



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report November 9, 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
 - 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/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 2020-11-09](#)

2. Appointments

- a. Budget Presentation – Police – Discussion
 - i. Presented by George Joy, Chief of Police
 - ii. Electronic Budget Binder: www.barrington.nh.gov/2021budget
 1. [Police – Section 19](#)
 - iii. See attached, [Advisory Budget Committee Minutes 201103](#)
 - iv. See attached, [Police Response to ABC Questions 201105](#)
 - 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.

3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2020-11-02](#)

4. Old Business

- a. Exemption and Credit Warrant Articles – **Vote**
 - i. At the October 26, 2020 meeting, the Select Board received and reviewed an updated [Exemption and Credit Analysis](#).
 - ii. The Select Board is asked to consider any Board-sponsored adjustments to the exemptions and credits offered to Barrington residents to be included on the 2021 Warrant.
- b. Swains Lake Dam Drawdown Plan Draft Review and Comment – Discussion
 - i. On July 13, 2020, the Select Board approved the creation of a Drawdown Plan for the Swains Lake Dam. A draft has been finalized and submitted for review and comment. In addition to the Select Board, the consultant is soliciting comment from the New Hampshire Department of Environmental Services, the New Hampshire Fish and Game Department, and the Swains Lake Association.
 - ii. See attached, [Swains Lake Dam Drawdown Plan Draft 201027](#)
 - iii. The Select Board is asked to offer any comments or suggestions for the Swains Lake Drawdown Plan.



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- c. Sports Equipment Drive Distribution – Public Safety Building – **Vote**
 - i. A local student, Keegan Paradis, collected new and used sports equipment as a senior project. After considering feedback from the Select Board, the Fire Chief offered the Public Safety Building Parking lot as a more suitable location for distribution.
 - ii. See attached, [Sports Equipment Distribution Plan 201105](#)

5. New Business

- a. Transfer Station Review Committee Recommendations – **Vote**
 - i. The Transfer Station and Recycling Center Review Committee has continued to meet and discuss topics impacting the facility.
 - ii. See attached, [Transfer Station Recommendations 201105](#)
 - iii. See attached, [Transfer Station User Fees Update 201105](#)
 - iv. The Select Board is asked to consider adjusting the Transfer Station operating schedule and updating the previously approved user fee schedule; with both changes to take effect on January 1, 2021.
- b. 2021 Cruiser Pre-Order – **Vote**
 - i. The Police Chief has proposed pre-ordering a 2021 Ford Explorer on the recently released State Bid price using \$10,000 of surplus funds from Detail revenue.
 - ii. The pandemic compounded the existing supply problem with police cruisers. In 2020, Barrington avoided the issues by purchasing used instead of new. Buying a cruiser in 2021 is expected to be as difficult if not more difficult than 2020. A \$10,000 down-payment will allow a cruiser to be ordered now and put Barrington ahead of the wave in 2021. The additional ~\$23,000 will come from the 2021 operating budget.
 - iii. An additional benefit of order a cruiser now is the ability to use surplus funds from the Vehicle Maintenance budget line (01-4210-01-4432). A portion of every outside detail charge is deposited into this line. In 2020 more than \$30,000 was added to this account line. This funding source also helped purchase the second used cruiser.
 - iv. The Select Board is asked to consider ordering a 2021 Ford Explorer with \$10,000 from the Vehicle Maintenance account line.
- c. 2021 Audit Request for Proposals – **Vote**
 - i. The Town's current auditor recently completed the 2019 financial audit (results to be presented at the November 16th meeting). This marks the fifth year using the same auditor. Generally Accepted Accounting Principles (GAAP), recommend a new auditing team every five years.
 - ii. The Finance Administrator has prepared the attached Request for Proposals for Financial Audit Services starting with the 2020 financial audit.
 - iii. See attached, [Financial Audit Services Request for Proposals 201105](#)



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iv. The Select Board is asked to consider authorizing the advertisement of this Request for Proposals.

d. New Hampshire Division of Forest and Lands Grant Acceptance – **Vote**

i. The Fire Department was awarded a \$2,600 grant from the New Hampshire Division of Forest and Lands for forestry shirts. The grant program requires a 50% match. The matching funds are properly budgeted in the Fire Department operating budget.

ii. The Select Board is asked to consider authorizing the acceptance of the \$2,600 Forest and Lands Grant.

e. Scouting for Food Drive – Transfer Station – **Vote**

i. The local Boy Scouts Troop is starting their annual Scouting for Food Drive. They are requesting permission to use the Transfer Station for promotion and collection as they have done in the past. They are specifically requesting Saturday, November 7 and Saturday, November 14 from 9am to noon.

ii. The Select Board is asked to consider allowing the Boy Scouts to promote and collect for their Scouting for Food program at the Transfer Station.

6. November Work Anniversaries

- a. Jonathan Janelle • Firefighter • 22 Years
- b. Erin Paradis • Highway and Transfer Station Support Assistant • 12 Years
- c. Richard Smith • Firefighter • 8 Years
- d. David Balian • Welfare Caseworker • 8 Years
- e. Terrence Glazier • Transfer Station Attendant • 1 Year

7. Barrington Veterans – Thank You for Your Service!

- a. Erik Baker
- b. Tyler Currier
- c. Scott Young
- d. Sam Surawski
- e. Michael Bayer
- f. Sean Guile
- g. Donald Millette
- h. Jake Roger
- i. Richard Smith
- j. Chris Wareing
- k. Lilah Cherum
- l. Cole Poth
- m. Bob Brown



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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. November 16, 2020 – Select Board Meeting – Fire/EMS/Ambulance/Cemeteries Budget Presentation
- b. November 30, 2020 – Select Board Meeting – Recreation Budget Presentation
- c. December 7, 2020 – Select Board Meeting – Advisory Budget Committee Presentation and Select Board Budget Deliberation