



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report April 26, 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 2021-04-26](#)

2. Public Hearings

- a. Issuance of building permit on Flower Drive, a Private Road, for Matthew and Susan Kornguth, Map 112, Lot 20 – **Vote**
 - i. See attached, [Private Road Agreement - Kornguth - Map 112 - Lot 20 – 210420](#)
 - ii. Department Heads and the Planning Board have reviewed the request and recommended the Select Board support the following requirements:
 1. Grade Flower Drive.
 2. Restore any ditch lines to their functional use which were damaged as a result of construction.
 3. Prominently display a street number at the end of the driveway prior to construction.
 4. Join the local road association.
- b. The Select Board is asked to consider authorizing the issuance of a building permit for Map 112, Lot 20 with the condition indicated above.

3. Appointments

- a. Swearing in of New Police Officer – Henry Reznicek
 - i. Henry was hired on March 29, 2021 with a first official day of work was April 19th. He completed the physical fitness test today, April 21st, and will begin the Full Time Police Academy on May 3rd. Henry was one of five applicants who started the hiring process in February to fill the vacancy created when Off. Seawards transitioned to Somersworth. Henry was born and raised in the Seacoast area of NH and attended Malden Catholic High School. He has been living and working in Lee, NH prior to accepting his position with the Town of Barrington. Henry is a hard-working young man, who was attending night classes while working a full-time schedule to achieve his Associate's in Criminal Justice. We anticipate that he will complete his schooling post-Academy. We are looking forward to developing Henry to his full potential.
- b. Municipal Clerk Week Proclamation – **Vote**
 - i. See attached, [Clerk's Week 2021](#)

4. Public Comments

5. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-04-12](#)



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6. Staff Report

- a. Administrator MacIver
- b. Municipal Office Administrator MacIver

7. Old Business

- a. 2021 Striping Bid Award – **Vote**
 - i. On March 17, 2021 the Town advertised a [Request for Proposals for 2021 Road Striping](#).
 - ii. The proposals were due at noon on Monday, April 26th. The details and a recommendation of proposals received will be presented during the Select Board meeting.
 - iii. The Select Board is asked to consider awarding the striping bid as recommended by the Road Agent.

- b. Community Development Block Grant Administration Award – **Vote**
 - i. At the November 30, 2020 meeting, the Select Board began discussing the possibility of pursuing Community Development Block Grant funds on behalf of Barrington Oaks Cooperative. At the January 4, 2021 meeting, the Select Board awarded the grant writing scope to Donna Lane. At the January 18, 2021 meeting, the Select Board held a public hearing and voted to proceed with the pursuit of a Community Development Block Grant for the Barrington Oaks Cooperative.
 1. Barrington Oaks Cooperative is a 49-unit community of low to moderate income homeowners. The community recently upgraded its source for water, but the community is experiencing issues with their septic.
 2. The Community Development Finance Authority administers the Community Development Block Grant for municipalities. Specifically, there is a housing and public facility grant for the rehabilitation and improvement of housing for low- and moderate-income homeowners and tenants. Only municipalities can apply, but the sole cost and liability is with the sub-granted organization. Barrington Oaks Cooperative has asked the Town to consider pursuing a CDBG on their behalf.
 - ii. I am pleased to share that the application was approved, and the project is proceeding. On April 8, 2021, we advertised the [2021 CDBG Administration RFP](#). This RFP was sent directly to the grant administration listerv and for publication in the Union Leader. Proposals were due by April 21st.
 - iii. The Town received one response to the RFP:
 1. See attached, [Donna Lane - Barrington CDBG Administration Proposal 2021](#)



