



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report September 14, 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: 155 695 88#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200914
 - 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 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/BarrSB200914
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 155 695 88#



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1. Agenda

- a. See attached, [Agenda 2020-09-14](#)

2. Public Hearings

- a. Issuance of building permit at on McDaniel Shore Drive, a Private Road, for R. Daniel and Nancy Bergeron, Map 125 Lot 5– **Vote**
 - i. See attached, [Private Road Agreement - Bergeron - Map 125 - Lot 5 – 200909](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Regrade the road if it is disturbed.
 - iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 125, Lot 5 with the condition indicated above.
- b. Issuance of building permit at on Long Shores Drive, a Private Road, for Robert and Tammara Simoneau, Map 101 Lot 33– **Vote**
 - i. See attached, [Private Road Agreement - Simoneau - Map 101 - Lot 33 – 200909](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Install 15” culvert per manufacturer’s specifications with erosion control (check dams or silt socks at the outlet end).
 2. Ditch the uphill side of the driveway the entire frontage of the property as much as possible to eliminate the berm of dirt and grass causing erosion of the edge of the road.
 3. Shape the last few feet before the uphill side of the culvert to direct remaining runoff into the culvert.
 4. Runoff along the edge of Long Shores Drive should be allowed to run down-slope across the property where possible to cut down on the velocity of runoff. This will also allow for natural runoff filtering prior to runoff entering the brook.
 5. Diverting flow across the property may reduce damage to the road and may require an additional culvert farther down the driveway to accommodate the runoff originating from the high side of the property.
 6. Patch damage to pavement.
 7. Remove trees and vegetation to improve line of sight as much as possible for exiting the driveway onto Long Shores Drive.
 8. 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 101, Lot 33 with the conditions indicated above.



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3. Appointments

a. Conservation Commission Joint Meeting – Discussion

i. Conservation Update

1. Ken Grossman, Chair of the Conservation Commission will provide a brief update of conservation in Barrington and will discuss the 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. Conservation Fund Update

1. As reported by Charlie Briggs, Treasurer of the Conservation Commission. *We have \$13,419.91 in the bank, with \$3,419.91 unallocated funds. Of the \$3,419.91, \$2,653.57 is from the SATWASR stewardship fund, and should be expended on stewardship activities, leaving \$766.34 that is truly unencumbered. Once the Panish easement is completed, we expect to be reimbursed approx \$190,000 by NHDES. A complete record of transactions is in the spreadsheet attached.*

2. See attached, [Conservation Fund Update – 200803](#)

iii. Co-Occurrence Map Update

1. The Co-occurrence maps for Barrington were recently updated by the Strafford Regional Planning Commission (SRPC) with a grant by the Oyster River Local Advisory Committee (ORLAC).

- a. See attached, [CoOccurance Conservation Opportunity Zones](#)

iv. Potential Conservation Projects Update

1. A review by Ken Grossman of conservation projects which have come before the Commission and the status of commitments.

v. Memorandum of Agreement Review – **Vote**

1. At the August 24th meeting, the Select Board recommended minor changes to the Memorandum of Agreement

- a. See attached, [Conservation Commission Memorandum of Agreement – Original – 200909](#)

- b. See attached, [Conservation Commission Memorandum of Agreement – Red-Lined Draft – 200909](#)

- c. See attached, [Conservation Commission Memorandum of Agreement – Updated Draft – 200909](#)

2. The Select Board and Conservation Commission are asked to review and consider approving the updated Memorandum of Agreement.

vi. Richardson Pond Dam Update

1. The selected engineer (Milone and Macbroom) has performed the preliminary survey and hydrology and hydraulics analysis for the Richardson Pond Dam.



