



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report June 8, 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: 135 265 637#
    - **Video Participation**
      - Click link: [bit.ly/BarrSB200608](https://bit.ly/BarrSB200608)
  - 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](http://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](mailto: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/BarrSB200608](https://bit.ly/BarrSB200608)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 135 265 637#



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### 1. Agenda

- a. See attached, [Agenda 2020-06-08](#)

### 2. Public Hearings

- a. Issuance of building permit at 254 Brooks Road, a Class VI Road, for Melissa Simmons, Map 211, Lot 9 – **Vote**
  - i. See attached, [Class VI Road Agreement - Simmons - Map 211 - Lot 9 - 200526](#)
  - ii. A waiver of liability for these property owners at this address is already recorded at the Registry of Deeds (included with materials) from when the home was built. A new agreement will not need to be recorded.
  - iii. Please note that notices were mailed to abutters on June 1<sup>st</sup> and the Planning Board reviewed the application on June 2<sup>nd</sup>.
  - iv. The Select Board can consider conditions specific to this building permit application.
    1. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirement:
      - a. Repair ruts to Brooks Road upon completion of the project.
  - v. The Select Board is asked to consider authorizing the issuance of a building permit for Map 211, Lot 9 with the condition indicated above.

### 3. Review of Minutes – **Vote**

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

### 4. Old Business

- a. Bid Award – 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. At the May 11, 2020 meeting, the Select Board accepted the Road Agent's recommendation to extend the bid deadline until June 1, 2020 in order to attract additional responses.
  - iii. The Town received seven responses (web link provided):
    1. See attached, [Freightliner of NH - with Donovan Equipment](#)
    2. See attached, [Freightliner of NH - with HP Fairfield Equipment](#)
    3. See attached, [Freightliner of NH - with Viking Cives Equipment](#)
    4. See attached, [Liberty International](#)
    5. See attached, [McDevitt Trucking](#)
    6. See attached, [NH Peterbilt](#)
    7. See attached, [Viking Cives](#)



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- iv. The Road Agent recommends awarding the cab and chassis to Peterbilt of New Hampshire for a contract price of \$93,000 and awarding Viking Cives the equipment for \$54,645. The total cost would be \$147,645. See detailed recommendation from Road Agent, Marc Moreau below.
  1. *The following synopsis is to try to put all the truck bids into perspective, as there are a few twists and turns that could lead to some confusion. First, let us list the bids from most expensive to least expensive.*
    - a. *McDevitt Trucking: \$104,668 and \$174,568 (w/equip.)*
    - b. *Peterbilt: \$93,000 and \$173,681 (w/equip.)*
    - c. *International: \$82,220 and \$152,120 (w/equip.)*
    - d. *Freightliner: \$77,591*
      - i. *Viking Equipment: \$144,236*
      - ii. *HP Fairfield Equipment: \$147,491*
      - iii. *Donovan Equipment: \$158,272*
    - e. *Viking Cives: \$66,645 (equipment only) \$54,645 w/o sander*
  2. *All the above come with stainless steel dump bodies.*
  3. *My personal preference is the Peterbilt. I owned one, and there is a difference. The all-aluminum cab will never rust. It is my experience that the plumbing and wiring are given a lot more forethought, neatness, and protection in a Peterbilt. The crossmembers are three-piece castings instead of thin stamped steel like everyone else. Remote lube stations are standard, making it easier to grease. The truck is built to last.*
  4. *In my opinion, the same cannot be so easily said about International or Freightliner. In my experience, wiring on the Internationals has been very poorly organized and they cannot meet our spec for an aluminum cab. Freightliner has a steel reinforced aluminum cab, but they have a tendency to incorporate a lot of very expensive and hard to troubleshoot electrical modules into functions that really don't need it. They just don't keep it simple, even when it could be. The Western Star (McDevitt Trucking) is a great truck but priced a bit out of the ballpark.*
  5. *The City of Somersworth has five Peterbilt plow trucks of varying years and have had zero problems with them. Both drivers and mechanics love them. I talked at great length with them about this. There seems to be a definite trend in the area public works departments to move away from brand x and invest in trucks with more longevity. I guess it all boils down to how a Town's truck replacement schedule is structured. You can buy quality up front and have a good dependable unit for 20 years or more, or you save*



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*money up front and can only really run them for 8 or ten years. It has always been my belief to invest in the long game.*

