



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report July 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: 214 786 797#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200727
 - 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/BarrSB200727
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
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1. Agenda

- a. See attached, [Agenda 2020-07-27](#)

2. Appointments

- a. Joint Meeting: Recreation Commission

- i. See attached, [Recreation Department Update to Select Board – 200722](#)

1. \$305,000 addition to be reviewed by Planning Board on 8/4; construction scheduled for 8/19 to 12/8.
2. Recreation revolving fund to be used for \$45,000 fire wall.
3. Select Board authorization requested for corrective action plan.
4. Recreation revolving fund balance with no fall/winter programming is estimated to be \$58,000 in early 2021.

- a. See attached, [Recreation Revolving Fund Balance Projection – 200722](#)

5. Recreation operating budget request for 2021 will only include wage and benefit lines (a \$7,500 reduction).

- ii. Recreation Addition – **Vote**

1. The Recreation Department has worked with the Select Board and Recreation Commission to construct a 1,500 sq. ft. addition to the Recreation facility. The Select Board supported the Recreation Department's recommendation to partner with Careno Construction for the project. Designs have been completed for the project and are available for Select Board review.

- a. See attached, [Recreation Addition Plan Set – 200723](#)

2. This project is scheduled for Planning Board review at the August 4th meeting.
3. The Select Board is asked to consider approving the plans as presented.

- iii. Recreation Gym Fire Code Issue

1. Fire Wall

- a. During a fire code review prior to pursuing a 1,500 sq. ft. addition, the Recreation Department was notified that the occupancy of the gym was dramatically reduced. The basis for the determination was the lack of proper fire separation between the Recreation gym and the food pantry space. The two separate uses require a two-hour fire separation.

- b. See attached, [Recreation Addition Fire Protection Engineer Report – 200229](#)

- c. At the July 20th meeting, the Recreation Commission voted to fund the ~\$45,000 fire wall project using funds available in the Recreation Revolving Fund.



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2. Fire Code Corrective Action Plan – **Vote**
 - a. The Fire Chief worked with the Fire Marshall’s Office to consider what options were available which would allow continued use of the Recreation gym (at regular capacity) prior to completion of the fire wall. The Fire Marshall and Fire Chief agreed that a corrective action plan could be developed which would allow continued use if a commitment were made to satisfy the code requirements by a certain date.
 - b. The Select Board are the ultimate decision-makers for all Town facilities and would need to agree to the corrective action plan. The Recreation Department has proposed that the code will be satisfied by August 31, 2021. The Fire Chief is comfortable with the timeline of the proposed corrective action plan.
 - c. The Select Board is asked to consider authorizing the corrective action plan to meet the code requirements in the facility at 105 Ramsdell Lane by August 31, 2021.
- iv. Proposed MOU Changes will be reviewed at the August 10th meeting.
3. Review of Minutes – **Vote**
 - a. See attached, [Minutes 2020-07-13](#)
4. Old Business
 - a. 2020 Select Board Goals and Budget Mid-Year Analysis – Discussion
 - i. I have prepared a comprehensive goal and budget analysis through June 30th. This analysis provides an update on the progress of goals set by the Select Board. It also details the expenditures and revenues for the first half of 2020.
 1. See attached, [2020 Select board Goals and Budget Mid-Year Analysis – 200727](#)
 - b. Karen Gould – Conservation Update – Discussion
 - i. Karen Gould attended the July 13th meeting to present a possible conservation project to the Select Board. The properties in question are a 131-acre parcel (Map 261, Lot 31) and a 30-acre parcel (Map 125, Lot 10) on Mendums Pond. The Select Board voted to support the pursuit of the requested grants (Drinking Water/Ground Water Trust Fund and Aquatic Resource Mitigation) so long as the conserved property would be open to the public.
 - ii. A neighboring resident (Stephen Jeffery) sent the following additional details to the Select Board regarding the proposed conservation project.



