



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report March 23, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- During the State of Emergency, by order of Governor Sununu, certain requirements of RSA 91-A (Right-to-Know Law) have been relaxed.
 - See attached, [Governor Sununu Right to Know Memo](#)
 - Additional Details at the following link: <https://www.nhmunicipal.org/covid-19-resources>

Select Board Chair Emergency Determination

- Pursuant to RSA 91-A:2, III(b), the Select Board Chair declares that the ongoing COVID-19 health crisis is an emergency and, 'the physical presence of a quorum is not reasonably practical within the period of time requiring action'. The facts upon which that determination was made are as follows:
 - On March 11, 2020, the World Health Organization declared COVID-19 a pandemic
 - On March 13, 2020, the President of the United States declared a National Emergency concerning the Novel Coronavirus Disease (COVID-19)
 - On March 13, 2020, the Governor of New Hampshire declared a state of emergency
 - State and federal agencies recommend that gatherings of ten or more people be avoided

Remote Meeting Participation

- Teams Video Conference: [Join Microsoft Teams Meeting](#)
- Call: [\(929\) 338-4464](#) (one-click link)
 - Conference ID: 914 091 658#

1. Agenda

- a. See attached, [Agenda – 2020-03-23](#)

2. Public Hearings

- a. Issuance of building permit at 16 Range Road, a Class VI Road, for Erik Aucella, Map 228, Lot 15 – **Vote**
 - i. See attached, [Class VI Road Agreement – Aucella – Map 228 – Lot 15 – 200318](#)
 1. Department Heads have reviewed the request and recommended the Select Board support the following requirements:
 - a. 1 ½” gravel from last house to new driveway entrance
 - b. Construct a crown to shed water
 - c. Create ditch lines to carry runoff
 - d. Keep unimproved section of Range Road clear



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- e. Keep drainage from developed lot off Range Road
 - f. Grade road with supplemental gravel from Stagecoach Road to new driveway
 - g. Widen road to 20' pursuant to the Fire Code
 - h. Improve road to a point beyond the new driveway suitable for turning around fire apparatus
 - i. Pave 16' at the end of Range Road to protect Stagecoach Road
 - ii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 228, Lot 15 with the conditions indicated by the Fire Chief and Road Agent.
3. Appointments
 - a. Select Board Organization – **Vote**
 - i. According to Section 1 (d) of the Select Board Rules of Procedures (ELECTION OF OFFICERS):
 1. i) Procedures for electing officers are as follows:
 - a. (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.
 - b. (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
 - c. (3) The above election shall be by a majority vote of the Select Board. During the year the Board by majority vote may change the officers.
 - ii. The Select Board is asked to select a Chair.
 - iii. The Select Board is asked to select a Vice-Chair.
 - b. 2020 Committee, Commission, and Board Appointments – **Vote**
 - 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:
 1. See attached, [2020 Appointments Updated – 200323](#)
 - ii. The Select Board is asked to consider making the appointments indicated.
4. Review of Minutes – **Vote**
 - a. See attached, [Minutes – 2020-03-09](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

5. Old Business

a. Select Board Committee Assignments – Discussion

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

- ii. As requested, I have compiled the meeting information for each committee:

1. See attached, [All Boards Meeting Details](#)
2. See attached, [All Boards Meeting Calendar](#)

b. 2020 Goal Development – Discussion

- i. As the next annual cycle for the Select Board begins, it is time to prepare goals for 2020.
- ii. The following review of 2019 was presented at the March 9th meeting.
 1. See attached, [2019 Select Board Goals and Budget Analysis - 200303](#)
- iii. The Select Board is asked to consider goals to be finalized at the April 13th meeting.

c. Fire Department Wage System – Discussion

- i. In 2019 the Fire Chief worked with the Select Board to consider various compensation adjustments for the Fire Department. The Select Board determined it would be best to pursue a compensation study prior to making other wage adjustments. A priority for the Fire Chief was a review of the compensation for non-full-time staff.
- ii. The compensation study was completed in early 2020 and provided recommendations for full-time and part-time wages and guidance for call Fire personnel. The Fire Chief used the approved recommendations and the guidance to develop a wage system for the remaining positions within the Fire Department (call, per-diem, and officer).
- iii. See attached, [Fire Department Wage System – 200318](#)
- iv. The wage system is based on the new pay plan to help avoid the need for future adjustments. The rates which have been set will be adjusted with any future cost of living adjustments approved by the Select Board.
- v. The Fire Department wage system is straight-forward, flexible, and promotes employee retention without discouraging call-member participation.
- vi. This information is provided for the Select Board's information to conclude the review process of Fire Department wages.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- d. Stormwater Asset Management Grant Consultant Selection – **Vote**
 - i. At Town Meeting in 2020, voters authorized the pursuit of a \$30,000 stormwater asset management grant. The next step towards receiving this grant is to engage the services of a qualified consultant to develop a project scope for the grant. I have been working with NHDES to proceed with this process; NHDES requires a qualifications-based selection process for the engineering consultant. I will work with NHDES to advertise a request for qualifications pursuant to their process requirements.
 - ii. The Select Board is asked to consider authorizing the Town Administrator to develop and advertise a qualifications-based selection process for consulting services related to the stormwater asset management grant.

6. New Business

a. Excavator Rental

- i. The Road Agent is interested in renting a mini excavator for not more than six months this spring/summer. Funds for this equipment rental are properly budgeted in the Highway Department budget.
- ii. The Road Agent has extensively investigated excavator purchasing options. There are not many options available in the weight class necessary to justify an equipment purchase. Multiple machines were tested last fall and, for the time being, the Road Agent believes it is better to continue renting a mini-excavator and supplement with the Town-owned backhoe.
- iii. On March 11, the following Request for Bid was advertised:
 1. The Town of Barrington is accepting sealed bids for the rental of an excavator without an operator for a minimum three-month rental period with an option for a month to month extension beyond the three-month period. Machine shall be between 18,000 to 20,000 pounds in weight and be equipped with a digging bucket, a power tilt ditching bucket and a thumb. Machine can be rubber tracked or steel tracked. Front blade preferred. Rental rate shall include; any schedule maintenance while in the Town's possession and the mobilization to and from the highway garage located at 226 Smoke Street Barrington. Bids are due by noon Wednesday March 18, 2020 and should be marked sealed bid excavator rental 2020. Bids can be mailed to P.O. Box 660 Barrington, NH 03825 or dropped at 333 Calef Highway Barrington, NH. Any questions please contact Marc Moreau at 948-5203.
- iv. The Road Agent directly contacted multiple equipment rental facilities inviting them to submit bids for this rental.
- v. The Town received one bid from John Deere (NORTRAX)
 1. See attached, [Excavator Bid – NORTRAX – 200318](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- vi. The Road Agent recommends a six-month rental through NORTRAX at \$18,850.
 - vii. The Select Board is asked to consider awarding the excavator rental to NORTRAX for \$18,850.
- b. 2020 Budget Line Item Transfers – **Vote**
- i. The 2020 budget proposal was finalized on January 6, 2020 and approved by voters on March 10, 2020. At the January 27, 2020 meeting, the Select Board approved the recommended wage and benefit changes of the compensation study process. The budget for wages and benefits should be updated to reflect the changes. Budget line-item transfers require action of the Select Board.
 - ii. In addition to changes based on implementing the compensation study, the adjustments also reflect staffing changes (primarily; Police Chief, Deputy Police Chief, Recreation Director, and Assistant Recreation Director) and benefit census changes.
 - iii. See attached, [Budget Line Item Transfers – 200323](#)
 - iv. The Select Board is asked to authorize the budget line item transfers as presented.
- c. Exemption and Credit Deadline Extension – **Vote**
- i. The application deadline for new exemptions and credits for 2020 is April 15th. The Select Board is able to extend that deadline. Due to the hardships created by the COVID-19 virus, the Select Board is asked to consider extending the deadline to June 19th.
 1. See attached, [Exemption and Credit Deadline Extension – 200318](#)
 - ii. It is important to note that the first tax bill will likely be issued prior to the deadline and the Select Board may need to process abatements for new applicants that apply after the issuance of the first half tax bills. This is a simple process but should be expected if the deadline is extended.
 - iii. The Select Board is asked to consider authorizing the extension of new exemption and credit applications to June 15, 2020.
- d. Add Additional Health Insurance Plan Option – **Vote**
- i. Barrington's health insurance provider, Health Trust, allows communities to offer up to three plan options to enrollees. Barrington currently offers two options. The Town pays 85% of the premium for the cheaper of the two plan options (AB10). The same dollar amount is contributed toward the more expensive plan option (BC2T20). The value of the Town's premium contribution for 2020 is \$7,217/year for a single plan, \$14,434 for a two-person plan, and \$19,486 for a family plan.
 - ii. After reviewing the available options, the Town Administrator, Human Resources Administrator, and Finance Administrator recommend adding a



