



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report June 22, 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: 135 401 941#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200622
 - 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/BarrSB200622
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 135 401 941#



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1. Agenda

- a. See attached, [Agenda 2020-06-22](#)

2. Appointments with Public Comments

- a. Petition – Home Gun Ranges; Noise, Environment, and Safety
 - i. See attached, [Petition](#)
 - ii. See attached, [Petition Supporting Material](#)
- b. Counter-Petition – Reaffirm Status Quo
 - i. See attached, [Counter-Petition](#)

3. Review of Minutes – **Vote**

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

4. Old Business

- a. Six-Wheeled Dump Truck – Ground Speed-Controlled Spreader – **Vote**
 - i. On June 8, 2020 the Board conditionally approved awarding the six-wheeled dump truck bid to [NH Peterbilt](#) and [Viking Cives](#). The approval was conditioned on the Road Agent’s satisfaction with the engine specifications. The Road Agent reviewed the engine specifications and consulted with a manufacturing representative to confirm the engine met the Town’s requested specifications. The Town is moving forward with the purchase of this truck and equipment.
 - ii. During the meeting, the Board asked the Road Agent to consider the cost and feasibility of a ground speed-controlled spreader. The Road Agent would recommend a Cirrus model which connects to the ground speed port on the truck’s transmission control module. This regulates the delivery speed of the spreader to a preset rate per mile. The cost to retrofit a truck with this equipment would be approximately \$4,000. The cost to integrate into a new truck would be \$2,000. This model would require no modification to the spreader itself and is compatible with our spreaders. The Road Agent recommends spending the additional \$2,000 now to equip the new truck which was purchased with a ground speed-controlled spreader.
 - iii. The Select Board is asked to consider authorize spending and additional \$2,000, bringing the total cost to \$154,645 from the Highway Heavy Equipment Capital Reserve Account.
- b. Sale of Town-Owned Land – **Vote**
 - i. The Town Lands Committee has developed a recommendation for the Select Board regarding Town-owned lots to offer for sale in 2020. The group has generated a list of sixteen lots:
 1. See attached (Excel), [Sale of Town-Owned Lots – 2020](#)



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- ii. They recommend some lots to be sold directly to interested abutters through RSA 41:14-a. They will have also finalized a list of sale conditions which should be placed on lots. Finally, they have recommended selling the remaining lots through an auction. The date of the auction would be no sooner than early October.
 - iii. The Select Board is asked to consider supporting the Town Lands Committee's recommendation regarding the lots to be sold, the method for selling, and the conditions to be placed on the lots.
- c. Planning Board Review of Class VI and Private Road Applications – Discussion
- i. At a recent Planning Board meeting, the Planning Board requested that they receive Department Head comment prior to their review of Class VI and Private Road Agreements. Staff have confirmed the feasibility of doing so and will begin this process immediately.
- d. 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 Summer Camp Notice](#)
 - 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. 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.
5. New Business
- a. Revenue from State Sources – Discussion
 - i. The greatest financial impact of COVID-19 on Barrington's municipal government is expected to be lost revenues. The largest categories of locally collected revenues which may be impacted due to an economic decline are motor vehicle registrations (\$2 million), interest on investments (\$115,000), and building permit fees (\$140,050). It is too soon to identify



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how much these revenues will be impacted, but we are monitoring them closely. The Town may also experience revenue shortfalls with property tax delinquencies; we will know more after the due date, July 6th.

- ii. There has been much speculation regarding the State sources of revenue which municipalities rely on. Specifically, Barrington anticipated \$90,224 from State Aid to Municipalities (initiated in 2019); \$459,560 in Meals and Rooms Tax Distribution; and \$225,416 in Highway Block Grant funds.
- iii. On June 4, 2020, the Governor ended the speculation, indicating that he has no intent to make any reductions to state aid amounts. Regarding Meals and Rooms Tax, although the State will experience a significant reduction in revenue, the municipal disbursement is not directly tied to the State's revenue (despite RSA 78-A:26). The State simply budgets (as a general fund appropriation) a fixed amount (\$68.8 million) to be distributed to municipalities. Regarding the Highway Apportionment Block Grants, municipalities will be slightly impacted in FY2020 and will be impacted greater in FY2021. RSA 235:23 and RSA 235:23-a provide a formula for distributing the gas tax and motor vehicle registration fees to municipalities. In FY2020, the State estimates being 7.5% below the revenue plan. Finally, the State Aid to municipalities will be distributed as budgeted.
- iv. This is welcome news for our 2020 budget year. While I still anticipate revenue shortfalls, it is reassuring to know that State revenues will be not be a source of significant concern.

b. Province Road Improvements – **Vote**

- i. Province Road (previously Nute Road which leads to Madbury) has historically been one of the most challenging gravel roads for Barrington to maintain. The topography and road history have contributed to a difficult situation throughout the winter and every mud season. At recent meetings, the Board has requested the consideration of blending stone into the gravel road in order to improve the road structure and guard against the annual winter/spring deterioration.
- ii. The Road Agent has consulted the paving contractor and received a quote of \$61,680 to blend stone 24 feet wide for the length of Province Road. The Road Agent and paving contractor agree that this work is likely to improve the condition of the road. Unfortunately, given the environmental factors, it is impossible to know if this will 'solve' the problem.
- iii. During the 2019/2020 winter, the Road Agent estimates that between \$8,000 and \$10,000 in materials and machine time was spent maintaining Province Road. Although this past winter was challenging, the time and money spent maintaining this road have been higher in years past. An investment of \$61,680 is significant for a rural gravel road but could lead to large cost savings in future maintenance.