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1. See attached, [Gould Conservation - Jeffery E-Mail 1 – 200714](#)
 2. See attached, [Gould Conservation - Jeffery E-Mail 2 – 200714](#)
 3. See attached, [Gould Conservation - Jeffery E-Mail 3 – 200715](#)
- c. 2020 Paving Projects Update and Options – Discussion
- i. Barrington's 2020 paving contractor (Advanced) is approaching the completion of the scheduled work. The Road Agent has been extremely satisfied with the work product. Specifically, he felt that Advanced did an excellent job of keeping consistent mat thickness throughout the entire project. They also kept the more expensive handwork tonnage to an absolute minimum. He believes their work has been impressive both in quality and appearance.
 - ii. Based on the efficiency of the work performed and the conservative estimation of the Road Agent, there remains \$81,918 from the original contract award.
 - iii. The Board has previously discussed investing \$61,000 into Province Road which continues to be investigated.
 - iv. The Road Agent offers the following additional alternatives to accomplish more work this year:
 1. Highway side of the Highway/Transfer facility (understanding that the Transfer Station side should wait until the review committee concludes their efforts). The parking area drains poorly and is extremely broken up. Also, the elevation at Smoke Street causes plows and wing tips to catch and rip up more asphalt. Advanced would offer their straight-line pricing for reclaim and fine grade which would cost \$55,000 for this parking area.
 2. Another alternative would be to chop, fine grade, and place 2.5" of binder on Sawyer lane for \$38,000.
 - v. The Road Agent will report back after the borings and analysis on Province Road before asking for additional direction from the Select Board.
- d. Stonehouse Pond Trash – Discussion
- i. The Select Board has received complaints regarding the trash accumulating at Stonehouse Pond. The primary stakeholders are: NH Fish and Game (owners of the property), Southeast Land Trust (SELT/owners of all abutting property), and the Town of Barrington. Both Southeast Land Trust and NH Fish and Game were responsive to the concerns raised.
 - ii. SELT and NH Fish and Game mentioned possible solutions including moving the gate and parking area away from the shoreline and adding trash barrels. The proposed solutions had benefits and concerns. Both organizations would be glad to have assistance from the Town in addressing the issue of trash at Stonehouse Pond.



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- iii. The Conservation Commission and Trails Committee have discussed the issue and proposed the following possible solutions:
 1. The Trails committee might be willing on a one-time basis to do a deep cleaning of the area.
 2. The Trails Committee has an extensive email list. They could ask their list if someone might be willing to “adopt” the area and monitor the situation and do some cleaning up.

- e. 2020 Tax Deeding – Discussion
 - i. Each year, the Tax Collector must present deeds to the Select Board for properties which have outstanding balances dating back three or more years. This process is prescribed in RSA 80:77. In 2020, a property is eligible for tax-deeding if it has an unpaid balance on the 2017 lien.
 - ii. The deed date for 2020 is scheduled for August 27, 2020. A preliminary list of properties eligible for tax-deeding is attached below. The list will be updated for the August 10th meeting and the Select Board will be asked to finalize any decision regarding deed waivers at that time. The Select Board may be asked to consider last-minute adjustments at the August 24th meeting, but the process is intended to be completed at the August 10th meeting.
 - iii. See attached, [2020 Tax-Deed List – 200722](#)
 - iv. The Select Board is asked to consider any additional information requested prior to finalizing the deed waivers at the August 10th meeting.

- f. Compliance Calendar – Discussion
 - i. The Town Administrator met with the Vice-Chair to further discuss the implementation of a compliance calendar in Barrington. The priority was set to begin by establishing a compliance calendar for the Select Board. This calendar would detail a typical annual cycle to allow Board members to better anticipate which activities are upcoming. The Town Administrator will work with Department Heads over the coming year to develop this resource for the Select Board.

- g. Hard Rock Development Project Update – Discussion
 - i. The Town is under a development agreement for Town-owned land on the south end of Route 125. This development agreement involves the preparation of undeveloped land for commercial development, including the removal and sale of material. In preparation for State permitting, the developer worked closely with the New Hampshire Department of Environmental Services (NHDES) to establish the scope of a hydrogeological study. The purpose of this study was to determine what, if