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- a. See attached, [Existing Conditions Survey – 200708](#)
 - b. See attached, [Hydraulic Profile Survey – 200708](#)
 - c. See attached, [Existing Conditions Hydrologic Modeling – 200729](#)
2. Subsequently, the New Hampshire Department of Environmental Services Dam Bureau approved the hydrologic assumptions presented in the analysis.
 3. The engineering consultant continues to develop dam repair options for review by the Town and interested stakeholders. At this time, it appears that the most cost-effective and most environmentally conscientious solution will be to reconstruct the dam at the existing elevation. Preliminary budget estimates continue to be \$150,000-\$200,000.
- b. Library Trustee Warrant Article Request – Capital Reserve Fund – Discussion
 - i. The Library Trustees have made the difficult decision not to present a new library project to voters in 2021. As they go back to the drawing board, they are exploring the opportunity to present voters with a capital reserve request in 2021. The Trustees would like to discuss this idea with the Select Board and seek feedback/questions as they proceed.
 - c. 2020 Chamber of Commerce Barrington Festival – Date Change – **Vote**
 - i. The Barrington Chamber of Commerce is planning the Barrington Festival event. The original date was September 19, 2020, but they have postponed the event to October 24, 2020.
 - ii. At the August 24th meeting, the Select Board authorized the closure of Redemption Road for the event. The closure was conditioned on maintaining emergency access to the parking area at TURBOCAM, including the access road around the building. No parking would be authorized outside of designated spaces.
 - iii. The Select Board is asked to update their road closure authorization for the new date of October 24, 2020.
 - d. Zoning Board of Adjustment – David Whitten – **Vote**
 - i. David Whitten has applied to volunteer on the Zoning Board of Adjustment. Mr. Whitten’s appointment would run through March of 2023.
 1. See attached, [David Whitten – Application for Appointment – Zoning Board – 200828](#)
 - ii. The Select Board is asked to consider appointing David Whitten to the Zoning Board with a term ending in March of 2023.



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4. Review of Minutes – **Vote**
 - a. See attached, [Minutes 2020-08-24](#)

5. Old Business
 - a. Engineering Services
 - i. Selection Committee – **Vote**
 1. At the August 24th meeting, the Select Board decided to advertise for general engineering services. At the September 1st meeting, the Planning Board agreed to participate in the process and evaluate available engineering consultants. The Planning Board seemed comfortable delegating the selection authority to the Select Board.
 2. Staff will prepare a Request for Proposals (RFP) for engineering services.
 3. The Select Board is asked to appoint a committee with representation from the Select Board, Planning Board and staff. The Planning Board has recommended Jeff Brann for the committee based on his previous experience with the engineering selection committee. Staff positions should include the Town Administrator, Road Agent, Planner, and Building Inspector/Code Enforcement Officer. The Select Board may designate one or two representatives.
 4. The scope of the committee would include RFP finalization, proposal review, interviews, and recommendation to the Select Board. I anticipate the process will take three to four months.
 - ii. Mallego Road Drainage – **Vote**
 1. As discussed at the August 24th meeting, a pressing engineering project is the drainage analysis of Mallego Road from the Stone Farm subdivision to Route 125. Properly budgeted 2020 funds exist in line 01-4312-01-4344 which could be used for the necessary engineering on Mallego Road. Having this engineering performed in 2020 would allow plenty of time for planning prior to the 2021 construction season.
 2. Waiting to begin engineering on this project until the selection of a new engineer of record would leave a small window for easement acquisition and proper planning. The Road Agent would like to engage engineering services this year on Mallego Road.
 3. The Select Board is asked to consider authorizing the acquisition of quotes for drainage analysis/engineering on Mallego Road utilizing properly budgeted funds from 01-4312-01-4344.
 - b. Sale of Town-Owned Property Update – Discussion
 - i. On August 17th, letters were sent to the abutters of nine properties offering certain Town-owned land for sale. Responses were due August 27th. Four abutters expressed interest in acquiring two lots for the full amount owed



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(Map 102, Lot 62 for \$3,812 and Map 126, Lot 18 for \$31,540). Other abutters expressed interest but were not willing to pay the full amount owed.

- ii. A webpage was created and is regularly updated with information regarding the sale of these properties: <https://www.barrington.nh.gov/2020sale>.
 - iii. The Town Lands Committee met on Saturday (9/12) to finalize recommendations for sale conditions and sale methods for the 13 lots the Town is interested in selling this year. Recommendations are expected to include lots to auction, lots to sell to abutters for the full amount owed, lots to offer to abutters for less than the amount owed, and lots to retain. An update will be provided during the meeting based on the meeting of 9/12.
- c. Used Cruiser Purchase Review – Discussion
- i. The Police Chief will provide a final review of the second used cruiser purchase including total cost figures.
 - ii. The Police Department will be able to limit their 2021 budget request to one new cruiser (instead of two) due to their efforts to acquire used cruisers in 2020.
- 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.
6. New Business
- a. Highway Mechanic Proposal – **Vote**
 - i. The Road Agent has been evaluating the needs of the Highway Department with long-term success and sustainability in mind. One of the more concerning operational aspects of the Department is mechanical services.