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- iv. The Road Agent conservatively estimated the road improvement budgets for 2020 and funds are available to fund this improvement if the Board decides to do so. Currently, there will be an estimated \$66,403.51 remaining from the original paving contract.
 - v. The Board is asked to consider authorizing Change Order #3 to the Advanced Excavating and Paving Contract in the amount of \$61,680.
- c. Select Board Meetings – Virtual/In-Person/Hybrid – Discussion
- i. The Select Board has been meeting virtually since March pursuant to the ‘Stay-At-Home’ order. Under the updated ‘Safer-At-Home’, the Governor has lifted the restrictions on gatherings of ten more individuals so long as proper social distancing is adhered to. This updated guidance will allow the Select Board to conduct in-person meetings. The Chair and I have discussed a transition to in-person meetings and wanted to hear input from the entire Board prior to finalizing a plan moving forward.
 - ii. The Town has received significant positive feedback regarding the transparency and accessibility of virtual meetings. This is true for the Select Board, Planning Board, Zoning Board, and others. Regardless of COVID-19, residents appreciate the opportunity to be involved in local government activities from the comfort of their home. Regardless of how we move forward, I am very interested in retaining a virtual component in order to allow remote participation from Board members and the public alike. During the pandemic, I think it is a necessity to retain a virtual component in order to allow participation from residents that may not feel comfortable venturing out in public yet.
 - iii. In-person meetings with social distancing would require a large meeting space. I have confirmed with the Superintendent that the ECLC Cafetorium is available for meetings in July and August. As the academic year approaches, I will inquire about future dates.
 - iv. Successful execution of a hybrid in-person and virtual meeting requires technology which we do not currently have. The March 23rd meeting is a perfect example of the challenges which a hybrid meeting presents. I have been working with our IT consultant to secure the hardware/software necessary to conduct an effective hybrid meeting. This equipment would be used in the new Town Hall as well. Fortunately, all costs incurred are 100% reimbursable through the CAREs ACT Municipal Relief Fund. I look forward to testing solutions recommended by our IT consultant and will keep the Board updated.
 - v. I recommend waiting to hold an in-person Select Board meeting until the technology is available to host a productive hybrid meeting. It is reasonable to assume this could be as soon as the second meeting in July.



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- d. Joint Recreation Commission Meeting – Discussion
 - i. The Recreation Department is proceeding with plans to construct a ~1,500 sq. ft. addition to the Recreation facility. Included in this planning is satisfying the code and programming concerns throughout the process. The Recreation Department will be prepared to provide an update and answers to the Board's most recent questions at the July 27, 2020 Select Board Meeting. Additionally, this joint meeting will be an opportunity for the annual review of the Memorandum of Understanding. The Select Board is asked to consider adding any other topics to the agenda for a joint meeting with the Recreation Commission. At the July 13th meeting, the Select Board will be asked to propose any changes to the Memorandum of Understanding.
 1. See attached, [Recreation Commission Memorandum of Understanding](#)
- e. Recreation Programming Update – Discussion
 - i. The Recreation Department has made the difficult decision to cancel summer programming due to the strict guidance and lack of adequate facilities.
 1. See attached, [Summer Camp Cancellation Letter – 200529](#)
 - ii. On June 16th, the Recreation Department opened the playground on Ramsdell Lane. The Town's liability insurance carrier provided signs regarding safety warnings, and social distancing expectations. Part of the guidance was not to provide public restrooms, so residents are asked to plan accordingly.
- f. COVID-19 Travel Policy – **Vote**
 - i. According to CDC guidance documents, certain interstate and international travel increases the risk of contracting COVID-19. In addition to educating staff regarding the best ways to protect themselves and others, the Town proposes a temporary COVID-19 Travel Policy. The purpose of this policy is to advise employees of the workplace health screening protocol recommended by public health guidelines.
 1. See attached, [COVID-19 Employee Travel – NHDHHS – 200520](#)
 2. See attached, [COVID-19 Travel Policy](#)
 - ii. The Select Board is asked to consider approving the COVID-19 Travel Policy.

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



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- 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
 - 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. July 13, 2020 – Select Board Meeting
 - b. July 27, 2020 – Select Board Meeting
 - c. August 10, 2020 – Select Board Meeting
 - d. August 24, 2020 – Select Board Meeting