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- any, impact the development of this property would have on nearby water supplies.
- ii. Last fall, NHDES agreed to the scope of a comprehensive hydrogeological study which involved well monitoring over a six-month period. This study was recently completed. It is the opinion of the hydrogeologist who performed the study that the proposed development will not adversely affect the protected wetlands.
 - iii. A meeting is being arranged with NHDES to present the findings of the study and discuss the next steps for permitting.
- 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 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. Winter Contractor Rate Review – Discussion
 - i. Winter contractors are an essential tool for effective winter maintenance activities in Barrington. The Town is fortunate to have a group of long-standing and dedicated contractors with the equipment and availability to serve the Town through the winter. The Select Board has consistently supported this model and the contractors that work for the Town. Most recently, the Select Board instituted a guaranteed minimum of ten hours every two-weeks during the twenty weeks of winter. This practice helps ensure the overhead costs of winter contractors are covered during the variability of the on-call contracted arrangement. In conjunction with this guaranteed minimum, Marc and Erin instituted an improved services



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- contract and route tracking sheet. This proved to be an effective tool in reducing the salt and sand consumption throughout the winter.
- ii. Under Marc's management, the Town has experienced significant savings in the winter contractor and winter materials (salt and sand) budget lines. In both areas, Marc has favored quality over quantity. It is important to consider how much the work performed is worth and not only how long it takes to do so. Marc has been able to maintain a level of service with far fewer contracted hours. The value of the work performed still remains.
 - iii. In a review of area municipalities, the majority of contract rates range from \$80 - \$97/per hour for the six-wheeled truck with equipment. The range extends as high as \$125/hour in the neighboring community of Nottingham. Barrington is currently at the low end of average offering \$85 per hour.
 - iv. The Road Agent proposes a \$10/hour increase in the rate for six-wheeled trucks with equipment.
 - v. The Select Board is asked to consider the proposal and request any additional information necessary to take action on this request.
- b. Eversource Right of Way Bridge – Tamposi – Discussion
- i. It was brought to the Conservation Commission's attention recently that a footbridge was constructed across the Bellamy River from private property to the Tamposi property. The footbridge is under the Eversource transmission line right of way. The Town owns the Tamposi property and the Society for the Protection of New Hampshire Forests (SPNHF) holds the conservation easement. SPNHF is aware of and utilizes the bridge to monitor the property; SPNHF does not feel the bridge violates the conservation easement.
 - ii. The Conservation Commission wanted to notify the Select Board of this finding. The Conservation Commission and Trails Committee do not recommend any action be taken. If, in the future, the footbridge leads to unauthorized vehicular access to the property, the Town may want to reevaluate its position.
- c. Police Disposal Policy Waiver – Dirt Bike
- i. The Barrington Police Department possesses a military surplus dirt bike valued at ~\$500 which they intend to dispose of through an online auction service. The Town's disposal policy requires proceeds from disposal of Town property to be deposited in the general fund. The stipulations of the military surplus equipment program require that funds from the proceeds of property disposal must directly benefit law enforcement activities.
 - ii. The Select Board is asked to consider waiving the disposal policy allowing the proceeds from the sale of the military surplus dirt bike to be collected as grant funds available for immediate use by the Police Department.



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- d. Reverse Involuntary Lot Merger – Map 124, Lot 5 – **Vote**
 - i. State statute continues to require municipalities to authorize the reversal of involuntary lot mergers at the property owner’s request.
 - ii. See attached, [Reverse Involuntary Lot Merger – Map 124 – Lot 5 – McDaniel Shore Drive – 200723](#)
 - iii. Staff have reviewed the request and confirmed that the lots were involuntarily merged.
 - iv. The Select Board is asked to consider authorizing the reversal of the involuntary lot merger on Map124, Lot 5.

6. July Work Anniversaries

- a. Richard Walker Jr. • Fire Chief • 21 Years (position anniversary)
- b. Jessica Tennis • Recreation Director • 15 Years
- c. Seth Wentworth • Volunteer Fire/EMS • 10 Years
- d. Marcia Gasses • Town Planner • 8 Years
- e. Paul Haggemiller • Volunteer Fire/EMS • 6 Years
- f. Payton Goodell • Deputy Tax Collector • 3 Years

7. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

8. Upcoming Meetings/Events

- a. August 10, 2020 – Select Board Meeting
- b. August 24, 2020 – Select Board Meeting