6. *So, with all this said, let's see how we can save some money and still get quality. It just so happens that Peterbilt used Donovan for the rigging, which is very expensive. In the past we have mostly used HP Fairfield, but since they have been bought out by a large corporation, they don't seem to be stocking any inventory on even the most common of replacement parts. It has been very difficult to work with them.*
7. *So that leaves Viking Cives. They are in Lewiston Maine, but stock everything they sell, and are the least expensive of all the up fitters. The quality is good. I have verified this with the Town of Stratham who is very happy with them.*
8. *The sand spreader in the truck this unit would be replacing is 30 years old, but it is still in good condition and well worth throwing parts at. That is why you buy stainless steel in the first place, so that it makes sense to rebuild them for a long time. I don't think we need a new sander at this point.*
9. *I recommend the Peterbilt Truck and Viking Cives equipment while keeping the existing sander.*
  - a. *\$93,000 Peterbilt cab and chassis purchase price.*
  - b. *\$54,645 Viking Cives equipment*
  - c. ***\$147,645 Total***
- v. A manual transmission was specified for this truck. During the recent hiring process, it became clear to Marc that the number of individuals capable of operating an 8-speed transmission are dwindling. Many organizations are transitioning to a fleet of automatic transmissions for this reason. Marc would like the Select Board's opinion about considering upgrading to an automatic transmission at a cost of ~\$2,500.
- vi. The Town sets money aside every year for equipment purchases like this in the Highway Equipment Capital Reserve Account which had a balance of \$289,719.13 on March 31, 2020 (including the 2020 contribution).
- vii. Marc is exploring a Clean Diesel Grant through the New Hampshire Department of Environmental Services. If eligible, this program could reduce the Town's cost for a new truck.
- viii. The Select Board is asked to consider awarding the cab and chassis to Peterbilt of New Hampshire for a contract price of \$93,000 and awarding Viking Cives the equipment for \$54,645; and to authorize spending the total cost of \$147,645 from the Highway Equipment Capital Reserve Account.



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- b. Bid Award – Asset Management Grant Engineering Consultant – **Vote**
- 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 followed the Qualifications Based Selection (QBS) process required by the Clean Water State Revolving Fund (CWSRF). Each firm demonstrated unique qualifications and experiences. Based on familiarity with this grant program, experience with GIS-based asset management software, and strong references, staff recommends selecting Hoyle, Tanner, & Associates, Inc. as the engineering consultant for the Asset Management Grant Program.
  - iv. Experience with the grant program is crucial to maximize the value of the \$30,000 grant; paying an engineering consultant to familiarize themselves with the grant program would be inefficient. The primary purpose of pursuing this grant opportunity was to develop a GIS-based asset management program for our highway infrastructure. Selecting a firm which has experience implementing many programs will promote the most appropriate software selection for the Town of Barrington. Finally, being able to hear positive experiences from other communities which have completed this grant program with Hoyle, Tanner, and Associates, Inc. as a partner reinforced our perspective after reviewing the submitted materials.
  - v. The Select Board is asked to consider awarding the Asset Management Grant Engineering Consultant project to Hoyle, Tanner, and Associates, Inc.
- c. Great Bay Resource Protection Partnership Grant Acceptance – **Vote**
- i. The Conservation Commission was awarded 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.
  - ii. Details of the grant program: <http://www.greatbaypartnership.org/grant-program/>.
    1. See attached, [Barrington Panish LPTGP GA 4.2020](#)
  - iii. At the May 21, 2020 meeting, the Conservation Commission reviewed the grant award and recommend the Select Board accept the grant. The \$3,775 would be deposited in the Conservation Fund.
  - iv. The Select Board is asked to consider accepting \$3,775 from the Great Bay Resource Protection Partnership.



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- d. Public Works Week Food Drive Results – Discussion
    - i. The Public Works Food Drive was a success, collecting \$1,200 in cash donations, \$400 in food donations, and boxes of food for 68 Hours of Hunger.
    - ii. See attached, [Public Works Week Food Drive Results – 2020](#)
  - e. Roadside Cleanup Results – Discussion
    - i. The Roadside Cleanup was a success, collecting over one ton of trash from Barrington’s roadside by 100 volunteers.
    - ii. See attached, [Roadside Cleanup Results – 2020](#)
  - 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](http://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/](http://www.barringtonlibrary.com/)
    - iii. Staff developed a letter to residents which was included in the first half tax bill. The letter is available on the [Town’s website](#).
    - iv. 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](http://www.barrington.nh.gov/covid19).
5. New Business
- a. Community Development Block Grant Administrator Award – **Vote**
    - i. At the December 16, 2019 meeting, the Select Board voted to pursue a Community Development Block Grant (CDBG) on behalf of Lee Oaks Cooperative.
    - ii. Lee Oaks Cooperative is a 69-unit, 163 resident, member-owned cooperative located on the south end of Route 125. The community is experiencing issues with their well and septic related to contamination and distribution line failures. They expect the total project budget to exceed \$1,000,000. They are pursuing many grants, financing, and funding options



