



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report May 11, 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: 180 772 351#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200511
 - 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/BarrSB200511
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 180 772 351#



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1. Agenda

- a. See attached, [Agenda 2020-05-11](#)

2. Public Hearings

- a. Issuance of building permit at 90 Flower Drive, a Private Road, for Marc and Darlene Moreau, Map 112, Lot 23 – **Vote**

- i. See attached, [Private Road Agreement – Moreau – Map 112 – Lot 23 – 200506](#)
- ii. See attached, [Moreau Private Road Electronically Signed Agreement – 200507](#)

1. Department Heads (or designees) and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:

- a. Ensure septic system does not adversely affect the sight lines
- b. Fix any damage to the gravel road due to construction traffic

- iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 112, Lot 23 with the conditions indicated above.

- b. Acceptance of CARES Act Assistance – Municipal Aid – **Vote**

- i. The State of New Hampshire received \$1.25 billion from the CARES Act. The Governor has established the Governor's Office for Emergency Relief and Recovery (GOFERR) to allocate and disburse the funds to communities, organizations, and business. GOFERR allocated \$32 million for payments to local governments. Barrington is eligible to receive \$213,764 as reimbursement for eligible expenses. I have reviewed the following documents and highlighted aspects pertinent to Barrington.

1. See attached, [Payments to Local Governments Program Overview and Guidance](#)
2. See attached, [GOFERR Grant Agreement](#)
3. See attached, [Town-by-Town Allocation Totals](#)

- ii. As the attached documents indicate, these funds will be available after all other funding sources have been exhausted. In Barrington, the primary funding source will be FEMA through the emergency declaration which will likely cover 75% of eligible expenses. The \$213,764 cannot be used to cover the remaining 25%. I anticipate these funds to be used in the following ways based on funding sources and eligibility:

1. Increased welfare costs
2. Telework costs
3. Election costs
4. Wages and benefits required by the Families First Coronavirus Act

- iii. Pursuant to RSA 21-P:43, the Select Board is authorized to accept and expend these funds for the purposes of emergency management.



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iv. The Select Board is asked to consider accepting and expending up to \$213,764 subject to the terms of the grant agreement.

c. Acceptance of CARES Act Assistance – First Responder Stipends – **Vote**

- i. The State of New Hampshire received \$1.25 billion from the CARES Act. The Governor has established the Governor’s Office for Emergency Relief and Recovery (GOFERR) to allocate and disburse the funds to communities, organizations, and business. GOFERR allocated \$25 million for stipends to first responders.
- ii. All full-time personnel will receive \$300 per week for eight weeks; part-time/per-diem/call/volunteer personnel will receive \$150 per week for eight weeks. The Town will process the payments through payroll, and we will be reimbursed from the State. The stipends are wages for the purposes of payroll taxes and benefits, but do not qualify as earnings for the New Hampshire Retirement System. Although the Town will be responsible for covering the taxes and benefits, those expenses are eligible for reimbursement under the CARES Act Municipal Aid.
- iii. The Police Department has 12 eligible full-time first responders (\$300/week). The total stipend amount for the Police Department would be \$28,800 plus \$2,420 in taxes and benefits.
- iv. The Fire Department has 3 eligible full-time first responders (\$300/week), 13 eligible part-time/per-diem/call/volunteer Fire/EMS or EMS personnel (\$150/week), and 14 eligible part-time/per-diem/call/volunteer Fire only personnel (\$50/week). The total stipend amount for the Fire/EMS Department would be \$28,400 plus \$2,229 in taxes and benefits.
- v. Pursuant to RSA 21-P:43, the Select Board is authorized to accept and expend these funds for the purposes of emergency management.
- vi. The Select Board is asked to consider accepting and expending up to \$57,200 subject to the terms of the stipend program.