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- iv. The Select Board is asked to consider selecting Donna Lane to be the Grant Administrator for the Community Development Block Grant for Barrington Oaks Cooperative and authorize the Town Administrator to execute documents.
- c. Community Development Block Grant Environmental Engineer Award – **Vote**
 - i. On April 8, 2021, we advertised the [2021 CDBG Environmental Engineer RFQ](#). This RFQ was sent directly to the listerv of qualified firms and for publication in the Union Leader. Proposals were due by April 21st.
 - ii. The Town received three response to the RFQ:
 1. See attached, [SRW Qualifications Package 4-2021](#)
 2. See attached, [BETA Group Submittal](#)
 3. See attached, [D&K Qualifications Environmental Engineering for CDBG project](#)
 - iii. Staff has reviewed and researched the three firms and utilized the CDBG Environmental Engineer Selection Form to prepare a recommendation.
 - iv. See attached, [Barrington CDBG Environmental Engineer Selection Form 2021](#)
 - v. Based on the aforementioned review, SRW ranked highest with a score of 36 points, followed by Dubois and King with 33 points and BETA Group with 29 points.
 - vi. The Select Board is asked to consider selecting SRW to be the Environmental Engineer for the Community Development Block Grant for Barrington Oaks Cooperative and authorize the Town Administrator to execute documents.
- d. Ratify October 19, 2020 Expenditure Decision – **Vote**
 - i. On October 19, 2020, the Select Board voted to expend up to \$10,000 on engineering and the FEMA Hazard Mitigation Application for the Lakeside Oaks culvert project. The motion did not include the intended funding source which is the Bridge and Culvert Capital Reserve. The Town was recently invoiced for a portion of this work and we need a specific vote from the Select Board in order to expend funds from the Capital Reserve.
 - ii. The Select Board is asked to consider authorizing the expenditure of up to \$10,000 from the Bridge and Culvert Capital Reserve for the engineering and FEMA application on Lakeside Oaks Drive.
- e. 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.



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- 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!

8. New Business

a. First Quarter Financial Analysis – Discussion

- i. The Town operates on a calendar year budget and March 31st represented the close of the first quarter. Please see the attached analysis for a review of revenue and expenditures during the first quarter compared to the same period last year.
- ii. See attached, [2021 First Quarter Financial Analysis 210415](#)
 1. Supporting Data:
 - a. See attached, [Q1 2020 Expenditures 210415](#)
 - b. See attached, [Q1 2020 Revenue 210415](#)
 - c. See attached, [Q1 2021 Expenditures 210415](#)
 - d. See attached, [Q1 2021 Revenue 210415](#)
- iii. An additional metric which we have monitored closely since the onset of the COVID-19 pandemic is the property tax delinquency. Barrington typically experiences a delinquency rate of 5%; meaning, when each tax bill comes due, 5% of the warrant is uncollected by the due date. This delinquency dwindles to just over 1.5% (on average) by the time outstanding tax bills are converted to a lien (the following June). The 2019 delinquent taxes were converted to liens on June 24, 2020; the amount converted to lien was slightly below average at 1.5% (indicating no change from typical).
- iv. As of March 31, 2020, there remained 2.44% of the 2019 tax bill outstanding. As of March 31, 2021, only 1.8% of the 2020 tax bill is outstanding. Additionally, the cumulative delinquency is down 22% from this same time last year (\$1,176,452 in 2020 and \$909,625 in 2021).
- v. In summary, Barrington remains in a strong financial position from a revenue, expenditure and tax delinquency standpoint.

b. Adding a Working Foreman Position in the Highway Department – Discussion

- i. It has long been recognized that the Highway Department could benefit from a qualified/motivated Working Foreman. The on-site coordination/direction is necessary in many of the Highway Department roles and often takes the Road Agent away from higher level priorities.



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- ii. In the summer of 2013, the Highway Department experienced two resignations and only one vacancy was filled. The Road Agent at the time took on more work as a member of the crew, Working Foreman, and Road Agent. This workload was not sustainable and resulted in the Highway Department being understaffed.
- iii. In November of 2018, the Select Board, in recognition of the staffing/leadership needs, added funds for a Working Foreman to the budget. In early 2019, the Select Board moved those budgeted funds to the Incident Fund due to a disagreement with the (then) Road Agent about the role and hiring process for the position.
- iv. After the resignation of the Road Agent in early 2019, the Select Board acknowledged that the vacancy would likely require two FTE's (a Road Agent and a Working Foreman or additional member of the crew). It was concluded, at the time, that we should hire the Road Agent and let him/her decide what the best staffing decision was for the Department. After a year and a half in the position, Marc has concluded that the addition of a Working Foreman position is right direction for the Town.
- v. Comments from Road Agent, Marc Moreau:
 1. *The time has come for the Highway Department to start thinking forward about the need and viability of a Working Foreman on the crew. The Road Agent's job today is completely different than it was when the position was created many decades ago. It used to be that the Road Agent was in actuality the Foreman. These days, the Road Agent's job has blossomed into a higher-level leadership position, dealing with staffing, equipment, environmental concerns, and resident concerns (the population continues to grow). Additionally, there is a growing need to interact with other Public Works professionals across the State to learn about how different towns/cities are innovating. Today's Road Agent needs the time to be able to participate in the professional development about safety, environmental education, management, new concepts in equipment design and application, and evolving road policy.*
 2. *A boots-on-the-ground person (Working Foreman) with competence and authority to be able to receive directives and instruction from the Road Agent and put it all to work in the field is necessary. This would also be an essential aspect of proper succession management. I can tell you from experience that the current Road Agent position can be exhausting and discouraging. It is my intention to leave this department and the Road Agent position in a place that is sustainable; we are not there yet. The addition of a Working Foreman position would absolutely be a step in the right direction. The ideal candidate would have sound basic engineering and*