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Proper maintenance of the Highway Department's fleet is critical, and the availability, cost, and quality of outside services are all trending in the wrong direction. We believe the recent vacancy in the Highway Department creates a golden opportunity to bring the majority of mechanical services in-house. The goal would be to perform the in-house services better, faster, and cheaper than our current process.

- ii. Specifically, we are asking the Select Board to create a Mechanic, Fabricator, Truck Driver, Laborer position within the Highway Department. This position is proposed as a Grade 9 (one grade higher than the Truck Driver, Laborer, Equipment Operator position) starting at \$23.17 per hour. The primary role of this position would be a mechanic/fabricator, but the secondary role would be a member of the crew for winter maintenance and road construction activities. Please review the job description in detail to understand the propose scope of this position and desired qualifications.
 1. See attached, [Mechanic – Fabricator – Truck Driver – Laborer – Job Description – DRAFT – 200831](#)
- iii. Evaluation of Need and Justification
 1. The recent closure of Dover Motor Mart continues a trend of fleet maintenance service providers closing. We expect this trend to continue and further limit the availability of honest service providers. Each closure further contributes to the cost, quality, and efficiency of other available options. We continue to experience longer commutes to maintenance providers, lower quality, longer down times and higher rates.
 2. We are currently paying shop rates of \$115 to \$130+ per hour. Labor makes up at least 60% of an average bill and parts mark-up is generally 30%. Direct costs are continuing to rise. Indirect costs such as commuting time (drop off and pick up of equipment at staff hourly rates), down time (lost productivity), and quality issues also continue to increase. Coupled with the availability issues, we are held hostage to the increasing costs.
 3. The Road Agent has witnessed the declining quality and competence of available mechanical service providers. Based on his direct industry experience, he expects this problem is going to continue to get worse.
 4. The Highway Department already has the most expensive piece of infrastructure necessary for brining mechanical services in-house; a facility. The state-of-the-art garage is not currently used to its full potential and would easily accommodate mechanical services.
 5. Proper maintenance is absolutely critical to keep ongoing and replacement costs down for the Highway Department's fleet. Employing a proficient mechanic who would be singularly



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responsible for maintenance activities supports the accountability of 'One Hand to Shake'. This would help remove unskilled 'wrench-turners' from the equation. The strengths of the existing Highway Department crew are truck driving and equipment operation. It only makes sense to have a specially trained employee maintaining \$150,000+ equipment.

6. A negative consequence of the declining availability of mechanical services is increased down-time. It is not uncommon for the Town's equipment to sit on the lot at a commercial mechanical services provider for three weeks or more. Bringing a majority of mechanical services in-house would provide control over fleet down-time.
7. In addition to maintaining his own fleet for thirty years, Marc spent the past eight years of his career providing and supervising fleet mechanical services. His position prior to accepting the Road Agent post was Shop Supervisor at Rochester Truck Repair. We have an employee with the knowledge, passion, and willingness to establish mechanical services in the Highway Department and the Town could benefit from better utilizing those strengths. Creating this position would only create more work for Marc (instituting and managing the program), yet he is willing to initiate it because he sees the current and future need as well as the benefits to the Town.

iv. Concerns

1. Success depends on finding the right candidate and if the labor market does not produce a viable candidate we will reevaluate how to proceed. Marc knows of many potential candidates and believes we could attract the right person.
2. Although we have the most expensive piece infrastructure (the building), there will still be upfront costs necessary to outfit the facility. We would recommend taking a gradual approach to acquiring the tools and equipment necessary. This would allow time for the position to prove its worth. The 2020 Highway Department budget has \$25,000 available in the Building Maintenance line which could be used to begin acquiring the equipment necessary for performing in-house mechanical services. After viability was confirmed, we would plan to spend an additional \$15,000 in 2021 for additional tools and equipment.
3. This position would not support specialized mechanical activities such as reprogramming of the engine computers, transmission rebuilds, and communication equipment (for example). These specialized tasks would still require outside mechanical services.



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4. Depending on the mechanical workload, this position would also be available for truck driving or equipment operation. The primary and secondary responsibilities would eliminate wasted time.
 - v. The Select Board is asked to consider authorizing the creation of a Mechanic, Fabricator, Truck Driver, and Laborer in the Highway Department.
- b. Transfer Station User Fee Updates – **Vote**
- i. The Transfer Station and Recycling Center Review Committee has been hard at work reviewing many aspects of the facility. I am very pleased with their progress and appreciative of the volunteer group's willingness to meet regularly and work through the complex problems facing municipal waste disposal.
 - ii. A primary goal of the committee was to evaluate the financial impact of waste disposal and make recommendations for improvements. It was easy to identify the area most in need of improvement; the pay-as-you-throw fee schedule which hadn't been updated since 2011.
 1. See attached, [Transfer Station User Fees – Current – 110601](#)
 - iii. The committee has proposed the following user fee schedule:
 1. See attached, [Transfer Station User Fees – DRAFT – 200909](#)
 - iv. The proposed update not only adjusts disposal prices to better align with direct costs, it also adds many more specific items to help avoid confusion or subjectivity during waste disposal.
 - v. The updated fee schedule is proposed to take effect on January 1, 2021.
 - vi. The Select Board is asked to consider approving the updated fee schedule recommended by the Transfer Station and Recycling Center Review Committee.
- c. Return of Health Insurance Surplus – **Vote**
- i. Decreased health insurance utilization during the COVID-19 pandemic has resulted in a surplus for the Town's health insurance provider (HealthTrust). As a trust, HealthTrust is expected to return \$18.8 million to members. Barrington is expected to receive \$36,288.73 based on our contributions to medical, dental and short-term disability insurances.
 - ii. It is the Town's option how to handle the return of surplus. An informal survey of municipalities shows that most communities are returning a proportional share of the surplus to covered employees and retaining the balance as revenue. This proportion would be calculated based on the amount each employee paid into health and dental insurance compared to how much the Town contributed. If handled in this way, approximately \$6,000 would be returned to employees.



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- iii. Other options include; returning the entire surplus as a payment to employees, providing a premium holiday for employees, and retaining the revenue. Years ago, when the Town received a sizeable surplus from HealthTrust, the Town provided a premium holiday to employees using the entire surplus.
- iv. I recommend returning a proportional share to employees (~\$6,000) and accepting the remaining ~\$30,000 as unanticipated revenue to start a health insurance expendable trust at Town Meeting in 2021. The purpose of this expendable trust would be to accommodate mid-year census changes without regularly over-budgeting for health insurance. Mid-year census changes can have a significant impact on a budget line. The difference could be as much \$22,000 for one full-time position. A health insurance expendable trust would act as a contingency fund to prevent excess contingency being built into the budget.
- v. The surplus is expected to be finalized and distributed in October.
- vi. The Select Board is asked to consider how to handle the HealthTrust Return of Surplus.

d. Halloween 2020 – Trick-or-Treating – Discussion

- i. Trick-or-Treating for Halloween 2020 is scheduled for Friday, October 30th. Barrington families participating in this community tradition are asked to consider the following safety precautions:
 1. Stay with family, close friends/pandemic pods
 2. Stay outside, wear a mask (not just a costume mask, a surgical mask or cloth face covering) and use good hand hygiene
 3. Avoid indoor haunted house/parties where social distancing is not possible
 4. Bring hand sanitizer while Trick-or-Treating to use between locations
 5. Avoid bowls of candy for distribution, consider individual baggies
 6. Stay inside or socially distanced while handing out candy
 7. Consider having hand sanitizer available while handing out candy

7. September Work Anniversaries

- a. Amy Inglis • Inter-Library Loan Librarian • 24 Years
- b. Dana Drake • Highway Department Crew • 20 Years
- c. Barbara Irvine • Land Use Administrative Assistant • 17 Years
- d. Patrick Boodey • Firefighter/EMT • 17 Years
- e. Shawn Croteau • Firefighter/EMT • 17 Years
- f. Deborah Tatham • Recreation Custodian • 12 Years
- g. James Sanger • Transfer Station Attendant • 5 Years
- h. Jon-Thomas Harmon • Firefighter/EMT • 3 Years



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- i. Sarah Bailey • Assistant Recreation Director • 1 Year
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8. **In Memoriam**
 - a. Patricia Newhall, August 11, 2020
 - i. [Obituary](#)
 - ii. Barrington's first female Select Board Member in 1983.

 9. **2020 Select Board Goals**
 - a. See attached, [2020 Select Board Goals](#)
 - b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

 10. **Upcoming Meetings/Events**
 - a. September 28, 2020 – Select Board Meeting – Initial Budget Presentation
 - b. October 5, 2020 – Select Board Meeting – Election/Town Clerk/Tax Budget Presentation
 - c. October 19, 2020 – Select Board Meeting – Highway/Transfer/Dams Budget Presentation
 - d. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation