



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Town Administrator

### Town Administrator Report August 24, 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: 140 376 661#
    - **Video Participation**
      - Click link: [bit.ly/BarrSB200824](https://bit.ly/BarrSB200824)
  - 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 us 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/BarrSB200824](https://bit.ly/BarrSB200824)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 140 376 661#



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### 1. Agenda

- a. See attached, [Agenda 2020-08-24](#)

### 2. Public Hearings

- a. Issuance of building permit at on McDaniel Shore Drive, a Private Road, for Gary and Jane Kilpatrick, Map 124 Lot 21– **Vote**
  - i. See attached, [Private Road Agreement - Kilpatrick - Map 124 - Lot 21 – 200722](#)
  - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
    1. Take care to keep water from property off road by maintaining marginal ditch line across frontage.
    2. Add gravel to crown of road to cover boulders and enhance ditch lines.
    3. Add reflective address number which can be seen from both directions (upon completion of construction).
  - iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 124, Lot 21 with the conditions indicated above.
- b. Acceptance of CARES Act Assistance – Election Aid – **Vote**
  - i. The State of New Hampshire received \$1.25 billion from the CARES Act. The Secretary of State’s Office was provided \$3.2 million for election assistance to local governments. Barrington is eligible to receive \$24,876, including a \$4,146 (20%) match as reimbursement for eligible expenses.
    1. See attached, [CARES Act Assistance – Election Aid – Grant Agreement Documents – 200820](#)
  - ii. Pursuant to RSA 21-P:43, the Select Board is authorized to accept and expend these funds for the purposes of emergency management.
  - iii. After the public hearing, the Select Board is asked to consider accepting and expending up to \$24,876 subject to the terms of the grant agreement and to authorize the Town Administrator to execute all accompanying documents.

### 3. Appointments

- a. 2020 Primary and General Election Absentee Ballot Voting – Discussion
  - i. See attached, [Voting During COVID-19 SOS Flyer – 200820](#)
  - ii. A committee of the Moderator, Town Clerk, Supervisor of the Checklist, Fire Chief, Police Chief, School Facility Manager and Town Administrator have been meeting to prepare for the upcoming elections.
  - iii. The Town continues to advertise the absentee ballot voting process as determined by the Secretary of State. Instructions are currently on the front page of the Town’s website. The absentee ballot request form can be found at the following address:



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[https://www.barrington.nh.gov/sites/g/files/vyhlf2766/f/uploads/absentee\\_ballot\\_app\\_2020-covid\\_fill-in.pdf](https://www.barrington.nh.gov/sites/g/files/vyhlf2766/f/uploads/absentee_ballot_app_2020-covid_fill-in.pdf) .

- iv. There are a couple more weeks until the election and we already have eight times as many absentee ballots than a normal year on Election Day (400 vs 50). That number will continue to increase.
- v. The Town still must have a full in-person Election Day available for anyone that wants to vote that way.
- vi. The State has provided supplies for the election. Supplies include PPE, cleaning supplies, disposable pens/pencils, sneeze guards, and more.
- vii. No vendors will be allowed at either election.
- viii. The flow will be one way in and one way out with greater separation than normal.

b. 2020 Chamber of Commerce Barrington Festival – Discussion

- i. The Barrington Chamber of Commerce is in the planning stage of the Barrington Festival event. They are targeting September 19, 2020.
- ii. As they consider possible event locations, it is likely they may request road closure(s). Prior to the Select Board meeting, the event organizers will have conversations with the appropriate Town officials. More information will be shared as it becomes available.

c. Warrant Article Request – All Veterans Tax Credit Increase – Discussion

- i. A Barrington Resident, Ross Ascani, has formally requested that the Select Board consider a warrant article to increase the All Veterans Tax Credit from \$450 to \$750.
  1. See attached, [Ross Ascani Letter – 200811](#)
- ii. In September of 2019, the Town had 688 participants in the exemptions and credits offered with a total value of \$577,598. These numbers include 487 recipients of the All Veterans Tax Credit at \$450.

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-08-10](#)

5. Old Business

a. 2020 Tax Deeding – **Vote**

i. Additional Deed Waivers

1. 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.



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2. The deed date for 2020 is scheduled for August 27, 2020. The Select Board met on August 10<sup>th</sup> to authorize a list of deed waivers.
  3. Since the August 10<sup>th</sup> meeting, the Select Board has received a few additional requests for deed waivers. The content of these deed waiver requests should be reviewed in non-public and decisions made in public.
- ii. Rescind Deed Waivers – Federal Liens
1. After additional research, staff no longer believes it is in the Town’s best interest to avoid deeding properties with Federal liens. At this time, I request that the Select Board vote to rescind the deed waivers issued for Map 109, Lot 17 and Map 23, Lot 25.
- b. Winter Contractor Rates – **Vote**
- i. At the July 27<sup>th</sup> meeting, the Select Board reviewed a proposal to increase the hourly rate for winter contractors.
    1. 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 contract and route tracking sheet. This proved to be an effective tool in reducing the salt and sand consumption throughout the winter.
    2. 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.
    3. 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.



