



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report February 8, 2021 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** (audio and video recording will be taking place)
 - 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 [2021-02-08](#)

2. Public Hearings

- a. Issuance of building permit on Long Shores Drive, a Private Road, for Thomas and Cheryl Rowe and Aimee Morrill, Map 101, Lot 37 – **Vote**
 - i. See attached, [Private Road Agreement – Rowe-Morrill – Map 101 – Lot 37 – 210204](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Maintain redundant erosion control on the downhill side of the lower limits of construction.
 2. Maintain as much existing forward mat as possible to protect wetland.
 3. The driveway should be graded to drain entirely to the front yard.
 4. Consider current or future potential for culvert to drain the front yard located in the area of the right-angle turn of the driveway toward the house. This single point of outfall will promote effective runoff and erosion protection.
 5. Maintain a minimum of a five-foot undisturbed buffer on both sides to prevent runoff onto adjacent properties.
 6. Grade section of road along frontage upon completion to improve the poorly graded gravel and ruts.
 7. Join local road association.
 8. Maintain level areas along edge of Long Shores Drive to safely park two vehicles off the road.
 - iii. The Select Board is asked to consider authorizing the issuance of a building permit for Map 101, Lot 37 with the conditions indicated above.

3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-01-25](#)
- b. See attached, [Minutes 2021-01-30](#)

4. Old Business

- a. COVID-19 Screening, Exclusion, and Travel Policy – **Vote**
 - i. At the June 22, 2020 meeting, the Select Board instituted a Travel Policy consistent with prevailing public health guidelines.
 - ii. See attached, [Covid-19 Travel Policy](#)
 - iii. Guidelines have changed and we need to update our policy. On January 11, 2021, the NH Department of Health and Human Services published a [comprehensive guidance document](#) which was the basis for the proposed policy.



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- iv. See attached, [COVID-19 Screening-Exclusion-Travel Policy](#)
- v. This policy is intended to replace the June 22nd policy. Most notably, this policy includes guidance for screening, isolating, and quarantining for the purpose of COVID-19 symptoms, close contact with a positive case and travel outside of the New England states. Additionally, this policy contemplates vaccinated employees and employees who have recovered from a positive COVID-19 case within the past 90 days. The policy also clearly communicates the expectation regarding earned-time utilization and compensation. Finally, the policy provides flexibility to essential employees (Police/Fire/EMS/Public Works) in their execution of essential services.
- vi. The Select Board is asked to consider amending the June 22nd Travel Policy as proposed.

b. 2021 Deliberative Session Review and Ballot Session Information – Discussion

- i. The Town conducted a safe and efficient Deliberative Session on Saturday, January 30, 2021. The event was live-streamed, and a recording is available on the Town's YouTube channel at: https://youtu.be/cCpN9VYDX_8. We have received many compliments and words of appreciation for the organization of the meeting and quality of the digital and audio recording. A special 'thank you' to all that contributed to the session.
- ii. As anticipated, Article 18 was amended during Deliberative Session to reflect legal language which was agreeable to the petitioner and Select Board.
- iii. Complete information regarding the 2021 Warrant to be voted on at the Ballot Session on March 9th is available at: www.barrington.nh.gov/2021warrant.

5. New Business

a. 2021 Goal Setting – Discussion

- i. In 2020, the Select Board set their goals in April. At the time, there was discussion about encouraging Department Heads to set one of their goals to correspond with the Select Board's goals. As I shared at the time, I believe the best way to accomplish this would be to have the Select Board set their goals earlier in the year. This would allow Department Heads to consider those goals during their goal development and performance evaluation process which takes place in March.
- ii. If the Select Board is still interested, I would suggest setting the 2021 Select Board goals at the February 22nd meeting. One drawback of setting the goals earlier is that any potential new member(s) would not participate in the process. I think this concern could be alleviated by allowing any new members to introduce a goal(s) to add to the list in April. If Select Board



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members have goal ideas or subject areas, please submit them to me and I will prepare a draft set of goals for the 2/22 meeting.

b. Updated Police Cruiser Replacement Proposal – Vote

- i. The Police Department’s cruiser replacement schedule was interrupted by the accident involving the K9 cruiser. The pre-ordered Ford Explorer (which was originally set to replace Unit 7) will replace the K9 cruiser and the Police Chief is proposing the purchase of a Dodge Durango to replace Unit 7.
- ii. See attached, [2021 Durango Proposal](#)
- iii. See attached, [2021 Durango Replacement Chart](#)
- iv. The Select Board is asked to consider supporting the Police Chief’s recommendation to purchase a 2021 Dodge Durango with equipment using insurance funds and up to \$25,166.25 from the Police Outside Detail Revolving Fund.

c. Professional Engineering Services RFQ Responses – Discussion

- i. I am glad to share that the Town received twelve responses to the Professional Engineering Services RFQ which was advertised late last year. The original RFQ and electronic copies of all twelve responses can be found at: <https://www.barrington.nh.gov/home/bids/engineering-services-request-qualifications>. The Engineering Services Committee is very pleased with the amount of interest and will be meeting over the next month to develop a recommendation for the Select Board’s consideration. At this time, the committee anticipates making a recommendation for the March 8th Select Board meeting.

d. Flexible Spending Account and Dependent Care Assistance Plan Account COVID-19 Relief – **Vote**

- i. The Town makes Flexible Spending Accounts (FSA) and Dependent Care Assistance Plan Accounts (DCAP) available to employees through our health insurer, HealthTrust. The recent Consolidated Appropriations Act of 2021 provided further relief regarding COVID-19. The law includes temporary rules that allow employers to provide FSA and DCAP participants additional flexibility including the possibility of increased carryover amounts and mid-year election changes. Employers may, but are not required to, allow these changes.
- ii. We recommend the Select Board adopt an increased carryover for the July 2020 – June 2021 plan year which would allow unlimited carryover into the July 2021 – June 2022 plan year. The current carryover limit is \$550.
- iii. The Select Board is asked to consider adopting an increased carryover limit for the July 2020 – June 2021 plan year.



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6. February Work Anniversaries

- a. Spencer Aube • Police Detective • 3 Years
- b. Tyler Currier • Police Officer • 2 Years
- c. Daniel Brooks • Deputy Police Chief • 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. February 22, 2021 – Select Board Meeting
- b. March 8, 2021 – Select Board Meeting
- c. March 9, 2021 – Ballot Session (Barrington Middle School)
- d. March 22, 2021 – Select Board Meeting