



# TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

## Town Administrator Report October 21, 2019 Select Board Meeting

### 1. Agenda

- a. See attached, [October 21, 2019](#)

### 2. Appointments

- a. Swearing in New Officer – Sam Surawski

### b. Budget Presentation – Police – Discussion

- i. Presented by Robert Williams, Chief and George Joy, Deputy Chief
- ii. See attached, [Police Budget Cover – 2020 – 191015](#)
- iii. See attached, [Police Wages and Benefits – 2020 – 190911](#)
- iv. See attached, [Police Budget Narrative – 2020](#)
- v. See attached, [Police Body and Cruiser Cameras Presentation](#)
- vi. See attached, [Advisory Budget Committee Minutes – 191015](#)
- vii. See attached, [Police ABC Answers – 191016](#)
- viii. All linked budget materials are located within the 2020 Budget Binders presented to the Select Board and Advisory Budget Committee. An electronic copy (PDF) of the 2020 Budget Binder can be found at [www.barrington.nh.gov/2020budget](http://www.barrington.nh.gov/2020budget). Please use the instructions and Table of contents to better understand the organization of the electronic budget binder.

### 3. Review of Minutes – **Vote**

- a. See attached, [Minutes 10-07-2019](#)

### 4. Old Business

#### a. Exemption and Credit Discussion – **Vote**

- i. At the October 7<sup>th</sup> Select Board meeting the Board discussed proposing changes to exemptions and credits for the 2020 warrant. The Board voted to place an updated solar exemption and elderly exemption on the warrant.
- ii. The Board tabled discussion regarding the service-connected total disability credit until all five Board members were present.
- iii. To guide the discussion, the Assessing Administrative Assistant, Amanda Noyes has prepared the attached Exemption and Credit Analysis Memo.
  1. See attached, [Exemption and credit Analysis Update – 190917](#)
- iv. The Select Board asked for information on federal benefits to disabled veterans.
  1. See attached, [Veterans Federal Compensation Benefits Rates](#)



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- v. The Board is asked to consider requesting the development of warrant articles which propose adjustments to the exemptions and credits offered to Barrington residents.
- b. School-Town Shared Services – Discussion
- i. At the October 7<sup>th</sup> Select Board meeting, the Board discussed the following:
    1. In 2005, the Town and School jointly agreed on a services arrangement which was designed with the best interest of tax payers in mind.
      - a. See attached, [Memo of Understanding-Facility Manager 2019-2020](#)
    2. Throughout the years, additional shared goods and services have developed.
      - a. See attached, [School-Town Shared Services – 2016](#)
    3. Ultimately, these arrangements limit overhead, allow for efficient operations, and promote cooperation between the Town and the school.
    4. Last month, the School’s Facility Manager accepted a position elsewhere and tendered his resignation. The memorandum of understanding between the Town and the school specifically cites the former employee. The Town and the school are using this opportunity to evaluate the arrangement and make adjustments which meet the needs of the governmental units and the community.
    5. The Select Board has formally requested a joint board meeting to discuss the arrangement, publicly, with the School Board.
  - ii. In conversations with area Municipal leaders, I learned more about how other communities handle the shared services and increased efficiencies.
    1. Newmarket
      - a. See attached, [Newmarket Shared Facilities Director](#)
    2. Somersworth
      - a. City-School Joint Commission
        - i. There is a Commission with 2-City Councilors and 2-School Board members
        - ii. Tasked with steering more dialogue and cooperative understanding on joint ventures and budget development
      - b. Facilities Manager
        - i. City shared some of the SAU 56/school facilities manager time for about 3 years however we decided to stop the agreement about a year or two ago. We had a contract and the City paid for the service.
      - c. Other items with no accounting or payment:
        - i. Plowing



