



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report March 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 2021-03-08](#)

2. Appointments

- a. Donna Massucci – Reappointment – Planning Board Member – **Vote**
 - i. Term to expire March 2022

3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-02-22](#)

4. Old Business

- a. 2021 Goal Setting – **Vote**
 - i. At the February 8th meeting we discussed certain goal topics for the 2021 Select Board goals. At the February 22nd meeting, the Board provided additional input regarding the proposed goals. I have compiled the suggestions into the attached draft.
 - ii. See attached, [2021 Select Board Goals](#)
 - iii. The Select Board is asked to consider amending or approving the 2021 Select Board Goals.
- b. Town Meeting Ballot Session – March 9th – Discussion
 - i. The second session of Barrington’s Town Meeting is the ballot session which will take place on Tuesday, March 9th.
 - ii. [Voting Information](#)
 - iii. [Sample Ballot](#)
 - iv. [Absentee Ballot Request](#)
 - v. The Select Board is asked to communicate to the Chair when they are available to assist on voting day. Gaps will be filled by pro-tem appointments. A schedule will be prepared and available at the polling place for inspection by the Secretary of State’s Office.
- c. Advertise Surplus Equipment for Sealed Bid – **Vote**
 - i. The Town has two pieces of surplus equipment to dispose of.
 - ii. 1996 International 4900
 1. 17,080 Miles
 2. Formerly Fire Tanker
 3. Cab and chassis remount
 4. Pump is not functional
 - iii. 2003 International 7400 SFA 4x2
 1. 139,323 Miles
 2. Navistar DR 466 Diesel Engine
 3. 8LL Transmission



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4. 11.00 R 22.5 Tires
 5. 8-yard dump body with electric canvas
 6. Pintle plate and hitch
 7. Includes Everest single wing plow frame with plow and wing
 8. Passed inspection in September
- iv. The Select Board is asked to consider offering this equipment for sealed bid with bids due by noon on April 12th to be opened at that evening's Select Board meeting.
- d. Selection of Top Ranked Firm for Professional Engineering Services – **Vote**
- i. The Engineering Services Selection Committee has completed the review process and provides the following information to the Select Board in order to make a final determination of the top ranked firm.
 - ii. Detailed information regarding the process including all documents and responses can be found on the [Town's website](#) (summarized below):
 1. On December 3, 2020 the Request for Qualifications was advertised
 2. On January 19, 2021 an addendum was issued
 3. Before February 1, 2021 at noon, the Town received twelve response from firms
 4. The Selection Committee reviewed the qualification statements and contacted references
 5. On February 18, 2021 the Selection Committee announced the short-list and published the interview topics
 6. On February 24, 2021 the Selection Committee interviewed the three top-ranked firms
 7. On March 3, 2021 the Selection Committee finalized their recommendation for the Select Board
 - iii. Based on the process detailed above, the Selection Committee recommends the following three firms (in priority order):
 1. CMA Engineers
 2. Wright Pierce
 3. Altus Engineering
 - iv. The Selection Committee was impressed with the qualifications of all firms and sincerely appreciates the time and effort which they invested in providing their qualification statements.
 - v. Specific to CMA Engineers, they meet all of our requirements and clearly demonstrated their ability to perform the scope of services advertised. The Selection Committee was especially impressed with their references, responsiveness, and similar projects. The Committee feels that CMA Engineers can appropriately meet the needs of the Planning Board from review to regulation updates.



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- vi. After the Select Board selects the top-ranked firm, the final step of the process is to negotiate and agree upon a contract (pursuant to the Qualifications-Based Selection process of NHDOT).
- vii. The Select Board is asked to consider selecting CMA Engineers as the top-ranked firm and award CMA Engineers the scope advertised in the RFQ contingent upon the satisfactory negotiation of a contract.

