



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report August 26, 2019 Select Board Meeting

1. Agenda

- a. See attached, [August 26, 2019](#)

2. Appointments

- a. Town Hall Building Committee Presentation – **Vote**
 - i. The Town Hall Building Committee has been meeting since May in order to develop a Request for Qualifications (RFQ) for design-build services to construct the Town Hall as approved by voters in March of 2019. This process has included discussing parameters of the project with input from Department Heads, the Select Board and others. This project is expected to focus on energy efficiency, preserving the rural character of Barrington, and a responsible building which will serve Barrington for decades.
 - ii. See attached, [Town Hall Building Committee Charge](#)
 1. This charge was approved by the Select Board on April 8, 2019 and created the Town Hall Building Committee.
 - iii. See attached, [Barrington Town Hall Request for Qualifications](#)
 - iv. The Select Board is asked to consider approving this Request for Qualifications for advertisement starting Tuesday, August 27, 2019.
- b. Police Body and Cruiser Cameras Presentation – Discussion
 - i. The Barrington Police Department has performed a thoughtful approach to consider implementing body and/or cruiser cameras. Members of the Police Department committee tasked with this process will present their findings and seek feedback from the Select Board.
 - ii. See attached, [Police Body and Cruiser Cameras Presentation](#)
- c. Dale Sylvia to Recreation Commission – **Vote**
 - i. Dale Sylvia has been a Recreation Commission alternate and has been nominated as a full member to fulfill the term of the position recently vacated.
 - ii. The Board is asked to consider the appointment of Dale Sylvia as a full member of the Recreation Commission.
- d. Ken Grossman to Conservation Commission – **Vote**
 - i. Ken Grossman has been a Conservation Commission alternate and has been nominated as a full member to fulfill the term of the position recently vacated.
 - ii. The Board is asked to consider the appointment of Ken Grossman as a full member of the Conservation Commission.



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- e. Calef's Country Store 150th Anniversary Proclamation
 - i. See attached, [Calef's 150th Proclamation](#)
- 3. Public Comments
- 4. Review of Minutes – **Vote**
 - a. See attached, [Minutes 07-22-2019](#)
 - b. See attached, [Minutes 08-12-2019](#)
- 5. Old Business
 - a. Town Facility Camera Policy – First Reading – Discussion
 - i. In conjunction with approving the \$12,000 expenditure for additional security cameras at the Public Safety Building, the Select Board asked for a policy to be drafted regarding use and storage of audiovisual data.
 - ii. See attached, [Town Facility Camera Policy - DRAFT](#)
 - iii. The Board is asked to consider this policy and recommend changes for the second reading on September 9th.
 - b. Sale of Map 223, Lot 22 – **Vote**
 - i. In 2016, the Select Board underwent the RSA 41:14a process to sell Tax Map 223, Lot 22 (0.8 acres). The Board solicited sealed bids and voted on January 1, 2017 (highlighted minutes and notices attached below in chronological order) to negotiate the sale with the bidder, Chestnut Woods, with a bid of \$1,500. For unknown reasons the sale was never finalized, and the Town returned the deposit in September of 2018.
 - ii. Chestnut Woods would like to finalize the sale.
 - iii. The Town's attorney has reviewed the circumstances and has concluded that the Select Board still has the authority to sell this property under the same terms.
 - iv. Notices, minutes, and sale documents:
 - 1. See attached, [2016 Sale of 223-22 Notice of 41-14-a](#)
 - 2. See attached, [Sale of 223-22 Notice 161205 of 41-14-a](#)
 - 3. See attached, [Sale of 223-22 Minutes 161205 of 41-14-a](#)
 - 4. See attached, [Sale of 223-22 Notice 161219 of 41-14-a](#)
 - 5. See attached, [Sale of 223-22 Minutes 161219 of 41-14-a](#)
 - 6. See attached, [Sale of 223-22 Notice 170102 of 41-14-a](#)
 - 7. See attached, [Sale of 223-22 Minutes 170102 of 41-14-a](#)
 - 8. See attached, [2017 - Chestnut Woods Purchase and Sale - 223-22](#)
 - 9. See attached, [190826 - Chestnut Woods Proposed Deed - 223-22](#)
 - v. The Select Board is asked to consider authorizing the sale of Map 223, Lot 22 to Chestnut Woods for \$1,500 under the conditions as described in the proposed deed.