3. Appointments

a. Public Works Week Proclamation – May 17-23, 2020 – **Vote**

- i. May 17th to 23rd is Public Works Week. The Select Board is asked to make the following proclamation:
 1. See attached, [2020 Public Works Week Proclamation](#)
- ii. In conjunction with Public Works Week, the Department is sponsoring an End 68 Hours of Hunger Food Drive. This food drive is to help promote Public Works Week. The collections would be on 5/19 2-4pm, 5/21 2-4pm and 5/23 8am-12pm. Erin is working with a representative from End 68 Hours of Hunger and they are able to provide volunteers from their organization to handle monetary donations. This drive will help ensure that



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the children of the program are taken care of for an extended period of time due to the uncertainty of things due to COVID-19.

1. See attached, [2020 Public Works Week Food Drive Flyer](#)
2. See attached, [2018 Public Works Week Food Drive Photo Collage](#)

b. Employment Anniversary – Kimberly Kerekes – 20 Years

- i. Barrington's elected Town Clerk, Kim Kerekes, has worked for the Town since 2000 and has served as Town Clerk since 2011. The Town Clerk's Office has a variety of responsibilities from vehicle registrations, to records retention, and elections; all of which require the utmost care and attention to detail. Kim's organization and commitment to accuracy make her an excellent Town Clerk. Barrington is incredibly fortunate to have such a hard-working and dedicated employee. More recently, Kim has diligently focused on a succession management plan to begin the transfer of her vast institutional knowledge. On behalf of the Town, I would like to thank Kim for the past 20 years and I look forward to working with her for many more.

4. Review of Minutes – **Vote**

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

5. Old Business

a. Bid Award – 2020 Road Striping – **Vote**

- i. On April 14, 2020 the Town advertised a [Request for Proposals for 2020 Road Striping](#).
- ii. The Town received four responses:
 1. See attached, [Hi-Way Safety Systems, Inc.](#)
 2. See attached, [Industrial Traffic Lines, Inc.](#)
 3. See attached, [On-The-Line, Inc.](#)
 4. See attached, [Sir Lines-A-Lot, LLC.](#)
- iii. The Road Agent recommends awarding the project to Industrial Traffic Lines at \$32,150, the low bid. This work is properly budgeted in the Highway Paving operating budget line.
- iv. The Select Board is asked to award the 2020 Road Striping to Industrial Traffic Lines for \$32,150.

b. Bid Award – 2020 Winter Sand – **Vote**

- i. On April 14, 2020 the Town advertised a [Request for Proposals for 2020 Winter Sand](#).
- ii. The Town received six responses:
 1. See attached, [LCG Limited](#)
 2. See attached, [Northeast Earth Mechanics, Inc.](#)
 3. See attached, [Plourde Sand & Gravel Co, Inc.](#)



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4. See attached, [R. Pepin & Sons, Inc.](#)
 5. See attached, [Scott Barry Trucking](#)
 6. See attached, [William A Renaud Jr. Trucking, Inc.](#)
- iii. The Road Agent recommends awarding the 2020 Winter Sand bid to LCG Limited at \$13.45/cubic yard (\$26,900). This purchase is properly budgeted in the Highway Supplies Salt and Sand budget line.
 - iv. LCG Limited is the second-lowest bidder, but the Road Agent reviewed samples from all bidders and was most impressed with the quality and value of winter sand from LCG Limited. Northeast Earth Mechanics, Inc. was the lowest bidder at \$11.88/cubic yard (\$23,760). The Road Agent was able to reduce the winter sand usage during the 19-20 season, in part, due to the utilization of higher quality material.
 - v. The Select Board is asked to award the 2020 Winter Sand to LCG Limited for a total contract price of \$26,900.
- c. Bid Extension – Six-Wheeled Dump Truck – **Vote**
- i. On April 14, 2020 the Town advertised the [Six-Wheeled Dump Truck with Equipment Bid Request](#). The Bid was advertised on the Town’s website, NHMA, the Dodge Report, and Construction Summary.
 - ii. The Town received one response from Peterbilt of New Hampshire. When the Town only receives one bid response, it is common practice to contact organizations which we anticipated a response from. Despite our efforts, and nearly a month to respond, we heard that organizations were unaware or did not have time to respond due to the pandemic.
 - iii. This is a significant purchase for the Town, and we do not recommend making a decision based on one bid. We recommend extending the bid submission deadline to June 1st in order to pursue competitive sealed bids.
 - iv. The Select Board is asked to extend the bid deadline for the Six-Wheeled Dump Truck with Equipment until June 1, 2020.
- d. Bid Review – Asset Management Grant Engineering Consultant – Discussion
- i. On March 31, 2020 the Town advertised the [Asset Management Grant Engineering Consultant Request for Proposals](#).
 - ii. The Town received four responses:
 1. See attached, [Dubois & King, Inc.](#)
 2. See attached, [Hoyle, Tanner, & Associates, Inc.](#)
 3. See attached, [VHB](#)
 4. See attached, [Weston & Sampson](#)
 - iii. Staff will review the responses and prepare a recommendation for the June 8, 2020 Select Board meeting.