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- including an NHDES SRF loan, financing from the Drinking Water Trust Fund, and financing from USDA Rural Development.
- iii. The Community Development Finance Authority administers the Community Development Block Grant for municipalities. Specifically, there is a housing and public facility grant for the rehabilitation and improvement of housing for low- and moderate-income homeowners and tenants. Only municipalities can apply, but the sole cost and liability is with the sub-granted organization. Lee Oaks Cooperative has asked the Town to consider pursuing a CDBG on their behalf.
  - iv. The Community Development Block Grant has been awarded to the Town of Barrington for Lee Oaks Cooperative.
  - v. On April 13, 2020, the Town advertised a request for proposals for a Grant Administrator.
    1. See attached, [Barrington CDBG Admin Request for Proposals](#)
  - vi. The RFP was sent directly to the recommended e-mail list and advertised in the Union Leader on April 16, 2020.
  - vii. The Town received one response:
    1. See attached, [Barrington Donna Lane CDBG Administration Proposal](#)
  - viii. The Select Board is asked to consider selecting Donna Lane to be the Grant Administrator for the Community Development Block Grant for Lee Oaks Cooperative and authorize the Town Administrator to execute documents.
- b. Police Cruiser Purchase – **Vote**
- i. The Police Department has experienced a dramatic increase in outside details. The Chief would like to use some of the accumulated funds (along with some operating budget funds) to purchase an additional used cruiser in 2020. As the Chief details, the need exists, the funds are available, and this would limit the 2021 budget impact.
    1. See attached, [2020 Cruiser Purchase Proposal](#)
    2. See attached, [Cruiser Expense Report](#)
    3. See attached, [2020 Cruiser Purchase Estimated Cost](#)
  - ii. The Chief and I consulted Peter Royce, Town Treasurer, regarding the use of the Outside Detail Revolving Fund for this purchase. Peter feels comfortable with utilizing the \$10,000 indicated from the Revolving Fund.
  - iii. The Select Board is asked to consider authorizing the purchase of an additional used cruiser in 2020 with up to \$10,000 coming from the Outside Detail Revolving Fund, up to \$5,221.12 coming from the Vehicle and Vehicle Maintenance operating budget line, and up to \$3,778.88 coming from the Vehicle operating budget line.



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- c. Conserved Land Tree Stand Notice – **Vote**
  - i. The Town's policy (and State law) prohibits the installation of hunting stands or blinds without landowner permission. Additionally, these installations must be properly marked. The Conservation Commission has developed a notice which can be affixed to these installations when found.
    - 1. See attached, [Tree Stand Notice – 200525](#)
  - ii. The Town's attorney is comfortable with the language.
  - iii. The Select Board is asked to consider authorizing the placement of the attached notice for stand and blind installations on Town property.
  
- d. Sale of Town-Owned Land – Discussion
  - i. The Town Lands Committee has been developing a recommendation for the Select Board regarding Town-owned lots to offer for sale in 2020. The group has narrowed the list down to sixteen lots:
    - 1. See attached (Excel), [Sale of Town-Owned Lots – 2020](#)
  - ii. The Town Lands Committee is meeting on Saturday (June 6<sup>th</sup>) to finalize a recommendation. They will recommend some lots to be sold directly to interested abutters through RSA 41:14-a. They will also finalize any sale conditions which should be placed on lots. Finally, they will recommend selling the lots through sealed bid or auction. The Select Board may be asked to authorize the recommendations, if not the process will be finalized on June 22<sup>nd</sup>.
  
- e. Greenhill Bridge Permanent Easement – **Vote**
  - i. The final designs for the Greenhill Bridge are nearing completion. The new bridge design will require temporary and permanent easements on all four quadrants of the project. The parcel in the southeast quadrant (Map 219, Lot 46 is Town-Owned).
    - 1. See attached, [Greenhill Bridge Easement Plan – 200525](#)
    - 2. See attached, [Map 219 – Lot 46 – Permanent Easement](#)
  - ii. The Select Board is asked to consider authorizing the permanent easement on Map 219, Lot 46 related to the construction of a new bridge on Greenhill Road over the Isinglass River.

### 6. June Work Anniversaries

- a. Scott Young • Part-Time Police Officer • 22 Years
- b. Timothy Boodey • Volunteer Fire/EMS • 19 Years
- c. Katie Perry • Police Administrative Assistant • 15 Years
- d. Monica Poitras • Recreation Supervisor • 10 Years
- e. John Huckins • Building Inspector/Code Enforcement Officer • 7 Years
- f. Erik Baker • Police Detective • 3 Years
- g. Sean Guile • Volunteer Fire/EMS • 3 Years





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- h. Jacob Cummings • Volunteer Fire/EMS • 3 Years
  - a. Megan Desrosiers • Volunteer Fire/EMS • 3 Years
  - b. Timothy Seawards • Police Officer • 2 Year
  - c. Donald Morse • Police Officer • 2 Year
  - a. Tiffany Caudle • Municipal Office Administrator • 1 Year
7. **2020 Select Board Goals**
- a. See attached, [2020 Select Board Goals](#)
8. **Upcoming Meetings/Events**
- a. June 22, 2020 – Select Board Meeting
  - b. July 13, 2020 – Select Board Meeting
  - c. July 27, 2020 – Select Board Meeting
  - d. August 10, 2020 – Select Board Meeting
  - e. August 24, 2020 – Select Board Meeting