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- third plan option to eligible employees during open enrollment for the plan year starting July 1, 2020. The third option would be a cheaper alternative 'site of service' plan with a \$1,000/\$3,000 deductible (ABSOS20/40 1KDED). The Town would continue to contribute 85% of the AB10 plan at the values listed above.
- iii. This third plan would be an optional alternative to employees interested in a cheaper health plan which promotes medical consumerism. Adding the third plan option would have no cost impact to the Town.
 - iv. The Select Board is asked to consider authorizing the addition of a third plan option for the plan year starting July 1, 2020.
- e. Town Administrator Job Description – **Vote**
- i. During the Town Administrator annual review, the Select Board recommended one minor adjustment to the Town Administrator Job Description.
 1. See attached, [Town Administrator Job Description - 200318](#)
 2. See attached, [Town Administrator Job Description – Red-Lined - 200318](#)
 - ii. The Select Board is asked to approve the updated job description.
- f. Town of Barrington Services and COVID-19 (Novel Coronavirus) – Discussion
- i. Town officials are following all guidance from federal, state, and regional health organizations regarding the COVID-19 Coronavirus.
 - ii. All Departments are making the necessary adjustments to continue providing services with little or no public contact. In general, updated Town services information can be found at www.barrington.nh.gov/covid19. Please see below for specific guidance from various departments:
 1. See attached, [Police COVID-19 Operations Letter – 200317](#)
 2. See attached, [Transfer Station COVID-19 Operations Letter – 200317](#)
 3. See attached, [Recreation COVID-19 Operations Letter – 200317](#)
 4. See attached, [Town Clerk COVID-19 Operations Letter – 200317](#)
 5. See attached, [Tax COVID-19 Operations Letter – 200317](#)
 6. Barrington Library Information: www.barringtonlibrary.com/
 - iii. This is a rapidly evolving health crisis and we urge all residents to follow the guidance provided from federal, state, and regional health organizations. Updated information regarding the impact on Town of Barrington services can be found at www.barrington.nh.gov/covid19.
- g. 2020 Petitioned Warrant Articles – **Vote**
- i. Barrington voters were presented with three advisory petitioned warrant articles on the 2020 ballot.
 - ii. Article 20 - By Petition: Prevent Nuclear War



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

1. Web link: [2020 Petitioned Article – Prevent Nuclear War](#)
- iii. Article 21 – By Petition: Resolution, Act on Climate Pollution
 1. Web link: [2020 Petitioned Article – Act on Climate Pollution](#)
- iv. Article 22 – By Petition: Resolution for Fair Redistricting
 1. Web link: [2020 Petitioned Article - Redistricting](#)
- v. Each petitioned article calls for written correspondence to various elected leaders at the State and Federal level.
- vi. The Select Board is asked to consider how to proceed with the results of the advisory petitioned warrant articles.

7. 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. Recreation Facility Addition
 - i. The Recreation Department and Recreation Commission are moving 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).
 - ii. Responses to the RFQ are due by April 6, 2020.
 - iii. The Recreation Commission will make a recommendation to the Select Board by April 22nd for a decision at the April 27th Select Board meeting.
 - iv. The complete RFQ is available on the Town's website.
- c. 2020 Paving Projects Request for Proposals
 - i. The 2020 Paving Request for Proposals has been finalized and advertised.
 1. Request for Proposals: <https://www.barrington.nh.gov/highway-department/bids/2020-paving-request-proposals>
 2. Proposals are due by April 8, 2020 and are planned to be awarded at the April 13th Select Board meeting.

8. Job Opportunities

- a. Program Coordinator: <https://www.barrington.nh.gov/recreation-department/pages/recreation-program-coordinator>
 - i. Application materials due by April 3, 2020

9. March Work Anniversaries

- a. Steven Paul • Highway Department • 20 Years
- b. Eric Lenzi • Assistant Fire Chief • 19 Years
- c. Peter Royce • Treasurer • 15 Years



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- d. Amanda Barber • Police Sergeant • 4 Years
- e. Melissa Huette • Library Director • 2 Years

10. 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](#)

11. Upcoming Meetings/Events

- a. April 13, 2020 – Select Board Meeting
- b. April 27, 2020 – Select Board Meeting
- c. May 11, 2020 – Select Board Meeting