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- e. Recreation Facility Projects Update – Discussion
 - i. The Recreation Department has evaluated the Select Board’s feedback and has the following updates. First, the Fire Marshall’s Office is not currently available to review the Fire Protection Engineer’s (FPE) determination regarding the multiple building uses and the gym capacity. If the Fire Marshall concurs with the FPE’s interpretation, a two-hour separation will need to be constructed between the gym and the Food Pantry; and if not, it will not. The Recreation Addition will not impact the need for a two-hour separation.
 - ii. In discussions with the Food Pantry leadership and a review of the Highway Department space, building space does not currently exist for the Food Pantry. Facility improvements are desired at the facility, but no specific plans exist, and other priorities are taking precedence. It would be multiple years before existing Highway facilities could serve as the Food Pantry. After reviewing the recommended options, it appears that the current location is the best for the Food Pantry at this time.
 - iii. The Recreation Department intends to move forward with design development of a 1,500 sq. ft. addition on the front of the existing gym. The Select Board will be involved with future decision-making steps.

- f. Goodwill Conservation Easement – Baseline Report Finalization – **Vote**
 - i. Last year, the Select Board reviewed an Interim Baseline Report for the Conservation Easement on the expanded Goodwill property. The Baseline Report was ‘interim’ because the snow cover prevented photo documentation of the baseline conditions to be recorded.
 - ii. The Baseline Report has been completed and is available for review.
 - 1. See attached, [Goodwill Amendment Baseline Documentation Report May 2020](#)
 - 2. See attached, [Goodwill Amendment Interim Baseline Report February 2020](#)
 - iii. The Select Board is asked to consider approving the completed Baseline Documentation Report and authorizing the Town Administrator to execute all necessary documents.

- g. DHHS Stimulus Funds Update – Discussion
 - i. The Fire Chief and Town Administrator have reviewed the grant agreement documents and we are comfortable accepting the stimulus funds. The original plans to use these funds to offset budgetary expenditures does not appear to be consistent with the grant requirements. The Fire Chief is evaluating the opportunity to use these funds to purchase an ionizing mist machine for Fire and EMS equipment sterilization.



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- h. 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.
- 6. New Business
 - a. Highway Department Summer Schedule – **Vote**
 - i. From Marc Moreau, Road Agent:
 - ii. *Warmer weather is approaching, and even though we have been working on summer projects for a month and a half now, my crew is inquiring whether we will be switching to four-day work week as the Department has in years past. My opinion of this is, if it is done right, with proper scheduling, supervision, and a total buy-in, and understanding by the crew of the tradeoff of having this schedule, it can be a great production tool, and morale builder. It is easier to work harder if you have the proverbial carrot within sight.*
 - iii. *Some of the benefits to the Town to do this would be, decreased exposure to the COVID-19 virus, at least for as long as it is an issue. There would also be one less coffee break, and one less lunch break during each week, both of which are paid, including the logistics of taking them. There would also be one day less of setup and mobilization time, and breakdown and cleanup time at end of day. If the supervision is right, (My job), I believe that you can sustain better momentum, on the jobs with the longer days.*
 - iv. *A typical 10-hour day would start at 6 o'clock with equipment greasing and check overs, fueling, etc., so that we would not be making a lot of noise in the neighborhoods before 7 o'clock, and would not need to take time out of the end of the day to do these chores. At 7 o'clock we hit the road, break at 9 o'clock 15 minutes, lunch at 12 o'clock half hour, and go until 3:45 when things get cleaned up.*



