



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report March 22, 2021 Select Board Meeting

RSA 91-A Emergency Provisions

- As Vice-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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NEW HAMPSHIRE

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1. Agenda

- a. See attached, [Agenda 2021-03-22](#)

2. Appointments

- a. Welcome Select Board Member Dannen Mannschreck – Discussion
 - i. Dannen Mannschreck of Scruton Pond Road was elected to the Select Board by popular vote on March 9, 2021. He swore his oath with the Deputy Town Clerk on Monday, March 15th.
 - ii. Selectperson Mannschreck welcomes resident questions, comments and concerns and can be reached at (603) 403-2981.

b. Select Board Organization – **Vote**

- 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 select a Chair.
 - iii. The Select Board is asked to select a Vice-Chair.

b. 2021 Committee, Commission, and Board Appointments – **Vote**

- i. The Select Board is responsible for appointing the membership of many committees, commissions, and boards. Terms for these appointments typically expire March 31st. The Select Board has annually considered the appointments at the second meeting in March. Please review the attached appointment list:
 1. See attached, [Select Board Appointments for 210322](#)
- ii. The Select Board is asked to consider making the appointments indicated.

3. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-03-08](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

4. Old Business

a. 2021 Goal Setting – **Vote**

- i. At recent meetings, we discussed and refined goal topics for the 2021 Select Board 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 Results – Discussion

- i. Residents voted on March 9th to approve the proposed operating budget and all warrant articles as recommended and supported by the Select Board and Advisory Budget Committee.
- ii. See attached, [2021 Town Meeting Election Results](#)
- iii. There was an error identified after the election, which was investigated, and appropriate remedial action was taken. A summary is attached.
 1. See attached, [2021 Town Meeting Ballot Hand Count Request](#)
- iv. On behalf of the Town and its employees, I want to sincerely thank the community for their broad support of the budget and warrant articles. We all strive to provide the most effective and efficient services as possible to the residents of Barrington.

c. 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.

d. Deer Ridge Tree Trimming Bid Award – **Vote**

- i. On October 1, 2020, the Road Agent presented the Select Board with the proposed road construction projects of 2021.
 1. See attached, [2021 Road Constructions Projects Overview 201001](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- ii. Consistent with the Purchasing Policy, the Road Agent advertised for sealed bids for the scope of work on Deer Ridge Road. Bids were due at noon on March 22, 2021. Bids were opened publicly at 1pm. This work is properly budgeted. A summary of the bids and recommendation will be provided during the meeting.
 - iii. The Select Board is asked to consider approving the recommended tree contractor to perform the scope of work on Deer Ridge Road.
 - e. Acquisition of Ultra-Terrain Vehicle Approved by Voters – Discussion
 - i. Voters authorized the appropriation of funds to purchase a UTV and equipment. Detailed information about the process, justification, and supporting materials can be found here:
<https://www.barrington.nh.gov/town-administrator/pages/fire-department-ultra-terrain-vehicle>.
 - ii. The Fire and Police Departments are interested in beginning the process and are seeking the blessing of the Select Board. The process would involve a two-person committee with one Firefighter and one Police Officer to develop a specification for the equipment. This specification would be presented to the Select Board prior to advertising for sealed bid.
 - iii. Concurrently, the committee would begin establishing a Memorandum of Understanding (MOU) to guide the shared use and maintenance of the equipment.
 - iv. The Select Board is asked to authorize the process, as described, to develop a specification for the bid process to acquire an ultra-terrain vehicle.
5. New Business
- a. American Rescue Plan Act of 2021 – Discussion
 - i. On March 11, 2021, the President signed the American Rescue Plan Act of 2021. This latest stimulus package includes appropriations to be distributed directly to municipalities. While we await additional information and guidance documents, I wanted to share what we know at this point.
 - ii. The New Hampshire Municipal Association is regularly updating a resource page at: <https://www.nhmunicipal.org/american-rescue-plan-act-2021-information-page>. According to estimates made by the National League of Cities, Barrington is expected to receive \$920,000 in direct assistance (based on 2019 population). The first 50% is expected to be sent to states within 60 days of March 11th and states would have 30 days to distribute to municipalities. The second 50% will be at least a year later.
 - iii. The allowable use of the funds includes (more guidance will be forthcoming):
 - 1. Response to COVID-19 and the negative impacts.
 - 2. Compensation for reduced revenues.
 - 3. Investments in water, sewer, or broadband infrastructure.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

4. Premium pay for essential workers.
- iv. I will continue to closely monitor this aid and keep the Select Board and community informed regarding its possible impacts and utilization.
- b. Conservation Commission Donation to Leighton Forest – **Vote**
 - i. The Southeast Land Trust, supported by the Town of Strafford and other funding organizations, is finalizing the conservation of the [Leighton Forest](#) which includes property in Barrington and Strafford. The Barrington Conservation Commission has been supportive of this effort but has not been in a position to contribute significantly or acquire any property interest through the conservation process.
 - ii. The Conservation Commission maintains a commitment to resolving and funding the issues at Richardson Pond Dam. The Commission expects up to \$190,000 from the State to reimburse costs of the Goodwill expansion. This would add to the ~\$30,000 balance in the Conservation Fund. Current estimates for the Richardson Pond Dam are ~\$200,000.
 - iii. At the March 11th meeting, the Conservation Commission reviewed a report from their Treasurer and felt that they were financially able to meet their commitment regarding the Richardson Pond Dam and also make a donation to the Leighton Forest project. The Conservation Commission is interested in donating \$10,000 to the project.
 - iv. Maintaining the support of the Select Board is an important goal for the Conservation Commission. In support of that goal, they have conditioned their donation on approval from the Select Board.
 - v. The Select Board is asked to consider ratifying the \$10,000 appropriation from the Conservation Commission for the Leighton Forest project.
- c. Finance and Human Resources Administration – **Vote**
 - i. A review of the Finance and Human Resources Administration functions has begun due to the upcoming vacancy in the Human Resources Administrator position. This review will include an evaluation of the essential position functions as well as the current and expected needs of the Department. As a result of the review, I expect to make some changes to the positions.
 - ii. One change I am considering is reverting back to a combined Finance and Human Resources Administrator position with the second position serving as a Deputy. Before evaluating that possibility, I wanted to seek the Board's support for that change. The adjustments to compensation rates would be offsetting, so the impact would be budget neutral.
 - iii. Although I intend to review further, my initial perspective is that the Town would benefit from one Finance and Human Resources Administrator opposed to those functions being divided among two positions. The



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

functions overlap tremendously and having one primary decision-maker/administrator and a deputy would likely result in improved operations.

- iv. If I conclude that those changes would be best, I will want to advertise the vacancy as soon as possible. I am seeking the Board's support prior to a final or more specific recommendation because the Board does not meet again until April 12th and I would hope to advertise the vacancy prior to that meeting.
 - v. The Select Board is asked to consider authorizing the Town Administrator to make the necessary adjustments to the Finance/Administration positions, conditioned on any compensation adjustments being within the recently approved operating budget.
- d. 2021 Roadside Clean Up – Discussion
- i. The third annual roadside cleanup is scheduled for Saturday, April 24th. All are welcome and encouraged to participate in cleaning up the streets of Barrington.
 - ii. Interested residents are encouraged to register ahead of time with Erin Paradis (eparadis@barrington.nh.gov or 603-664-0166). Pre-registration is not required, and 'walk-ins' are welcome. Volunteers will report to the Highway Garage between 8am and 1pm to receive instructions, bags, and gloves. All roadside debris (in the blue bags) should be returned to the dedicated open top containers no later than 4pm.
 - iii. Thank you in advance to the organizers and volunteers!
- e. Fire Department Accept Donation of Waterproof Camera – **Vote**
- i. The Fire Department has been offered the donation of a waterproof camera valued at approximately \$300. The camera is being offered by Russ and Betsy Hayes.
 - ii. The Select Board is asked to consider authorizing the acceptance of a waterproof camera donated by Russ and Betsy Hayes.

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 Huette • Library Director • 3 Years

7. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)
- 8. Upcoming Meetings/Events**
- a. April 12, 2021 – Select Board Meeting
 - b. April 26, 2021 – Select Board Meeting