



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report April 27, 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 [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 593 539 480#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200427
 - 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/BarrSB200427
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 593 539 480#



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1. Agenda

- a. See attached, [Agenda 2020-04-27](#)

2. Public Hearings

- a. Issuance of building permit at 759 Long Shores Drive, a Private Road, for Patrick and Melissa Lessard, Map 104, Lot 107 – **Vote**
 - i. See attached, [Private Road Agreement – Lessard – Map 104 – Lot 107 – 200423](#)
 - 1. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 - a. Pitch driveway to the right with 1 ½” gravel
 - b. Fix any damage to the road due to construction traffic
 - c. Potholes on paved portion of Long Shores Drive be filled with cold patch
 - d. Gravel portion up to 759 Long Shores Drive graded
 - ii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 104, Lot 107 with the conditions indicated by the Road Agent.
- b. Acceptance of Department of Health and Human Services Stimulus Funds – **Vote**
 - i. The Federal Department of Health and Human Services (DHHS) secured \$30 billion of stimulus funds for health care providers during the COVID-19 pandemic. DHHS has delivered the first round of stimulus and Barrington received \$3,998.49. Barrington received funds due to the ambulance services we provide. According to DHHS, “providers will be distributed a portion of the initial \$30 billion based on their share of total Medicare [fee-for-service (FFS)] reimbursements in 2019. Total FFS payments were approximately \$484 billion in 2019.” Additionally, “The funds may be used either for health care related expenses or for lost revenues that are attributable to coronavirus.”
 - ii. Although we have received the funds, we have not received the stimulus acceptance paperwork which will elaborate on the acceptance requirements. Based on information from DHHS, we anticipate the acceptance of the funds would prohibit the Town from pursuing ambulance costs over and above Medicare and insurance deductibles. Barrington’s billing practices are already consistent with that requirement.
 - iii. The Select Board is asked to hold this public hearing and conditionally accept the revenue. The acceptance would be conditioned on The Town Administrator and Fire Chief reviewing and agreeing to the stimulus acceptance paperwork. All funds would be deposited into the Ambulance Revolving Fund.



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3. Review of Minutes – **Vote**

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

4. Old Business

a. 2020 Paving Change Orders – **Vote**

- i. At the April 13th meeting, the Select Board awarded the 2020 paving projects to Advanced Excavating and Paving ([Bid](#)). Additionally, the Road Agent indicated that Locke Hill Lane will no longer have a topcoat applied this year due to challenges with the NHDOT driveway permit.
- ii. Change Order 1 removes the topcoat from the contract.
 - 1. See attached, [Advanced – 2020 Paving – Change Order 1 – 200423](#)
- iii. The removal of Locke Hill and conservative budgeting of the Road Agent allows for the addition of three projects which were originally recommended but left off the final proposal ([2020 Paving Projects Recommendations – 200305](#)). This includes two additional sections on Oak Hill Road and adding structural material to Mallego Road. These additions are included in Change Order 2.
 - 1. See attached, [Advanced – 2020 Paving – Change Order 2 – 200423](#)
- iv. The available budget (as indicated in the original paving projects recommendations) is \$766,000. The total contract amount including both change orders is \$687,010. Once the striping contract is awarded and paving projects are underway, the Road Agent may review the opportunity to perform additional paving work.
- v. The Select Board is asked to consider approving change orders 1 and 2 for the 2020 paving projects. Additionally, the Select Board, as agents to expend, is asked to authorize the following funding sources for 2020 road improvement projects (paving, striping, etc.):
 - 1. \$66,623.01 – 2019 Non-Lapsing Road Warrant Article
 - 2. \$600,000 – 2020 Operating Budget
 - 3. Up to \$100,000 – Registration Fee Capital Reserve Account (Balance as of 3/31/2020: \$332,282.18)

b. Recreation Facility Addition Project Award and Additional Projects Update – **Vote**

- 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 (March balance of \$642,046).
- ii. Upon review, the Recreation Commission recommends proceeding with Careno Construction ([Bid](#)). (details can be found in the document below)
- iii. Through much hard work and determination, the Recreation staff have also developed plans to resurface the gym floor, replace the walls, and replace the bleachers. These projects were quickly put on hold based on a



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determination from the Fire Protection Engineer regarding the gym and food pantry. (details can be found in the document below)

- iv. See attached, [Recreation Addition Recommendation and Additional Projects Update – 200423](#)
- v. See attached, [Recreation Revolving Fund Financial Review – 200423](#)
- vi. The Recreation Department is ready to move forward with the addition, but the other projects will require more review.
- vii. The Select Board is asked to consider approving the recommendation of the Recreation Commission to award the Recreation Addition project to Careno Construction.
- viii. The Select Board is asked to provide any questions or requests for additional information regarding the fire separation and available options. The Recreation Department will be back at the May 11th meeting for a more detailed discussion regarding a plan forward for the facility.