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- v. *I think it would go a long way towards the morale of the crew. For 5 months out of the year, they are basically tied to the Town, and cannot plan on going anywhere in case it snows. That gets old after a few years. The logical argument to this would be "well, they ARE getting paid for it aren't they?" This is partially true. They are getting paid for the actual time worked. They do not get paid for staying home waiting for it, and then sometimes it doesn't even show up if a storm goes out to sea. You just begin to think that you do not have a life. Luckily, we have a good dedicated group here that continually answers the call no matter what. If we could just give them a few months out of a year that they can actually feel like they are in charge of their free time, and it costs the Town nothing with an increase in productivity per hour, why wouldn't we do it?*
- vi. *As always there are two points of view, and I would be receptive to all other opinions of course. Having personally lived in this type of life for 40 years or better, I can see where a person could start thinking that they are not any good for anything else. This is hardly a situation that is conducive to good morale and self-esteem.*
- vii. *Additionally, many countries, and many major companies worldwide are realizing some inherent physiological, psychological, and economic benefits to working a compressed work schedule. For instance, in the spring of 2018, Perpetual Guardian, a New Zealand trust management company announced a 20 percent increase in productivity, and a 45 percent increase in life balance. Microsoft Japan showed a 40 percent increase in productivity. In both instances the gains were a result of switching to a four-day schedule. Hundreds of companies in the United Kingdom are switching to this schedule and The Netherlands already have instituted a four-day week.*
- viii. *Another phenomenon that is taking place is people over 50 years of age are yearning for a better work balance. Their biological clock is ticking away and telling them that there are certain things that they want to do going forward and working 5 days a week is not on that list. They have made their money and are at the point where making all the money they can, while disregarding life balance does not work for them anymore. Time is much more precious at 50 than it is at 30 and these people are concerned as they see their parents and their friends passing from this earth, that they are running out of time. Bear in mind that most of the people in the Highway Department fall into this group. Also bear in mind that this age group also carries the experience, and dependability factor that is very important. The compressed schedule is a retention tool. It would be something to think about if an employee is thinking of moving to a different job.*
- ix. *It is very strange that Japan has always been thought of as being extremely work driven, often to the point of exhaustion. But statistically, by yearly*



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hours worked, we, in the US, are way worse than they are, in fact we are at the top of the list.

- x. *So, all in all, the four-day work week seems to consistently result in less stress, increased productivity, happier more engaged employees, focus seems to improve, all with no extra cost to the employer. Also, in our case, the 3- and one-half month period involved is not so long that the 10-hour days would be a fatigue factor. Lots of things to consider.*
- xi. I am fully supportive of continuing the seasonal schedule in the Highway Department. I have the utmost confidence in Marc's ability to maximize productivity and properly manage this schedule. This schedule is proposed to start May 18th and continue through September 3rd.
- xii. The Select Board is asked to consider authorizing the transition to a seasonal schedule in the Highway Department.

b. COVID-19 Restaurant Outdoor Seating – **Vote**

- i. The Governor's Stay at Home 2.0 has created a schedule for businesses to reopen under additional requirements. Starting May 18th, [restaurants can offer dine-in with outside seating only](#). Restaurants which do not currently have Planning Board approval for an outside seating area would not be able to benefit from this opportunity unless the Select Board agrees to not enforce the site review requirements for outdoor seating at restaurants during the NH State of Emergency. Due to the timing and schedule involved, requiring site review would eliminate a restaurant's ability to offer their services as approved by the Governor.
- ii. In consultation with the Fire Chief, Police Chief, and Health Officer/Code and Zoning Enforcement Officer, we propose the following process to allow outdoor seating where not otherwise approved.
- iii. Establishments wishing to begin outside dining will need to fill out the request form and return it to the Building Department along with a drawn-out plan of where the temporary dining area will be on the property.
 - 1. See attached, [Temporary Outside Seating Authorization](#)
- iv. Dining area will be required to have a clearly defined seating area that is secure from the public if they will be serving alcohol. Signs will need to be placed around such area advising "No alcohol beyond this point" or something to that effect.
- v. Dining area will be required to be protected from vehicular traffic to the satisfaction of the town.
- vi. If temporary electrical service is required, it will need to be approved by the Code Enforcement Office.
- vii. Assembly Permits shall be required and will be issued for 30 days at a time and renewed as needed.
- viii. No outside entertainment is allowed at this time. (State rule)