5. New Business

a. Paving Request for Proposals – **Vote**

- i. Last October, the Road Agent prepared a list of road paving projects for 2021.
 1. See attached, [2021 Paving Projects Overview 201001](#)
- ii. During the budget process, the Select Board retained an operating budget of \$600,000 for paving projects with a commitment at the November 30th meeting to spend an additional \$175,000 from the Transportation Fee Capital Reserve. The anticipated budget for paving in 2021 is \$775,000.
- iii. The Road Agent has prepared a Request for Proposals for the 2021 Paving Projects
 1. See attached, [2021 Paving Request for Proposals](#)
- iv. If approved, this RFP would be advertised on March 9th and due back to the Town on April 7th. A recommendation would be made to the Board for a final decision at the April 12th Select Board meeting.
- v. The Select Board is asked to approve the proposed 2021 Paving Projects RFP as presented.

b. Police Outside Detail Rates – **Vote**

- i. The [2021-2024 Police Collective Bargaining Agreement](#) includes an increase of the Outside Detail Rate paid to employees (paid by outside agencies) from \$43.70 per hour to \$49 per hour. If the cost items are approved by voters, the change would go into effect on April 1, 2021.
- ii. The Select Board is asked to consider increasing the Outside Detail Rates to reflect the increase.
- iii. Currently Barrington bills at \$60 per hour for an officer and an additional \$15 per hour for a cruiser. The \$60 is deposited in the Outside Detail Revolving Fund and is used to pay the wages and benefits associated with the detail activity. This fund currently accumulates a small surplus and the Select Board has recently approved multiple expenditures from this surplus towards cruiser purchases. The \$15 is credited to the Vehicle Maintenance operating budget line to be spent within the budget year towards vehicle maintenance activities.
- iv. Based on an analysis of 11 neighboring communities, the average rate is about \$70 per hour plus additional charges for a cruiser. In order to cover our costs and maintain a positive balance in the Outside Detail Revolving



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Fund, we recommend increasing the Outside Detail Rates to \$68/hour for an officer and \$17/hour for a cruiser. This would amount to a \$10/hour increase from \$75 to \$85. We are confident this increase will cover our additional costs without being an unreasonable cost for the outside agencies.

- v. The Select Board is asked to consider increasing the Outside Detail Billing Rates from \$60 to \$68 per hour for an officer and from \$15 to \$17 per hour for a cruiser starting April 1, 2021.

- c. March 22nd – Appointments for Terms Expiring in 2021 – Discussion
 - i. Select Board appointments expire on March 31st. Appointment terms are staggered to ensure that only one to three members' term expires in the same year.
 - ii. Each year at the first Select Board meeting following the ballot session of Town Meeting, the Select Board is asked to consider appointments and reappointments for terms expiring.
 - iii. This year nearly all of the incumbents with terms expiring are interested in reappointment.
 - iv. See attached, [Appointments 210322](#)
 - v. On behalf of the Town, I would like to extend my appreciation for the care and dedication of Barrington's many citizen volunteers.
 - vi. The Select Board is asked to review the attached list and request any additional information necessary to consider the appointments at the March 22nd meeting.

- d. Select Board Reorganization - Discussion
 - i. According to Section 1 (d) of the Select Board Rules of Procedures (ELECTION OF OFFICERS):
 - 1. i) Procedures for electing officers are as follows:
 - a. (1) Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair.
 - b. (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
 - c. (3) The above election shall be by a majority vote of the Select Board. During the year the Board by majority vote may change the officers.
 - ii. The Select Board is asked to be prepared to elect officers at the March 22nd meeting.



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- e. Select Board Committee Assignments – Discussion
 - i. The Select Board Chair is tasked with making committee assignments for Select Board members.
 - ii. The following boards, committees, and commissions are available for Select Board representation:
 1. Planning Board, Library Trustees, Conservation Commission, Recreation Commission, School Board, Advisory Budget Committee, Zoning Board of Adjustment, Technology Committee, Trails Committee, Town Lands Committee, and Transfer Station and Recycling Center Review Committee
 - iii. I have compiled the meeting information for each committee:
 1. See attached, [All Boards Meeting Details](#)
 2. See attached, [All Boards Meeting Calendar](#)
 - iv. The Select Board is asked to consider which assignments they may be interested in and be prepared to communicate that to the Chair elected at the March 22nd meeting.

6. March Work Anniversaries

- a. Steven Paul • Highway Department • 21 Years
- b. Eric Lenzi • Assistant Fire Chief • 20 Years
- c. Peter Royce • Treasurer • 16 Years
- d. Larry Coon • Fire/EMS • 15 Years
- e. Will Lenharth • Fire/EMS • 15 Years
- f. Amanda Barber • Police Sergeant • 5 Years
- g. Melissa Huetten • Library Director • 3 Years

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. March 9, 2021 – Ballot Session (Barrington Middle School)
- b. March 22, 2021 – Select Board Meeting