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1. City has plowed all school parking lots for several decades without charge as well as salt/sand. School staff does walkways, etc.
    - ii. Recreation
      1. City uses school facilities without charge.
    - iii. City Hall
      1. School board uses city hall for meetings, and we pay for camera operators.
    - iv. Contracted Services
      1. We have purchased supplies through the school cooperative in the past. City/School have a joint IT services contract with outside provider.
  - iii. The Select Board is asked to consider the shared goods and services and discuss any adjustments to recommend in preparation for a joint meeting.
- c. School Board Response to Request for Joint Meeting – **Vote**
  - i. In response to the Select Board's request for a joint board meeting, the School Board (at their 10/15 meeting) has proposed the formation of a Facilities Committee. This committee would be comprised of two Select Board members, two School Board members, the Superintendent, and the Town Administrator.
  - ii. The Select Board is asked to consider the School Board's offer.
- d. Availability of ECLC for Future Select Board Meetings – Information
  - i. The Superintendent shared the following information on October 16<sup>th</sup>:
    1. *I need to make you aware of a potential change regarding the use of the ECLC for Town meetings. At last night's meeting, due to an increase in preschool enrollment we need an additional preschool classroom. The current space that the Town is using for meetings was designed for an additional classroom given the existing plumbing in this classroom. I would like to discuss another option for meeting space within the district to accommodate during the Town building project.*
- e. Fire Tanker Replacement – **Vote**
  - i. The Fire Department Tanker is due for replacement this year. The Fire Department Vehicle Committee has recommended that the Fire Tanker undergo a cab and chassis remount which will save the Town ~\$100,000.
  - ii. In their research for an extended cab option, Freightliner is the recommended option. The Committee recommends buying the cab and chassis directly and contracting the assembly.



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- iii. The Fire Chief is requesting a waiver from the purchasing policy which requires sealed bids for purchases over \$10,000. The Fire Chief would like to receive three quotes from dealers for the same Freightliner cab and chassis in order to make a selection.
- iv. After selection, the Board would be asked to authorize the purchase.
- v. The Board is asked to consider the Fire Chief's request to waive the purchasing policy for the selection of a cab and chassis for the fire tanker.

### 5. New Business

#### a. Winter Road Maintenance Process Adjustment – Discussion

- i. The Road Agent is seeking the Select Board's support to trial a different winter road maintenance technique which has the potential to be more effective, more environmentally friendly, and less expensive. A trial would cost \$7,200 and could drastically reduce salt/sand usage.
- ii. Details from Marc Moreau, Road Agent:
  1. The Public Works Department is in the process of investigating the potential overhaul of our current ice control methodology which in my view is archaic, and inefficient, therefore it is also very expensive to achieve the current results that we are getting. I have been in contact with the owner of N.H. Ice Melt about the cost and feasibility of spraying our existing salt stockpile with a mixture of magnesium chloride and a derivative by product of vodka and rum distillation. This along with careful spreader calibration and monitoring has the definite potential to allow us to achieve the same results on the roads with only half the salt.
  2. I am in the process of gathering input from other municipalities on the effectiveness of this procedure. The good news is we don't have to invest in any additional equipment to do this. My own personal expectation of this is a 50% reduction in salt use at the same time we would be curtailing all use of sand on our paved roads. Gravel roads would still require sand only. An added benefit is the process neutralizes the corrosiveness of the salt to the level of distilled water. Taxpayer vehicles and Town equipment will last longer.
  3. A rough price breakdown is as follows. Our salt price is roughly \$47 per ton. The cost to treat the salt is \$18 per ton. This gives us an effective price of \$65 per ton. If we are able to use only half of our normal tonnage due to the effectiveness of the product, our effective price per ton comes down to \$32.50. The decrease in environmental impact from this coupled with decreased impact from the amount of sand that we will not have to use makes a compelling argument all by itself. We currently own about 400 tons of salt. The cost to treat it would be \$7,200. I will have more information as time goes on.
- iii. See attached, [Ice B Gone Pamphlet](#)