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4. The Road Agent proposes a \$10/hour increase in the rate for six-wheeled trucks with equipment.
- ii. The Select Board asked for some additional information in order to guide their decision-making. Please find the additional information below.
  1. To better understand the comparison of similar sized and area municipalities please find specific rates below:
    - a. State of New Hampshire: \$87.50
    - b. Brookline: \$97
    - c. Hampstead: \$94.75
    - d. Northwood: \$115
    - e. Nottingham: \$120
  2. The State and some municipalities offer more ‘a la carte’/hybrid rate options based on vehicles and equipment. The needs in Barrington do not justify the attraction of a wider variety of equipment than the six-wheel and one-ton options currently retained.
  3. Marc’s management of the available winter maintenance budget has resulted in tremendous savings for the Town.
    - a. Winter 2018-2019
      - i. Overtime: \$55,723
      - ii. Sand: \$55,300
      - iii. Contractors: \$148,859
      - iv. Salt: \$209,686
      - v. Total: \$469,568
    - b. Winter 2019-2020 (Difference)
      - i. Overtime: \$44,811 (\$10,912)
      - ii. Sand: \$27,650 (\$27,650)
      - iii. Contractors: \$99,381 (\$49,478)
      - iv. Salt: \$141,194 (\$68,492)
      - v. Total: \$313,036 (\$156,532)
    - c. Total Savings: \$156,532 or 33%
  4. The financial impact of increasing the rate by \$10/hour is estimated to be \$12,000 (based on 2019-2020 utilization). This would still result in a savings of ~\$38,000 over recent years in the winter contractor budget line.
- iii. Marc offered the following additional details to support the recommendation of increasing the rate to \$95/hour.
  1. *\$95.00 would put the Town at the high end of average, but we know what we have with the people that we've got. They are extremely dependable. It is not like we are out there fishing for people that are completely unknown for this rate and end up paying big money to attract someone and they end up being a complete dud. I have personally seen this scenario with the State, and it is not a pretty*





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*one. I have an acquaintance that put together 8 or 9 trucks right out of the junkyard, signed them up with the State, and then prayed for it not to snow, to collect the 10-hour minimum. When the fleet was called upon to work it was always a horror show of dead batteries, trucks out of fuel, with the ragtag drivers that were running them not having any money to even buy fuel. Different drivers for every storm that never knew where all the obstacles were and destroyed trucks by running into things they did not know about. This went on constantly for 5 or 6 years before somebody decided to terminate them. We are fortunate enough to not have that problem. Our contractors are extremely dependable and conscientious.*

- 2. Add to this the fact that they are being utilized more on an as needed basis now than the previous philosophy of (WHEN WE GO OUT, YOU GO OUT), even if it was an event that could easily be done by us, like a day-long flurry. So, it seems that the rate of pay was puffed up by the use of (gravy time). So, I don't think the end result will be more than we have spent in the past.*
  - 3. The flip side of the coin is, if we lose one or more of these people, and can't find viable replacements for them, we will be in a world of hurt to deal with winter, and will probably be pushed into hiring more full time people, and maybe getting more trucks, neither of which I want to do. We are lucky to have Bob Brown come in and run his old truck all winter and be dependable. I do not know where you would find another one like him to drive my spare truck to replace one of our contractors.*
  - 4. All in all, I think it would be relatively cheap insurance to pay the extra money, use the resource, and send them home when you are done with them. Real clean.*
- iv. The Select Board is asked to consider increasing the rate for six-wheeled winter contractors from \$85/hour to \$95/hour.
- c. 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 Summer Camp Notice](#)



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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).
6. New Business
- a. 2021 Road Improvement Projects – **Vote**
    - i. The Road Agent is finalizing a draft of road improvement and paving projects for the Select Board to review at the September 14<sup>th</sup> meeting. There are a couple projects which will require engineering and we would like direction from the Board with how to proceed.
    - ii. Drainage Analysis on Mallego Road
      1. The stretch of Mallego Road from the entrance to Stone Farm to Route 125 is in need of repair. Proper repair of this road will mean significant drainage improvements. The drainage improvements are likely to involve a combination of acquiring drainage easements and installing costly drainage infrastructure which would have ongoing maintenance costs.
      2. It is important to the Road Agent and Town Administrator to have a qualified engineer evaluate the drainage and prepare recommendations in order to properly protect the Town's interests. Dubois and King is currently the Town's engineer of record. Alternatively, the Town could advertise for services on this project specifically. Also, the Town could advertise for engineer of record services.
    - iii. Structural Engineering Plan for Young Road Bridge Replacement
      1. Recently, the Town became aware of the deteriorating condition of the abutment and plank bridge structure on Young Road over Swains Lake. In order to properly evaluate the emergent nature of the deterioration, the following report was commissioned.
        - a. See attached, [Young Road Bridge Structure Evaluation – 200726](#)
      2. It is important to the Road Agent and Town Administrator to properly evaluate the structural engineering of the existing bridge and available replacement options. This will be a ~\$200,000-\$450,000 replacement project and should be guided by informed decision-making. Similar to the drainage analysis on Mallego Road, the Town could engage the services of Dubois and King, advertise



