



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report October 5, 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: 676 749 973#
    - **Video Participation**
      - Click link: [bit.ly/BarrSB](https://bit.ly/BarrSB)
  - 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/BarrSB](https://bit.ly/BarrSB)
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
  - Conference ID: 676 749 973#



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### 1. Agenda

- a. See attached, [Agenda 2020-10-05](#)

### 2. Appointments

- a. Budget Presentation – Tax – Discussion
  - i. Presented by Linda Markiewicz, Tax Collector
  - ii. Electronic Budget Binder: [www.barrington.nh.gov/2021budget](http://www.barrington.nh.gov/2021budget)
    1. [Tax – Section 12](#)
  - iii. Changes from Department Head
    1. 01-4150-04-4571 Registry of Deeds – from \$2,000 to \$1,050
    2. 01-4150-04-4612 Postage – from \$6,000 to \$7,500
  - iv. See attached, [Advisory Budget Committee Minutes 200929](#)
  - v. Advisory Budget Committee Review and Comment
    1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
  - vi. Select Board Review and Comment
    1. The Select Board is asked to review and comment on the budget as presented.
- b. Budget Presentation – Town Clerk/Election – Discussion
  - i. Presented by Kimberly Kerekes, Town Clerk
  - ii. Electronic Budget Binder: [www.barrington.nh.gov/2021budget](http://www.barrington.nh.gov/2021budget)
    1. [Town Clerk/Election – Section 13](#)
  - iii. Changes from Department Head
    1. 01-4140-03-4612 Election Postage – from \$450 to \$900
  - iv. See attached, [Advisory Budget Committee Minutes 200929](#)
    1. The 01-4140-01-4754 Town Clerk Equipment line of \$4,000 is for planned equipment needs in the new Town Hall, a desk, two cabinets, and a utility cart. Additionally, the balance of this line will cover the electronic equipment replacement schedule for this department in 2021.
  - v. Advisory Budget Committee Review and Comment
    1. The Advisory Budget Committee is asked to review and comment on the budget as presented.
  - vi. Select Board Review and Comment
    1. The Select Board is asked to review and comment on the budget as presented.
- c. Additional and Updated Budget Binder Documents
  - i. See attached, [Health Dept Rural Dist Health and Shelters Description and History 200921](#)
  - ii. See attached, [August Treasurer Report](#)



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iii. See attached, [2020-2021 Budget Calendar 201001](#)

### 3. Review of Minutes – **Vote**

a. See attached, [Minutes 2020-09-28](#)

### 4. Old Business

#### a. Fire Tanker Cab and Chassis – **Vote**

- i. The old cab and chassis from the Fire Tank Truck is nearly ready to be returned to Barrington. The trade-in value offered was \$1,500. At the time of bid award, the Select Board agreed to have the cab and chassis returned to Barrington for further evaluation prior to retention or disposal.
- ii. The Road Agent estimates the value of the cab and chassis at approximately \$10,000. A \$90,000 investment would be necessary in order for this truck to be a valuable asset to the Highway Department. As an immaculate truck with more traditional mechanical components, this approach is certainly an option. If retained and invested in, this truck would replace the next oldest six-wheeled dump truck.
- iii. If through bid or auction, this truck would attract more than \$10,000, the Road Agent would recommend selling it. If the Select Board was interested in offering this truck for sale, we could pursue a sealed-bid process or add it to the auction later this year. A \$10,000 minimum could be set for either option.
- iv. The Select Board is asked to consider offering the Fire Tank Truck cab and chassis for sale through sealed bid/auction with a \$10,000 minimum or to retain it for future Highway Department use.

#### b. 2021 Road Improvement Projects – Discussion

- i. The Road Agent will present his budget materials on October 19, 2020. In preparation for that conversation, we wanted to provide details about the planned paving and construction projects for next year, including cost and funding source.
- ii. Paving Projects
  1. See attached, [2021 Paving Projects Overview 201001](#)
- iii. Road Construction Projects
  1. See attached, [2021 Road Construction Projects Overview 201001](#)
- iv. The Select Board is asked to consider the planned projects for 2021 and weigh in during the 10/19 budget presentation.

#### c. Highway Garage Office Improvements – Discussion

- i. During the Select Board meeting on 9/28 a couple of potential safety concerns were identified in the Highway Department garage space. We are appreciative of the Select Board's urgency and support to mitigate the immediate concerns and identify a lasting solution.
- ii. The hazardous materials stored in the break room of the existing garage have been temporarily relocated. A physical barrier is being installed



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between the garage bays and the break room. The pieces of equipment stored overnight in the garage bays each have selective catalyst reduction exhaust systems which mitigates the safety concerns of diesel exhaust. All non-essential running of other diesel equipment in the garage bays has been temporarily restricted. If a piece of equipment without selective catalyst reduction exhaust needs to be run in the garage, the building exhaust system will be run for at least thirty minutes afterwards. Finally, the Road Agent is temporarily minimizing the time spent in the shop environment performing office duties.

- iii. The Select Board suggested considering a job site-style trailer to meet the needs of the Department. The Road Agent and I are firmly supportive of the idea and appreciate the Board's willingness to consider it.
- iv. I reconnected with Williams Scotsman in Pelham, NH to get estimates. They recently finished a 720 sq. ft. unit for the Massachusetts Department of Transportation for \$75,000.
  1. See attached, [WILLSCOT Quote 200929](#)
- v. The attached quote provides specifications regarding add-ons and what is included with that specific unit. The fit and finish would be a little different for the Highway Department unit (likely reducing the price). A unit like this could be available by the end of December.
- vi. There would be some site work required (slab, electricity/cable, water, and septic) which would add costs in addition to the trailer.
- vii. The Advisory Budget Committee listened to the conversation from 9/28 and supported using unexpended 2020 appropriations for this project.
- viii. The Select Board is asked to consider this option and discuss what additional information is necessary to proceed.

### 5. New Business

- a. Hazard Mitigation Emergency Management Plan Grant – **Vote**
  - i. Barrington's Hazard Mitigation Plan is set to expire on 9/27/2021. It is important to update the Hazard Mitigation Plan in order to protect people and property from future hazard events. Additionally, a Hazard Mitigation Plan is generally a necessary precursor to pursuing federal grant opportunities.
  - ii. The NH Department of Safety administers a grant program for updating Hazard Mitigation Plans. The grant program requires a funding match which can be covered with in-kind contributions. Specifically, Barrington's staff time during the process will cover the funding match.
  - iii. The plan was previously developed by the Strafford Regional Planning Commission and we would be interested in utilizing their services again.
  - iv. The Select Board is asked to consider allowing the pursuit of a Hazard Mitigation Plan development grant with the Strafford Regional Planning Commission as the contractor.



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- b. Salt Bid Award – **Vote**
  - i. Each year Granite State Minerals and Morton provide salt pricing to the State. Morton's product is purer and drier, but about 30% more expensive than Granite State Minerals. This year, Granite State Minerals is offering salt at \$46.75 per ton (same as 2019-2020) and Morton is offering salt at \$60.17 per ton. The Road Agent plans to purchase 4,000 ton of salt this year.
  - ii. The Road Agent recommends signing a contract with Granite State Minerals for \$46.75 per ton for 4,000 tons of salt.
6. **October Work Anniversaries**
  - a. Samuel Surawski • Police Officer • 1 Year
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. October 19, 2020 – Select Board Meeting – Highway/Transfer/Dams Budget Presentation
  - b. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation
  - c. November 2, 2020 – Select Board Meeting – Library Budget Presentation