



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report April 13, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 929-338-4464](tel:+19293384464) and enter Conference ID 176 036 561#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200413
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB200413
- Call: [+1 929-338-4464](tel:+19293384464) (one-click link)
 - Conference ID: 176 036 561#



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1. Agenda

- a. See attached, [Agenda – 2020-04-13](#)

2. Public Hearings

3. Appointments

- a. Petitioned Warrant Article Correspondence – Discussion

- i. At the March 23, 2020 meeting, the Select Board decided to allow the petitioners of each petitioned warrant article to share the warrant article language and vote totals as they wish. The Select Board felt that the petitioners were best suited to send letters or share the information with the various political leaders.
- ii. The Select Board experienced resistance from the petitioners when they were notified of the Board's suggestion that they deliver the warrant results. Since the warrant language indicated delivery of the results and the petitioners were unwilling, the Select Board Chair authorized the issuance of the letters on April 6th in order to focus on more pressing issues like the local response to the global pandemic.
- iii. See attached, [Article 20 Letter – Nuclear War](#)
- iv. See attached, [Article 21 Letter – Climate Change](#)
- v. See attached, [Article 22 Letter – Redistricting](#)

- 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.
- ii. The Select Board is asked to consider making the following appointments:
 1. Reappoint Linda Markiewicz as Tax Collector – 2021
 2. Reappoint Peter Royce as Treasurer expiring – 2021
 3. Reappoint Charles Briggs to the Conservation Commission – 2023
 4. Appoint Thomas Smith to the Conservation Commission – 2021
 5. Appoint Daniel Ayer to the Conservation Commission – 2023
 6. Appoint Anne Melvin as an Alternate to the Conservation Commission – 2023
 7. Appoint Jim Saccoccia as an Alternate to the Planning Board – 2021
 8. Reappoint Karyn Forbes to the Zoning Board – 2023
 9. Reappoint Cheryl Huckins to the Zoning Board – 2023
 10. Reappoint George Bailey to the Zoning Board – 2022
 11. Reappoint Peter Royce to the Advisory Budget Committee – 2023



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- c. Select Board Committee Assignments – Discussion
 - i. The Chair has worked with each Board member to determine appropriate ex-officio membership and liaison participation in the various boards, committees and commissions.
 - ii. The Chair has made the following assignments:
 1. Tracy Hardekopf: Transfer Station Review Committee and Advisory Budget Committee
 2. Andy Knapp: Planning Board, Town Hall Building Committee, and Technology Committee
 3. George Bailey: Library Trustees, Town Hall Building Committee, and Zoning Board
 4. Dan Ayer: Conservation Commission, Town Lands Committee, and School Board
 5. Jim Saccoccia: Recreation Commission and Planning Board Alternate
 - iii. 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](#)
4. Review of Minutes – **Vote**
 - a. See attached, [Minutes – 2020-03-23](#)
5. Old Business
 - a. 2020 Goal Development – **Vote**
 - 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 discussed various goals at the March 23rd meeting and request they be developed into formal goals for approval at the April 13th meeting.
 - iv. See attached, [2020 Select Board Goals](#)
 - v. The Board is asked to consider approving the proposed 2020 Select Board Goals.
 - b. 2020 Paving Contractor Bid Decision – **Vote**
 - i. At the March 9th meeting, the Select Board authorized the advertisement of the [2020 Paving Projects Bid Request](#).
 - ii. The Town received four responses:
 1. See attached, [Advanced Excavating and Paving 2020 Bid](#)
 - a. Base Bid: \$584,819.50