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equipment skills to be able to know the limits of what we are capable of. They need to be capable of running/coordinating winter and other events so that there is no single point of failure in the command aspect.

3. *I know the Select Board understands and supports a supervision structure which includes a Working Foreman, but I wanted to provide some local examples of this model being successfully employed. Examples include NHDOT, North Hampton (30 miles of road), Milton (47 miles of road), and Pittsfield (43 miles of road). Our Town of Barrington has around 80 miles of roads spread out over nearly 50 square miles. I firmly believe that the need for this position is justified. Coming from the private sector, I have always been hesitant to spend money without proper justification. Creating a Working Foreman position is not just spending money, it is making an investment in the future success of the Highway Department.*
- vi. The existing crew of six all occupy the Truck Driver/Laborer/Equipment Operator position (grade 7) and report directly to the Road Agent. The crew averages 14 years of experience in Barrington (1, 3, 7, 20, 21, 33).
- vii. See attached, [Working Foreman - Job Description - DRAFT – 210421](#)
- viii. Regarding timing and budget, we request you consider creating the position as of June 1st and we could be budget neutral for 2021. The need exists now but will be exacerbated because we expect to be down a crew member for most of the summer/fall construction season.
 1. 2021 Budget Impact

If we created the position at grade 9 (two above crew and four below Road Agent), the annual cost would be \$62,500-\$85,000 (depending on health insurance elections). If we hired the position on June 1st, the cost would be \$36,500-\$50,000 in 2021. We have \$15,000 available in part-time wages and will save about \$1,000/week for each week the crew member is out (estimated 24 weeks/\$24,000). Based on the existing budget, we will have \$39,000 available. Any difference could be addressed using the Incident Fund (\$45,000 available). Additionally, we will not need to buy sand for a few years which will create room in the existing (and future) budget.
 2. 2022 Budget Impact

The annual cost for the position (as stated above) would be \$62,500-\$85,000. We would use a portion of the part-time line (\$15,000) and the resulting budget impact would be \$47,500-\$70,000. As a point of comparison, it is important to remember that Marc was able to find \$70,000 in savings just through winter maintenance activities between the 2020 and 2021 budgets. Also, additional savings will



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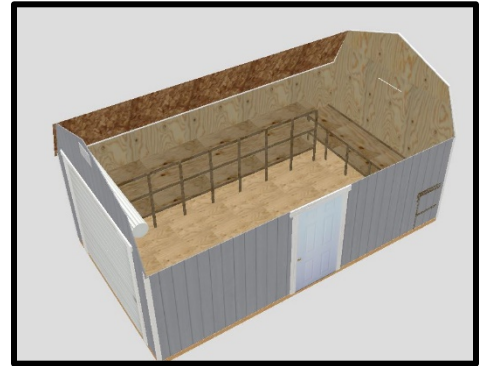
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be experienced over the next few years by using our own native sand from the facility (instead of buying sand).

- ix. The Select Board is asked to consider the creation of the proposed Working Foreman position in the Highway Department.

c. Recreation Semi-Permanent Storage Shed – **Vote**

- i. The Recreation Department is interested in replacing the blue shipping container with a prefabricated, semi-permanent, shed (12'x20') (see right). This shed would cost \$8,374 and would be funded through the Recreation Revolving Fund.