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- ix. The Select Board is asked to consider authorizing the non-enforcement of site review requirements for outdoor seating at restaurants during the State of Emergency pursuant to the Governor's Stay at Home 2.0 guidance and the local Temporary Outside Seating Authorization process.
 - x. Additionally, the Select Board is asked to authorize the Town Administrator to waive any permit fee associated with business-continuity adaptations during the State of Emergency. The waiver of these permit fees would be reimbursable through the CARES Act aid to municipalities.
- c. Property Tax Warrant – First Half Bills – Discussion
- i. The Property Tax Warrant for first half bills has been finalized. The Net Valuation is \$1,145,730,521 which is an increase of \$7,369,310 from last year. That seven million dollars represents added value of new construction, renovations, and related projects. Tax bills will be due on July 6, 2020.
 - ii. Staff, without Select Board objection, intends to include a letter with all tax bills describing the Town's service modifications during the COVID-19 pandemic.
- d. Transfer Station – Independence Day Schedule – **Vote**
- i. July 4th, an approved Town Holiday, falls on a Saturday in 2020. As we have done in previous years, the Transfer Station Administrator proposes to extend hours on July 2nd and close on July 4th.
 - 1. See attached, [July Fourth Closure Request – 200504](#)
 - ii. This schedule change would be advertised at the facility, online, and in the tax bill inserts.
 - iii. The Select Board is asked to consider authorizing the Transfer Station schedule change.
- e. Returned Check Policy Amendment – Add Form Letter – **Vote**
- i. In July of 2019, the Select Board amended the Returned Check Policy. After implementing some of the changes made, the Finance Administrator has developed a form letter for notifying individuals of non-sufficient funds checks. This form letter is proposed to be attached to the Returned Check Policy.
 - 1. See attached, [Returned Check Policy – 200511](#)
 - ii. The Select Board is asked to consider approving the amended Returned Check Policy.
- f. Investment Policy Review – No Changes – Discussion
- i. As part of the annual audit, we review certain financial policies. This year we reviewed the Investment Policy and recommend no changes.



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1. See attached, [Investment Policy](#)
 - ii. During our review of banking options in 2019, we followed all guidance including in the Investment Policy. An important tenet of the Investment Policy is safety and collateralization which not all banking institutions offer.
 - iii. The Select Board is asked to ratify staff's recommendation to make no changes to the Investment Policy.

g. 2019 Financial Audit

- i. Vachon Clukay & Company PC are currently performing an audit of the 2019 financials. The Recreation Revolving Fund will be included as a 'Major Fund' in the 2019 audit. Special 'thank you' to the Finance Office staff and all Department Heads for the extra work last week and this week during the audit.

7. May Work Anniversaries

- a. Donald Millette • Firefighter/EMT • 22 Years
- b. Kimberly Kerekes • Town Clerk • 20 Years
- c. Antonio Maggio • EMS Chief • 18 Years
- d. Wendy Rowe • Assistant Library Director • 16 Years
- e. Matthew Parker • Firefighter/EMT • 7 Years
- f. John Abbott • Deputy Building Inspector • 5 Years
- g. Jeffrey Roub • Firefighter/EMT • 5 Years
- h. Charles Kilgour • Transfer Station Attendant • 2 Year
- i. Richard Wentworth • Transfer Station Attendant • 2 Year
- j. Joseph Spinney • Firefighter/EMT • 2 Years
- k. Regina Lytle • Deputy Town Clerk • 1 Year

8. 2020 Select Board Goals

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

9. Upcoming Meetings/Events

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