c. Forest Stewardship Plans – Discussion

- i. The Town Lands Committee and the Conservation Commission worked collaboratively in 2019 to engage the services of Forest Land Improvement (Timothy Nolin) to begin developing Forest Stewardship Plans for certain Town properties.
- ii. The Forester has finished three stewardship plans:
 - 1. See attached, [Forest Stewardship Plan – Town Forest – 2004](#)
 - a. See attached, [FSP – Town Forest Map - 2004](#)
 - 2. See attached, [Forest Stewardship Plan – Goodwill – 2004](#)
 - a. See attached, [FSP – Goodwill Map – 2004](#)
 - 3. See attached, [Forest Stewardship Plan – Highway Garage – 2004](#)
 - a. See attached, [FSP – Highway Garage Map – 2004](#)
- iii. Special ‘thank you’ to the Town Lands Committee, Conservation Commission, and Tim Nolin for working through this comprehensive and collaborative process.

d. Electronic Signatures Pursuant to Executive Order #23 – Discussion

- i. As discussed at the April 14th meeting, 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. I would like to develop a set of mutually agreed upon expectations regarding timing and frequency of electronic signature requests. We have limited the requests to once per day, but I still feel that may be too frequent. Additionally, I feel that the frequent requests make it easier for the time-



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sensitive documents (A/P manifest) to fall between the cracks (or get lost amongst the e-mails).

- iii. I would propose that the Town could compile all signature requests to be delivered weekly at noon on Tuesday with the expectation that they would be reviewed and signed by 3:00pm on Tuesday.

e. 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.

5. New Business

a. State Bridge Aid Project Amendments – **Vote**

- i. The Town currently has two ongoing State Bridge Aid Program projects; Greenhill Road and Old Settlers Road. This program provides 80% funding from the State. The Town is under contract with Hoyle, Tanner, and Associates for the engineering of both projects. Based on the details provided below, HTA requests amendments to both contracts:
- ii. Greenhill Road Bridge – New NHDES Wetlands Requirements
 - 1. NHDES implemented new wetland rules in 2019 which requires additional work not included in the original scope. There are also additional Bridge Aid Program requirements as a result of the new rules. The value of this amendment is \$10,768 (Barrington's portion: \$2,153.60).
 - 2. See attached, [Greenhill Road Bridge Amendment 3 – 200413](#)
- iii. Old Settlers Road Bridge – Archaeology Phase 1B
 - 1. The Phase 1A archaeology study performed at the Old Settlers Road Bridge site identified a 19th century blacksmith shop. The NH Division of Historical Resources requires further investigation with



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a Phase 1B study which was not in the original scope of work. The value of this amendment is \$5,996 (Barrington's portion: \$1,199.20).

2. See attached, [Old Settlers Bridge Amendment 2 – 200413](#)

- iv. The Select Board is asked to consider authorizing the two amendments as proposed.
 - v. The Select Board is asked to authorize an additional \$5,996 from the Bridge and Culvert Capital Reserve for the Old Settler's amendment.
 - vi. The Select Board is asked to authorize spending up to \$15,000 from the Greenhill Bridge Non-Lapsing Account (passed in March of 2020) to cover the remaining portion of the engineering contract (including the amendment above).
- b. Conservation Commission Grant Opportunity – Nippo Lake – Discussion
- i. The Conservation Commission is exploring a grant opportunity to conserve a tract of land on Nippo Lake.
 - 1. See attached, [Landry Watershed Conservation Grant Opportunities](#)
 - ii. In an effort to be more responsive to the Select Board, the Conservation Commission Chair wanted to make the Board aware.
 - iii. The Conservation Commission will be discussing this program more at their May 7th meeting and may seek Select Board support for pursuit at the May 11th meeting.
 - iv. The Select Board is asked to begin considering this opportunity and what questions or concerns the Board may have.
- c. SAFER Grant Opportunity – **Vote**
- i. The Federal Emergency Management Agency offers [Staffing for Adequate Fire and Emergency Response](#) (SAFER) grants. The Town has previously pursued this grant opportunity and wishes to try again.
 - ii. The SAFER grant is structured as follows:
 - 1. 3 years for two full-time positions
 - a. Year 1: 75% FEMA, 25% Town
 - b. Year 2: 75% FEMA, 25% Town
 - c. Year 3: 35% FEMA, 65% Town
 - iii. The Fire Chief is looking for authorization to apply for this grant. If approved, the Select Board would be asked to consider accepting the grant with a full financial analysis.
 - iv. The Board is asked to consider authorizing the pursuit of the SAFER grant again in 2020.



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6. General Information

- a. 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.
- b. Highway Department Retirement Announcement – James Chase
 - i. After 28 years (not including two years in a part-time capacity), Jim Chase is retiring as a Truck Driver, Laborer, and Equipment Operator. Jim has been a hard-working and dedicated employee for three decades. His equipment operating expertise and willingness to train less experienced staff members will be sorely missed. We wish Jim all the best in his future endeavors.

7. Job Opportunities

- a. Highway Department Truck Driver, Laborer, and Equipment Operator
 - i. Job announcement and application available at www.barrington.nh.gov
 - ii. Application Deadline: May 8th

8. Open Bids

- a. [Asset Management Engineering Services Request for Qualifications](#)
 - i. Due May 6th, anticipated award May 11th
- b. [Winter Sand Request for Proposals](#)
 - i. Due May 6th, anticipated award May 11th
- c. [Road Striping Request for Proposals](#)
 - i. Due May 6th, anticipated award May 11th
- d. [Six-Wheeled Dump Truck Bid Request](#)
 - i. Due May 6th, anticipated award May 11th



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9. 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

10. 2020 Select Board Goals

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

11. Upcoming Meetings/Events

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