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- specifically for services on this project or seek a new engineer of record.
- iv. The Select Board is asked to consider how to proceed with securing the necessary engineering services in preparation for the 2021 road improvement projects.
- b. Joint Conservation Commission Meeting – Discussion
- i. The Select Board would typically hold a joint meeting with the Conservation Commission in late spring, but the meeting was delayed due to COVID-19. The Conservation Commission is interested in meeting jointly on September 14<sup>th</sup>. As the Chair (Ken Grossman) describes, this will be an opportunity to discuss, “Our collective effort to both do good conservation work in order to protect Barrington's natural resources, but also to maintain them and make them accessible”.
  - ii. In addition to conservation in general, other topics that will likely be discussed include the Memorandum of Agreement and the Richardson Pond Dam improvements.
    1. See attached, [Conservation Commission Memorandum of Agreement](#)
  - iii. The Select Board is asked to consider any topics they would like to discuss jointly with the Conservation Commission at the joint meeting on September 14<sup>th</sup>.
- c. Job Description Review: Lead Attendant – Transfer Station and Recycling Center – **Vote**
- i. The Town recently experienced a vacancy in the Transfer Station Supervisor position. It is the practice of the Town to evaluate each position upon vacancy in order to recommend necessary changes based on the current needs.
  - ii. Upon review, the Transfer Station Administrator and I recommend changing the position to Lead Attendant with the following job description.
    1. See attached, [Lead Attendant – Transfer Station and Recycling Center](#)
  - iii. This new position would be a part-time, 30-hour per week, position eligible for single person health insurance benefits. The FTE adjustments to this position will result in a \$32,000 budget savings. A portion of the budget savings will be requested to remain in the budget to add flexibility with the remaining part-time employees.
  - iv. If approved, the position will be advertised starting August 25<sup>th</sup> through September 14<sup>th</sup>.
    1. See attached, [Lead Attendant – Transfer Station and Recycling Center Advertisement](#)





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- v. The Select Board is asked to consider approving the proposed Lead Attendant position replacing the Transfer Station Supervisor position in the Transfer Station and Recycling Center.
- d. Community Development Block Grant Financial Management Plan Adoption – **Vote**
  - i. The Town is pursuing Community Development Block Grant funds on behalf of Lee Oaks Cooperative for well and septic improvements. Among the requirements of the grant program, the Town must establish an applicable Financial Management Plan for the project.
    1. See attached, [Community Development Block Grant Financial Management Plan](#)
  - ii. The Select Board is asked to consider approving the proposed Community Development Block Grant Financial Management Plan.
- e. Guidelines for Use of Facebook – Policy Review – **Vote**
  - i. In addition to the various department-specific social media accounts, the Town will have an increased presence on social media. To support these efforts, staff has prepared the following guidelines for Select Board review.
    1. See attached, [Guidelines for Use of Facebook Policy – 200820](#)
  - ii. This policy will serve as the framework for a more comprehensive policy to be developed through utilization. The importance of this policy is to establish a purpose and provide guidelines which protect the First Amendment and the Town's ability to curate content which is consistent with the purpose.
  - iii. The Select Board is asked to consider approving the propose guidelines for the use of Facebook.

### 7. August Work Anniversaries

- a. Jere Calef • Highway Department Crew • 33 Years
- b. Richard Conway • Recreation Site Supervisor • 33 Years
- c. Robert Sabeau • Fire/EMS • 21 Years
- d. Michelle Cloutier • Police Officer • 4 Years
- e. Craig Deady • Fire/EMS • 4 Years
- f. Jessica Buswell • Fire/EMS • 4 Years
- g. Keith Brody • Fire/EMS • 4 Years
- h. Michael Bayer • Fire/EMS • 4 Years
- i. Robert Lyons • Fire/EMS • 4 Years
- j. Amanda Noyes • Building/Assessing Administrative Assistant • 3 Years
- k. Shane Elliot • Highway Department Crew • 3 Years
- l. Jameson Young • Police Officer • 2 Years
- m. Conner MacIver • Town Administrator • 2 Years



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- n. Marc Moreau • Road Agent • 1 Year
  - o. Autumn Smith • Library Desk Clerk • 1 Year
  - p. Kaylee Downs • Fire/EMS • 1 Year
8. **2020 Select Board Goals**
- a. See attached, [2020 Select Board Goals](#)
  - b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)
9. **Upcoming Meetings/Events**
- a. September 14, 2020 – Select Board Meeting
  - b. September 28, 2020 – Select Board Meeting – Initial Budget Presentation
  - c. October 5, 2020 – Select Board Meeting – Election/Town Clerk/Tax Budget Presentation
  - d. October 19, 2020 – Select Board Meeting – Highway/Transfer/Dams Budget Presentation
  - e. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation