



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report September 9, 2019 Select Board Meeting

1. Agenda

- a. See attached, [September 9, 2019](#)

2. Appointments

- a. New Library Presentation – Discussion
 - i. The Select Board invited the library leadership to present an update of plans for the new library. Lindsey Maziarz, Library Trustee President and Roger Gingrich, Barrington Library Foundation Chair will be making a presentation to the Board and community.
 - ii. The Select Board had submitted a list of questions prior to the presentation for which answers were provided.
 - 1. See attached, [Select Board Questions with Answers – 190902](#)
 - 2. See attached, [Barrington Library Foundation 2018 IRS 990-EZ](#)

3. Public Comments

4. Review of Minutes – **Vote**

- a. See attached, [Minutes 08-26-2019](#)
 - i. Meeting Video – Technical Difficulties
 - 1. Twelve minutes into the Select Board meeting of August 26, 2019, the camera equipment was moved in order to better capture the presentation by the Police Department for body and cruiser cameras. The movement of the equipment caused a malfunction which stopped the video recording. We apologize for any inconvenience caused by the lack of video recording for the August 26th meeting. The Barrington Select Board and staff are committed to open and transparent government.

5. Old Business

- a. Town Facility Camera Policy – Second Reading – **Vote**
 - i. On August 26th, the Select Board reviewed a draft of the Town Facility Camera Policy previously requested.
 - ii. Adjustments have been made as recommended by the Select Board and the policy has been reviewed by the Town's attorney
 - iii. See attached, [Town Facility Camera Policy](#)
 - iv. The Board is asked to consider this adopting this policy.



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- b. In-House Paramedic Transports – Second Reading – **Vote**
 - i. On August 26th, the Select Board reviewed a draft of the proposed In-House Paramedic Transport Policy. No changes were recommended.
 - ii. See attached, [In House Paramedic Transport Policy](#)
 - iii. The Board is asked to consider this adopting this policy.
- c. 2020 Budget Top of Scale Wage Increases – **Vote**
 - i. On August 26th, the Select Board supported the Compensation Study Task Force's recommendation to authorize a guaranteed minimum 3% wage increase comprised of a step (1.75%) and a cost of living increase (1.25%).
 - ii. In 2019, the Select Board implemented a top of scale bonus which provided a 1.75% bonus to employees at the top of the wage scale split into two payments (April and October).
 - iii. In 2020 there will be 10 employees at the top of the wage scale. The budget impact of a 1.75% top of scale bonus would be \$7,146.
 - iv. The Select Board is asked to consider approving a 1.75% top of scale bonus for 2020.
- d. Low-Bed Trailer Replacement – **Vote**
 - i. The Road Agent identified structural deficiencies with the current low-bed trailer used to haul equipment. Upon identification of those issues, the Road Agent took the trailer out of service. The Highway Department will rent a trailer as necessary in the meantime. The Road Agent and Highway Support Assistant have researched replacement options for the low-bed trailer. The results of their research are provided in the attached memo.
 - 1. See attached, [Low Bed Trailer Memo - 190904](#)
 - ii. The Road Agent recommends a 20-ton, air brake equipped, replacement trailer with an approximate cost of \$18,856.
 - iii. The Board is asked to consider moving forward with the purchasing process for a replacement low-bed trailer.
- e. Highway Excavator – Discussion
 - i. I have asked the Road Agent to review the options and previous discussions regarding the use of an excavator for maintaining and improving the Town's road infrastructure.
 - 1. See attached, [Excavator Purchase Quotes – Spring 2019](#)
 - 2. See attached, [Excavator Rental Quote Canvas – 2019](#)
 - 3. See attached, [Excavator Sub-Contractor Rates – Spring 2019](#)
 - ii. In 2019, the rented excavator has been used for 473 hours and has ditched 6.5 miles of road. We have spent \$17,175 renting the excavator in 2019. See additional details in the memos below.
 - 1. See attached, [Excavator Work Summary April – June](#)
 - 2. See attached, [Excavator Work Summary July – September](#)



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iii. After thoughtful review, the Road Agent believes it is in the Town's best interest to purchase an excavator.

1. See attached, [Excavator Purchase Memo – 190905](#)

iv. If the Select Board supports purchasing an excavator, the next steps would be to define the bid specifications and prepare a request for bids. If the Select Board does not support the purchasing of an excavator, the Road Agent will continue budgeting for a seasonal excavator rental.

v. The Board is asked to consider the Road Agent's recommendation to purchase an excavator.

f. HRCU/Christmas Dove Road Name – Discussion

i. Holy Rosary Credit Union and the Christmas Dove are considering proposing "Central Square" as the name of the newly constructed road financed by Holy Rosary Credit Union. Feedback is requested from the Select Board prior to making a formal road naming request.

ii. The formal road name request is anticipated for the September 23rd Select Board meeting.

iii. The Board is asked to consider "Central Square" as the name of the newly constructed road.

6. New Business

a. Town Clerk Staffing and Succession Management – **Vote**

i. In early 2018, the Town Clerk presented the Select Board with a staffing and succession management plan. The training and certification process required by the state to work in that office presents challenges for hiring and training new staff while managing the workload for existing staff. The first step of this plan was to reduce one of the three existing positions to 20 hours per week in order to create a second 20 hour per week position for a new hire.

ii. In spring of 2019, an employee (Regina Lytle) was hired into the 20 hour per week position and training began. Since then, the office has been staffed with four positions.

iii. In July of 2020, the Town Clerk anticipates moving to the second step of the staffing and succession management plan which consolidates the two 20 hour per week positions into a full-time position. The result would be three full-time positions in the Town Clerk's Office.

iv. Wage/Budget Impact

1. In 2019 the two full-time and two part-time position wages totaled \$130,460 and the benefits totaled \$53,141.

2. In 2020, the proposed adjustments in July with three full-time positions would require \$137,098 for wages and \$69,967 for benefits.



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- v. The Select Board is asked to consider moving to the next step of the Town Clerk's staffing and succession management plan.
- b. Fire Department Staffing Proposal – Discussion
 - i. The Fire Chief has developed a plan to expand Fire/EMS coverage and to better attract and retain qualified personnel. The Chief proposes hiring two additional full-time firefighter/EMTs. The Town is currently served by two full-time positions, a full-time Chief, and many call/volunteer, per-diem and part-time employees.
 - ii. The Chief will explain how the Ambulance Revolving Fund revenue could be off-setting revenue for the additional positions. The current balance in the Ambulance Revolving Fund is \$150,000.
 - iii. This plan is proposed as a separate warrant article in order to allow the voters to weigh in.
 - iv. The Board is asked to discuss the Fire Chief's proposal to add two full-time Firefighter/EMT positions.
- c. Fire Department Tanker – Discussion
 - i. The Board was previously notified that Barrington's tanker was out of service due to a pump failure. Barrington is relying on our fire engines and mutual aid while this equipment is out of service. The pump replacement is expected to cost approximately \$10,000. The Fire Chief may request a waiver of the Town's purchasing policy in order to select a service provider familiar with the equipment to replace the pump.
 - ii. This piece of equipment is scheduled for replacement in the Capital Improvements Program. Prior to the pump failure, the Fire Chief tasked a committee within the Fire Department with reviewing the replacement options of the tanker. Full replacement cost would be approximately \$325,000 for a demonstration or standard-issue build-out. The committee may recommend only the replacement of the cab and chassis which would cost approximately \$150,000 (saving the Town approximately \$175,000). The funds are available in existing capital reserve accounts.
 - iii. The Board is asked to discuss the tanker and pump replacement options with the Fire Chief.
- d. Refund Partial Payment of 2016 Liens
 - i. The Tax Collector deeded 15 properties on August 29th. Three of those properties had made partial payments toward the 2016 tax lien. State statute requires that the partial payments be refunded to the prior property owner for tax-deeded properties. By a memo dated September 3, 2019, the Tax Collector formally notified the Select Board of the partial payments. The statute requires that the Select Board direct the Town's Treasurer to refund the partial 2016 lien payments for properties which were deeded.