- ii. The Town is exempt from the site review requirements but has traditionally participated in the process for larger projects like the Town Hall or Recreation Addition. If a commercial site wanted to add a shed such as this, they would be required to appear before the Planning Board.
- iii. The Select Board is first asked to consider supporting the removal of the blue shipping container and replacing it with the aforementioned shed. Next, the Select Board is asked to consider allowing the project to proceed without the costs and delays of appearing before the Planning Board.

d. Swains Road Class VI Improvements – Discussion

- i. In coordination with the road association, a resident on the Class VI section of Swain Road (Jack Dibb) is interested in making an investment in the long-term improvement of a ~450' section of Swain Road. This work would require the approval of the Select Board pursuant to RSA 236:9, RSA 236:10, and RSA 236:11.
- ii. Specifically, Mr. Dibb wants to utilize geotextiles to create a 'floating' subbase which will more effectively support the gravel and stone used on the travelled road surface. This method is effective and part of the Gravel Roads Maintenance and Design Manual from the US DOT. Marc and I have met with Mr. Dibb and Marc feels that the proposed work would likely improve the road.
- iii. The travelled surface of the road in this section is 16'-18' wide and is bordered by ledge and utility poles at the narrowest section. Mr. Dibb is only interested in upgrading 16'-18' in width because the cost to upgrade a wider section would be too high.
- iv. I have asked the Building Inspector, Fire Chief, Police Chief and Road Agent to weigh in on the proposal to only upgrade 16'-18' of road width.



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No one objected and all felt that improvements to the road would be very beneficial.

- v. If the Select Board authorized this work, the Road Agent would be responsible for reviewing the plans, monitoring the construction, and certifying that the work performed is consistent with what the Select Board approved.
 - vi. The Select Board is asked to consider if they are willing to authorize the proposed work and if any additional information is necessary to make a decision.
- e. Reverse Involuntary Lot Merger – Map 104, Lots 8, 9, and 10 – **Vote**
- i. State statute continues to require municipalities to authorize the reversal of involuntary lot mergers at the property owner's request.
 - ii. See attached, [20210426 LotRestoration 104-8-9-10](#)
 - iii. Staff has reviewed the request and confirmed that the lots were involuntarily merged.
 - iv. The Select Board is asked to consider authorizing the reversal of the involuntary lot merger on Map 104, Lots 8, 9, and 10.
- f. Expiration of Statewide Mask Mandate – Discussion
- i. On Friday, April 16th, the statewide mask mandate expired. The Select Board has previously taken no action regarding masks in the community or at Town facilities.
 - ii. I have consulted with most Department Heads to understand what they feel is best for their offices and employees. Many of our departments have physical separation and other best practices in place which supervisors and employees feel adequately protects them even without a mask mandate. In the Library, the Library Trustees will continue to require masks inside that facility. Additionally, the Transfer Station Administrator has requested that the Select Board consider requiring masks at that facility through June 1st.
 - iii. The Select Board is asked to consider taking any action they feel is warranted.

9. Selectperson's Reports and Concerns

- a. Selectperson Mannschreck
- b. Selectperson Ayer
- c. Selectperson Bailey
- d. Vice-Chairperson Saccoccia
- e. Chairperson Knapp

10. Public Comments



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11. Non-Public Session

12. April Work Anniversaries

- a. George Joy • Police Chief • 22 Years
- b. John Boodey • Firefighter/EMT • 18 Years
- c. Debra Griffin • Town Clerk Assistant • 10 Years
- d. Linda Markiewicz • Tax Collector • 8 Years
- e. Chris Eldridge • Firefighter/EMT • 8 Years
- f. David Kinnison • Firefighter/EMT • 5 Years
- g. Kristen Montesano • Processor Library Assistant • 3 Years
- h. Alex McCormack-Kuhman • Program Coordinator • 1 Year

13. 2021 Select Board Goals

- a. See attached, [2021 Select Board Goals](#)

14. Upcoming Meetings/Events

- a. May 10, 2021 – Select Board Meeting
- b. May 24, 2021 – Select Board Meeting
- c. June 14, 2021 – Select Board Meeting
- d. June 28, 2021 – Select Board Meeting