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- iv. The Board is asked to review and consider the adjustment proposed by the Road Agent.
- b. 2020 Schedules – **Vote**
- i. Select Board Meeting Schedule
    1. See attached, [2020 Select Board Meeting Calendar](#)
  - ii. Town Holiday Schedule
    1. See attached, [2020 Barrington Holidays](#)
  - iii. The Board is asked to consider approving the holiday and meeting schedules for 2020.
- c. State Aid to Municipalities – **Vote**
- i. The recently approved biennial state budget included \$20 million in annual funding to municipalities. The Town of Barrington received \$90,223.66 on October 10<sup>th</sup> for the 2019 disbursement (an equal amount is expected in 2020).
  - ii. The approved legislation indicates that these funds can be used to reduce the 2019 property tax rate or may be considered unanticipated revenue and spent as such in 2019.
  - iii. At the 2019 Town Meeting, voters approved two Town warrant articles which were presented with a tax rate impact:
    1. \$75,000 – Bridge and Culvert Capital Reserve Contribution
    2. \$50,000 – Fire Truck Capital Reserve Contribution
  - iv. I recommend that the Select Board vote to use the \$90,223.66 to reduce the 2019 property tax rate in order to offset the majority of the appropriations which were expected to result in a property tax rate increase.
  - v. In 2020, the State Aid to Municipalities will be considered ‘anticipated revenue’ and will not require separate action by the Select Board.
  - vi. The Select Board is asked to consider using the \$90,223.66 State Aid to Municipalities to reduce the 2019 property tax rate.
- d. Land Offer from Chestnut Woods
- i. On August 26<sup>th</sup>, the Select Board voted to reauthorize the sale of Map 223, Lot 22 (small triangle along Substitute Road/Route 125) as originally approved in 2016. The developer of the Chestnut Woods subdivision was interested in combining Map 223, Lot 22 with Map 223, Lot 29 in order to secure a curb-cut with NHDOT on Route 125. A condition of the Town’s sale of Map 223, Lot 22, was that access must be secured from Route 125, not Substitute Road.
  - ii. Prior to finalizing the sale of Map 223, Lot 22, Chestnut Woods learned that NHDOT was unlikely to provide a curb-cut (driveway access) from Route 125, a limited-access highway, to Map 223, Lot 29. The addition of Map



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223, Lot 22 was materially insignificant to NHDOT's consideration. Chestnut Woods is no longer interested in purchasing Map 223, Lot 22.

- iii. Map 223, Lot 29 abuts 60+ acres of Town-owned conservation land (Chestnut Forest). Chestnut Woods has offered to deed the 5.42-acre Map 223, Lot 29 to the Town. In the opinion of Chestnut Woods, the inability to obtain a curb-cut renders the property valuable only to the Town which owns all abutting property.
  1. See attached, [Map 223 – Lot 29](#)
  2. See attached, [Map 223 – Lot 29 – Property Assessment Card](#)
- iv. Map 223, Lot 29 was the final undeveloped lot of the subdivision and was no longer eligible for current use status. As a result, Chestnut Woods was issued a land use change tax and property tax bill which totals approximately \$4,755.
- v. If the Town were interested in accepting the deed to Map 223, Lot 29, the \$4,755 would need to be paid or abated.
- vi. The Board is asked to consider the land offer of Map 223, Lot 29.

### 6. General Information

- a. Health Insurance Rates
  - i. On October 16<sup>th</sup>, the Town received the Guaranteed Maximum Rate (GMR) from Health Trust for the health insurance benefit offered to employees. Rates will not exceed a 1% increase. Final rates for July 2020 through June 2021 will be set in March of 2020 but will not exceed the GMR.
    1. See attached, [Health Trust GMR FY2021](#)
  - ii. As previously discussed, the budget was developed with an assumption of a 10% premium increase. The budget has been updated and reflects a decrease of \$28,917 across all departments.
- b. Old Settler's Turnaround Thank You
  - i. At the direction of Road Agent Marc Moreau, the Highway Department Crew constructed a permanent turnaround on Old Settler's Road on property deeded to the Town by an abutting property owner.
  - ii. The project was completed quickly, professionally, and under budget. The attached letter of appreciation was received on October 8<sup>th</sup>.
    1. See attached, [Thank You Letter – Old Settlers Turnaround](#)

### 7. October Work Anniversaries

- a. Nothing to Report

### 8. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)
- b. See attached, [Select Board Goal and Budget Analysis – August 12, 2019](#)



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## 9. Upcoming Meetings/Events

- a. October 28<sup>th</sup> – Select Board Meeting – Library Budget
- b. November 4<sup>th</sup> – Select Board Meeting – Building/Codes/Planning Budgets
- c. November 11<sup>th</sup> – Veteran’s Day – Holiday
- d. November 18<sup>th</sup> – Select Board Meeting – Highway/Transfer Station/Dams Budgets
- e. November 25<sup>th</sup> – Select Board Meeting – Election/Town Clerk Budgets
- f. December 2<sup>nd</sup> – Select Board Meeting – ABC Budget Recommendations
- g. December 9<sup>th</sup> – Select Board Meeting – Select Board Budget Deliberations
- h. December 16<sup>th</sup> – Select Board Meeting – Budget Finalization