gov/sites/barringtonnh/files/uploads/northeastern_tankerbid.pdf.
- iii. See attached, [2020 Proposed Tanker Bid Review Spreadsheet](#)
- iv. The Fire Chief and Fire Department Truck Committee have reviewed the proposal and recommend the following:
 1. Northeast Fire Bid Option #3 - \$114,494 with delivery in four months. (Dingee bid \$122,525 with delivery in six months.)
 2. The Town would purchase the Freightliner chassis directly and have it delivered to Northeast Fire.
 3. The trade-in value is \$1,500 and the Truck Committee recommends having the Tanker returned to the Town to be retained by the Highway Department or sold through sealed bid.
- v. The Select Board is asked to consider the Fire Chief and Truck Committee's recommendation and award the Fire Tanker project to Northeast Fire for Option #3 at \$114,494 to be paid from the Fire Truck Capital Reserve Account (balance of \$481,539).



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- vi. The Select Board is asked to consider the Fire Chief and Truck Committee's recommendation to purchase the Freightliner chassis directly using funds from the Fire Truck Capital Reserve Account (balance of \$481,539).
- b. Recreation Facility Addition – **Vote**
- i. The Recreation Department and Recreation Commission are prepared to move forward with a Request for Qualifications (RFQ) process for the design and construction of an approximately 1,500 square foot addition to the facility. This addition would be fully funded from the Recreation Revolving Fund (January balance of \$651,559). After reviewing the following additional information, the Select Board is asked to consider authorizing the advertisement of an RFQ for the described work.
 - ii. The Recreation Commission has consulted with a Fire Protection Engineer to confirm that an addition would not require a fire suppression system.
 - iii. The Recreation Commission and Department reached out to multiple contractors in order to review up-to-date estimates for the cost per square foot. The estimated cost per square foot for the proposed addition will be between \$125 and \$190.
 1. See attached, [Recreation Cost Analysis – Cain](#)
 2. See attached, [Recreation Cost Analysis – Langdon](#)
 3. See attached, [Recreation Cost Analysis – Owl Ridge](#)
 - iv. The Recreation Commission and Department have thoroughly reviewed their space needs and prepared the attached space needs assessment.
 1. See attached, [Recreation Space Needs Assessment – 200305](#)
 - v. The anticipated layout of the addition would be:
 1. See attached, [Recreation Addition Rough Plans - 200305](#)
 - vi. Two construction windows exist for this addition.
 1. As soon as possible, being finished by June 19th.
 2. Starting after August 17th, with no required deadline.
 - a. The gym floor is currently planned for refinishing from August 17th through August 28th.
 - vii. The Select Board is asked to consider authorizing the advertisement of an RFQ for the design and construction of an addition to the Recreation facility.
- c. 2020 Paving Projects and Request for Proposals – **Vote**
- i. The Road Agent has developed a recommendation for 2020 paving projects.
 1. See attached, [2020 Paving Projects Recommendations – 200305](#)
 2. The Select Board is asked to review the recommendations and consider authorizing the 2020 paving projects as presented.
 - ii. The Road Agent has also been working on the content of the Request for Proposals (RFP) to ensure the Town is providing adequate specifications



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for the work to be performed. The Road Agent proposes adding the following to the RFP:

1. *All reclaim work shall have between 2 ½% and 3% crown. In some instances, or determined by the Road Agent, the road shall be super elevated on corners where higher speeds are prevalent. All driveway and roadway tie ins whether base or wear course shall be milled full depth to the thickness being applied and tack coated. This will also be included in the per ton pricing. Longitudinal joints will need to be luted if they are in danger of leaving a pronounced visible or physical ridge. Any compaction of reclaimed sections shall be done using water. Random, compaction tests and core samples may be done at any time by the request of the Road Agent. The cost of this testing will be borne by the Town. Contractor shall be responsible for notifying dig safe prior to reclamation. Due diligence should be employed with regard to raining conditions. Binder can be applied in very light rain. Contractor should strive to place wear course only in dry conditions.*
2. See attached, [2020 Paving Request for Proposals](#)
3. The Select Board is asked to provide any input regarding the details or structure of the Request for Proposals.
4. The Select Board is asked to consider authorizing the proposed RFP to be finalized and advertised.

d. 2019 Goal and Budget Analysis – Discussion

- i. The annual cycle for a Select Board is from Town Meeting to Town Meeting. March 9th is the final meeting for this annual cycle and I would like to present a review of the 2019 goals and budget.
 1. See attached, [2019 Select Board Goals and Budget Analysis - 200303](#)

e. 2020 Goal Development – Discussion

- i. As the next annual cycle for the Select Board begins at the March 23rd meeting, please be prepared to develop goals for 2020.

f. Select Board Organization and Committee Assignments – Discussion

- i. The first order of business at the March 23rd Select Board meeting will be organization (selection of Chair and Vice Chair). At the April 13th meeting, the Chair will deliver committee assignments. The following boards, committees, and commissions are available for Select Board representation:
 1. Planning Board, Library Trustees, Conservation Commission, Recreation Commission, School Board, Advisory Budget Committee, Town Hall Building Committee, Zoning Board of



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Adjustment, Trails Committee, Town Lands Committee, and Transfer Station and Recycling Center Review Committee.