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1. See attached, [Tax Collector Memo – 2016 Lien Partial Payments](#)
 - ii. The Select Board is asked to consider directing the Town's Treasurer to refund \$1,000 to Map 17, Lot 122, Sub-Lot 3 for partial payment the 2016 lien.
 - iii. The Select Board is asked to consider directing the Town's Treasurer to refund \$300 to Map 104, Lot 44 for partial payment the 2016 lien.
 - iv. The Select Board is asked to consider directing the Town's Treasurer to refund \$27.31 to Map 19, Lot 44, Sub-Lot B for partial payment the 2016 lien.
- e. Transfer of Tax-Deeded Mobile Home – **Vote**
- i. The Town previously tax-deeded a mobile home on Bluebird Lane in a cooperative mobile home park. Earlier this summer the property was vacated. In exchange for forgiving past due and current lot rent, the Board previously supported working with the cooperative to find a suitable and authorized owner for the mobile home. A suitable buyer has been identified and the cooperative is prepared to complete the transaction.
 - ii. The Board is asked to consider transferring the property to Barrington Oaks Cooperative to be sold and begin collecting property taxes.
- f. Compensation Study Award – **Vote**
- i. The Town received one response to the request for proposals for a compensation study. The request was advertised in multiple ways and over a month was allowed for a response. Responses were directly solicited from eight organizations which provide compensation study services. When the other seven firms were asked why they did not submit, workload and the detailed scope of the project were cited as factors.
 - ii. The one response was from Municipal Resources Incorporated for a price of \$15,000.
 1. See attached, [MRI – Barrington Compensation Study](#)
 - iii. On September 4th, the Compensation Study Task Force met to review the proposal. The group was satisfied with the proposal and the price. References have been contacted and the Compensation Study Task Force is recommending that the Select Board award the project to Municipal Resources Incorporated and allow the Town Administrator to negotiate the details of a contract with the advice of the Compensation Study Task Force.
 - iv. The Board is asked to consider awarding the project to Municipal Resources Incorporated and allow the Town Administrator to negotiate the details of a contract.



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7. General Information

- a. Unassigned Fund Balance
 - i. See attached, [Unassigned Fund Balance September 2019](#)
 - ii. See attached, [Unassigned Fund Balance History Spreadsheet](#)
 - 1. Fund Balance History Sheet/Tab
 - 2. Targeted Fund Balance Sheet/Tab
 - iii. See attached, [Unassigned Fund Balance History Spreadsheet Details](#)
- b. Parking Ordinance Waiver Issued – 37 Brooks Road – September 28th
 - i. Pursuant to the Parking Ordinance, the Police Chief issued a waiver for an event on September 28th at 37 Brooks Road which may cause parking on a portion of that road.

8. September Work Anniversaries

- a. Amy Inglis • Inter-Library Loan Librarian • 23 Years
- b. Dana Drake • Highway Department Crew • 19 Years
- c. Barbara Irvine • Land Use Administrative Assistant • 16 Years
- d. Deborah Tatham • Recreation Custodian • 11 Years
- e. James Sanger • Transfer Station Attendant • 4 Years
- f. Jon-Thomas Harmon • Firefighter/EMT • 2 Years

9. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
- b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)

10. Upcoming Meetings/Events

- a. September 23rd – Select Board Meeting – Start of Budget Process
- b. September 30th – Select Board Meeting – Recreation Budget
- c. October 7th – Select Board Meeting – Fire/EMS/Ambulance/Cemeteries Budgets
- d. October 21st – Select Board Meeting – Police Budget
- e. October 28th – Select Board Meeting – Library Budget

11. Non-Public Request

- a. Personnel
- b. Reputation