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2. See attached, [Busby Construction Co Inc 2020 Bid](#)
 - a. Base Bid: \$666,935.60
 3. See attached, [Pike Industries Inc 2020 Bid](#)
 - a. Base Bid: \$662,559.00
 4. See attached, [R and D Paving Inc 2020 Bid](#)
 - a. Base Bid: \$561,905.62
- iii. The Road Agent has reviewed the bids and recommends R&D Paving Inc., the low bid. The Road Agent felt that R&D and Advanced both proposed reasonable prices and both could perform the work as described. More importantly, the Road Agent is confident that his supervision (based on decades in the industry) and the improved specifications (included in the contract) will result in a higher quality product for the Town of Barrington.
- iv. *Note: Locke Hill Lane will no longer have a topcoat applied this year. While acquiring the driveway permit for Locke Hill Lane through NHDOT, the Town was informed that a simple topcoat would not be acceptable to the State. The additional pavement may cause minor grading/drainage concerns at the intersection. The Town will apply a topcoat to Locke Hill Lane when the State applies a topcoat to Church Street (Route 126) at some point in the future.
- v. Any adjustments made to the paving contract (additions/deletions/changes) will be done through a change order approved by the Select Board.
- vi. The Select Board is asked to consider awarding the 2020 Paving Projects.
- c. Recreation Facility Addition – Discussion
- i. At the March 9th meeting, the Select Board authorized the advertisement of a [Request for Qualifications](#) for a 1,500 sq. ft. addition to the Recreation Facility. This addition would be fully funded from the Recreation Revolving Fund (January balance of \$651,559).
 - ii. The Town received four responses (web link provided):
 1. [Careno Construction](#)
 2. [Groen Construction](#)
 3. [Martini Northern, LLC](#)
 4. [Ricci Construction](#)
 - iii. The Recreation Department and Recreation Commission will be reviewing the submissions and interviewing firms. The Recreation Department and Recreation Commission will present a recommendation to the Select Board at the April 27th meeting.
- d. 2020 Roadside Clean-Up – Discussion
- i. The Second Annual Roadside Clean-Up is scheduled for Saturday, April 25, 2020. Although some adjustments will be made in response to COVID-19, the roadside clean-up will continue as planned.



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- ii. This will serve as a great opportunity for community members to get out of their house and onto their roads, get some fresh air, and be productive while social distancing. It will bring residents together while staying 6 feet apart.
 - iii. There will be no volunteer lunch and, instead, all volunteers are asked to join the Highway Department for their annual open house this fall.
 - iv. Bags can still be picked up at the Highway Garage, but residents should schedule a time to pick them up to ensure social distancing. Staff will also be available to drop bags off to residents if they would be more comfortable.
 - v. Participants will have the option of bringing the filled bags to the Highway Garage or leave them on the side of the road to be picked up by volunteers or staff. All roadside trash will go in a separate open top container provided by Waste Management.
 - vi. Anyone interested should call or e-mail Erin Paradis (603) 664-0166 or eparadis@barrington.nh.gov.
 - vii. See attached, [2020 Roadside Clean-Up Information Sheet](#)
- e. Stormwater Asset Management Grant Consultant Request for Qualifications – Discussion
- i. At the March 23rd meeting, the Select Board authorized the advertisement of a Request for Qualifications for Asset Management and Additional Engineering Services.
 - ii. The [Request for Qualifications](#) is available on the Town’s website.
 - iii. Responses are due on May 6th with a recommendation to be prepared for the May 11th Select Board meeting.
- 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 – 200324](#)
 - 3. See attached, [Recreation COVID-19 Operations Letter – 200317](#)
 - 4. See attached, [Recreation COVID-19 Playground Notice – 200325](#)
 - 5. See attached, [Town Clerk COVID-19 Operations Letter – 200317](#)
 - 6. See attached, [Tax COVID-19 Operations Letter – 200317](#)
 - 7. 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.



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- g. Police Department Cruiser Purchase – **Vote**
 - i. See attached, [Police Department Cruiser Purchase Request](#)
 - ii. The Board is asked to consider waiving the Purchasing Policy and authorize the purchase of a surplus cruiser from the Missouri Highway Patrol for \$19,675.

- 6. New Business
 - a. Property Taxes – **Vote**
 - i. Interest Penalty
 1. Governor Sununu issued an executive order allowing municipalities to temporarily modify the interest penalty for late payments of property taxes.
 - a. See attached, [Governor Sununu Emergency Order 25](#)
 2. Attorneys generally agree that this emergency order (as written) is unnecessary because local governing bodies already have the authority to grant abatements for interest penalties as they see fit.
 3. In consultation with the Tax Collector, the Town Administrator recommends continuing to handle abatement requests (for the interest penalty) on a case-by-case basis allowing the Board to review the hardship experienced by the property owner. In addition, the Town Administrator and Tax Collector recommend temporarily increasing the administrative interest waiver from \$5 to \$25. This would allow staff to process any abatement request of \$25 or less and bring all others to the Board for review.
 4. The Select Board is asked to consider temporarily increasing the administrative interest waiver limit from \$5 to \$25 for the duration of the NH State of Emergency due to COVID-19.
 - ii. Tax Lien and Tax Deed Process
 1. The Tax Collector follows a discrete schedule for issuing tax liens and tax deeds which relies on consistent dates throughout the year. In 2020 the schedule is as follows:
 - a. February 10th – Delinquency Letters (outstanding balance on 2019 taxes)
 - b. May 11th – Impending Lien Letters (outstanding balance on 2019 taxes)
 - c. June 18th – Execution of Lien (delinquent 2019 taxes converted to tax lien)
 - d. July 20th – Impending Deed Letters (outstanding balance on 2017 lien or older)
 - e. August 27th – Deed Date (outstanding balance on 2017 lien or older)