4. New Business

a. Police Donations – **Vote**

i. Patrol Carbine

1. Chief Joy would like to accept a donation from 2-A Tactical, a federally licensed firearms dealer on Tolend Road in Barrington. Rob Russell is the owner and a former Dover Police Officer. Rob previously made a donation in April of 2019. Rob approached the Chief with an offer to donate two additional patrol carbines and a thermal imager, with a total approximate value of \$5,500, to the Police Department. The Chief recommends the Board accept this donation.
2. The Board is asked to consider offering thanks and accepting the gift.

ii. Rifle Optic

1. A resident of Barrington has donated an optic for an assault rifle with a value of less than \$300. The resident noticed the rifle without an optic and offered the personal surplus equipment.
2. The Board is asked to consider offering thanks and accepting the gift.

b. Police Union Sidebar Agreement – **Vote**

- i. At the January 27th meeting, the Select Board voted to support the recommendations of the Compensation Study. Changes for union employees required mutual agreement of the Union. The Select Board supported making the attached proposal to the Police Union for their consideration. The Police Union has agreed.

1. See attached, [Police Union Sidebar Agreement – 200305](#)

- ii. The Select Board is asked to consider approving the attached agreement.

c. Write-Off Bad Debt – Global Energy Solutions – **Vote**

- i. The Finance Administrator, Amy Doherty, has reviewed a debt from Global Energy Services dating back to 2018. She has recommended that the Select Board write-off the bad debt.

1. See attached, [Global Energy Solutions – Bad Debt Write-Off - 200213](#)

- ii. The Select Board is asked to consider authorizing the write-off of \$1,916.50 due from Global Energy Solutions which has been deemed uncollectable.



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- d. Barrington Medical Services and Coronavirus – Discussion
 - i. Town officials are following all guidance from federal, state, and regional health organizations regarding the COVID-19 Coronavirus. Chief Walker will provide brief details and be available to address any questions or concerns.
- e. Town Deposits and Banking Review – Discussion
 - i. In the Fall of 2019, the Finance Office staff, the Town Treasurer, and the Town Administrator performed a comprehensive review of the banking services provided to the Town and available with other institutions. As a result of the review and work performed, the Town was able to improve our banking services in the following ways:
 - 1. Approximately 18% per month in additional interest collected; \$2,696 in the month of January. We were able to negotiate a larger investable balance and a commitment to earn on the high end of the Federal Reserve interest rate range.
 - 2. Implementation of Positive Pay which verifies all checks written and ACH's issued with a list provided by the Town in order to better protect the Town from check and ACH fraud.
 - 3. Finally, they have improved online data access functionality with statements and other information.
 - ii. Although the Town did not change financial institutions, this exercise was incredibly valuable. Thank you to the Finance Office staff and the Treasurer for investing the time and energy to protect the Town's interests.

5. General Information

- a. Town Report Available
 - i. The Town Report is completed, and printed copies were received on March 2, 2020. Copies have been distributed throughout Town and are available for pick up at the Town Hall. The electronic copy is available now at www.barrington.nh.gov/2019TownReport.
- b. Committee, Commission, and Board Appointments
 - i. The Select Board is responsible for appointing the membership of many committees, commissions, and boards. Terms for these appointments typically expire March 31st. The Select Board has annually considered the appointments at the second meeting in March. Please review the attached appointment list in advance of the March 23rd meeting. The Select Board should be prepared to make the necessary appointment decisions on March 23rd.
 - 1. See attached, [2020 Appointments – 200323](#)



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6. March Work Anniversaries

- a. Steven Paul • Highway Department • 20 Years
- b. Eric Lenzi • Assistant Fire Chief • 19 Years
- c. Peter Royce • Treasurer • 15 Years
- d. Amanda Barber • Police Sergeant • 4 Years
- e. Melissa Huette • Library Director • 2 Years

7. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
- b. See attached, [Select Board Goal and Budget Analysis – March 3, 2020](#)

8. Upcoming Meetings/Events

- a. March 10, 2020 – Town Voting Day
- b. March 23, 2020 – Select Board Meeting
- c. April 13, 2020 – Select Board Meeting
- d. April 27, 2020 – Select Board Meeting
- e. May 11, 2020 – Select Board Meeting