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2. The Tax Collector and Town Administrator do not recommend any adjustments to this schedule because it would necessitate schedule changes in subsequent years.
 3. The Select Board will still be able to consider abatement requests for interest which accrues and deed waivers for property owners experiencing a hardship.
- b. Highway Department Bid Advertisements – **Vote**
- i. Winter Sand Request for Proposals
 1. The exploration of various winter maintenance techniques has resulted in a significant reduction in the amount of winter sand used. The use of winter sand will not be eliminated completely due to the need for abrasive road coatings on hills, curves and intersections.
 2. The Road Agent proposes to purchase half of the typical winter sand in order to maintain our stockpile while pricing remains competitive.
 3. Funding for winter sand is properly budgeted in the Highway Operating Supplies Salt and Sand line: 01-4312-05-4663
 4. See attached, [Winter Sand Proposal 2020](#)
 5. The Board is asked to authorize the advertisement of this request for proposals to be due on May 6th with a recommendation prepared for the May 11th Select Board meeting.
 - ii. Road Striping Request for Proposals
 1. Barrington reestablishes all pavement markings and line striping on an annual basis in conjunction with the paving projects.
 2. Funding for the road striping is properly budgeted in the Highway Paving line: 01-4312-01-4452.
 3. See attached, [Striping Request for Proposal – 2020](#)
 4. The Board is asked to authorize the advertisement of this request for proposals to be due on May 6th with a recommendation prepared for the May 11th Select Board meeting.
 - iii. Six-Wheeled Dump Truck Bid Request
 1. During the 2020 budget process, the Road Agent investigated, and prioritized Barrington's equipment needs. Upon review by the Advisory Budget Committee and Select Board, the annual contribution to the Highway Heavy Equipment Capital Reserve was increased from \$75,000 to \$100,000 in order to help fund the equipment priorities of the Highway Department.
 2. Based on equipment inspection and review of maintenance records, the 2004 International Truck is the highest replacement priority of the Road Agent. In order to avoid ongoing and costly maintenance activities, this truck should be taken out of regular service.



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3. The Road Agent rewrote the bid documents and specifications based on what he feels the Town of Barrington needs for a six-wheeled dump truck. Similar to previous years, there are multiple equipment options in the bid in order to give the Town a choice.
 4. The 2004 International which will be taken out of regular service upon receipt of the new truck. This truck will be retained as a backup and the 2003 International will be prepared for disposal. Rotating vehicles in this cycle will ensure reliable front-line equipment and an optional backup when necessary.
 5. The funds for this purchase are properly budgeted in the Highway Heavy Equipment Capital Reserve which had a balance of \$289,719.13 on March 31, 2020 (including the 2020 contribution).
 6. See attached, [Six Wheel Cab and Chassis Bid Request 2020](#)
 7. See attached, [Six Wheel Cab and Chassis Bid Request 2020 - Attachment A](#)
 8. The Board is asked to authorize the advertisement of this request for bids to be due on May 6th with a recommendation prepared for the May 11th Select Board meeting.
- c. Recreation Gym Project Approvals – **Vote**
- i. The Recreation Department and Recreation Commission are utilizing the time without programs to address much needed improvements. In addition to the request for qualifications for an addition which is in progress, the group has solicited quotes for making improvements to the walls and gym floor.
 - ii. At the Recreation Commission meeting on April 8th, the group made the following recommendations based on the quotes received:
 1. Gym Floor
 - a. Dynamic Sports Construction: \$31,623
 2. Gym Walls
 - a. Martini Northern: \$24,320
 - iii. These projects will be scheduled as soon as possible and funded entirely from the Recreation Revolving Fund (January balance of \$651,559).
 - iv. The Select Board is asked to consider approving these projects and authorizing the building permit application.
- d. Great Bay Resource Protection Partnership Grant – **Vote**
- i. The Conservation Commission is interested in pursuing a grant through the Great Bay Resource Protection Partnership Grant (GBRPP). The funds would be used to offset Conservation Fund costs for the Goodwill expansion project.



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- ii. Details of the grant program: <http://www.greatbaypartnership.org/grant-program/>.
 - iii. The Select Board is asked to consider authorizing the pursuit of the GBRPP grant.
- e. 300th Anniversary Ornament Purchase – **Vote**
- i. The Tricentennial Expendable Trust Fund was established in 2018 for funding celebrations during the Town's Tricentennial in 2020 including expenditures in prior years preparing for the celebration.
 - ii. The Tricentennial Steering Committee would like to utilize up to \$2,000 to purchase Hampshire Pewter Ornaments to be sold for fundraising.
 - iii. The current balance of the Tricentennial Expendable Trust is \$10,080.75 (as of 3/31/2020).
 - iv. The Select Board is asked to consider authorizing the expenditure of up to \$2,000 from the Tricentennial Expendable Trust Fund to purchase ornaments.
- f. Electronic Signatures Pursuant to Executive Order #23 – Discussion
- i. Governor Sununu issued an executive order relaxing many aspects of municipal government which became difficult or impossible to comply with during the COVID-19 pandemic.
 - 1. See attached, [Governor Sununu Emergency Order 23](#)
 - ii. Specifically, Emergency Order #23 authorizes the utilization of electronic signatures consistent with Public Law 106-229.
 - iii. Staff has researched available options and selected DocuSign as the Town's electronic signature platform which complies with Public Law 106-229 at a cost of ~\$400 per year.
 - iv. The Select Board will be using electronic signatures for the Accounts Payable Manifest, the Payroll Manifest, Minutes, and all other documents as appropriate.
 - v. This platform will be available throughout Town operations.
- g. Police Department Surplus Equipment Disposal – **Vote**
- i. The Police Chief has identified certain surplus equipment in the Police Department:
 - 1. 3 Mossberg 500 Persuaders (shotguns)
 - 2. 1 Olympic Arms MFR AR-15 (rifle)
 - 3. 5 Cases and 73 boxes of shotgun ammunition
 - ii. Liability concerns and industry standards limit the available disposal options. Previously, the Town has traded surplus equipment to a licensed (Federal Firearms License) dealer for needed equipment.
 - iii. Renaissance Firearms (of Barrington) has assessed a trade in value of \$908 for the surplus equipment and offered the following in trade:



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1. 7 Streamlight HLXs (rifle rail mounted flashlight)
2. Pack of CR123As (batteries)
- iv. The Select Board is asked to consider authorizing the disposal of the above-listed surplus equipment in trade for proposed equipment.

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. NHMA Academy for Good Governance Certificate Program
 - i. The New Hampshire Municipal Association in conjunction with PRIMEX have developed a six-course Good Governance Certificate Program. This program is offered exclusively for elected governing body members (Select Board).
 - ii. Each of the six courses run from 5:00pm to 7:00pm in Concord, NH and they cover the following topics:
 1. June 3rd (Wednesday) – Governance and Governing Body Authority
 2. June 17th (Wednesday) – Financial Responsibility
 3. September 16th (Wednesday) – Employment Liability/Harassment
 4. September 30th (Wednesday) – Contracts and General Risk Management
 5. October 8th (Thursday) – Health Care and Affordable Care Act
 6. October 21st (Wednesday) – Effective Public Meetings
 - iii. Registration opened on April 6th and will remain open until filled. Please let me know if any Board member is interested in participating in this program.

8. April Work Anniversaries

- a. George Joy • Police Chief • 21 Years
- b. John Boodey • Firefighter/EMT • 17 Years
- c. Debra Griffin • Town Clerk Assistant • 9 Years
- d. Linda Markiewicz • Tax Collector • 7 Years
- e. Lynne Murphy • Human Resources Administrator • 7 Years
- f. Chris Eldridge • Firefighter/EMT • 3 Years
- g. David Kinnison • Firefighter/EMT • 3 Years
- h. Kristen Montesano • Processor Library Assistant • 2 Years

9. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)



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10. Upcoming Meetings/Events

- a. April 27, 2020 – Select Board Meeting
- b. May 11, 2020 – Select Board Meeting
- c. June 8, 2020 – Select Board Meeting
- d. June 22, 2020 – Select Board Meeting