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- c. TURBOCAM RSA 41:14a Ratification – **Vote**
 - i. The Town’s attorney is finalizing a draft of the development agreement between the Town of Barrington and TURBOCAM for the development of certain land on Redemption Road. This development agreement will be before the Board, in public session, at an upcoming meeting.
 - ii. In order to properly finalize the RSA 41:14a process, the Select Board must vote to ratify the process using specific language provided by the attorney.
 - iii. The Board is asked to read the ratification as prepared by the attorney for the public record and vote to authorize.

- 6. New Business
 - a. Declare New Town Hall the Primary Emergency Operations Center
 - i. At the recommendation of the Fire Chief and Town Hall Building Committee, the new Town Hall should be declared the Town of Barrington’s primary emergency operations center.
 - ii. The Board is asked to consider declaring the new Town Hall as the Town’s primary emergency operations center.

 - b. Ridge at Greenhill Development Road Names – **Vote**
 - i. The conditionally approved subdivision, Ridge at Greenhill, has proposed the following names for the three new roads:
 - 1. Signature Drive
 - 2. High Point Circle (labeled as ‘Look Out Ridge’ on map)
 - 3. September Drive
 - ii. The E911 Road Naming Committee has reviewed the proposed names and resolved concerns regarding naming conflicts. The committee supports the recommended road names.
 - iii. See attached, [Ridge at Greenhill Proposed Road Names](#)
 - iv. The Board is asked to consider approving the proposed road names for the Ridge at Greenhill subdivision.

 - c. In-House Paramedic Transports – First Reading – Discussion
 - i. The Town of Barrington and its residents could benefit from increased utilization of in-house paramedics for emergencies in Barrington.
 - ii. The Fire Chief proposed a separate compensation practice for in-house paramedics providing services in Barrington to the Compensation Study Task Force. The Task Force agreed that the Town could benefit and requested that a proposed policy be developed to outline how response time and patient care would be prioritized.
 - iii. The Fire Chief has developed the attached policy for a first reading and review by the Select Board.
 - iv. See attached, [In House Paramedic Transport Policy – DRAFT](#)



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- v. The Board is asked to consider this policy and recommend changes for the second reading on September 9th.
- d. Cub Scout Use of Public Safety Building Yard, September 7th – **Vote**
 - i. The Cub Scouts have requested to use the outside facilities at the Public Safety Building on Saturday, September 7th in order to conduct their recruitment drive. The Cub Scouts have been authorized to use this space in the past.
 - ii. The Select Board is asked to consider authorizing the Cub Scouts to use the outside facilities at the Public Safety Building on Saturday, September 7th.
- e. Oak Hill Road Work – **Vote**
 - i. See attached, [Oak Hill Ledge Reconstruction](#)
 - ii. The Board is asked to considering authorizing the recommended expenditures and work on Oak Hill.
- f. Wildcat Turnaround Construction – **Vote**
 - i. The Board previously voted to pursue the construction of a permanent turnaround on Wildcat Road to replace the temporary turnaround. The temporary turnaround uses a resident's driveway and safety concerns have been raised regarding children, buses, and snow-removal equipment.
 - ii. The Town purchased a piece of land at the end of the Class V portion of Wildcat Road to construct the turnaround. Norway Plains developed plans for the construction of the turnaround and the project was advertised for bid.
 - iii. Norway Plains engineer's estimate for the project was \$40,000; the low bid was \$73,000. The Road Agent was asked to develop a separate plan to construct the turnaround.
 - iv. See attached, [Wildcat Road Turnaround Construction](#)
 - v. The Board is asked to consider the proposal to construct the turnaround on Wildcat Road using a combination of Town assets and sub-contracted work.
- g. 2020 Budget Wage Increases – **Vote**
 - i. The request for proposals for the compensation study are due September 3rd. The Compensation Study Task Force does not anticipate recommendations from that study until 2020. At that time, the Task Force and Select Board will work, thoughtfully, to implement any wage/benefit adjustments recommended from the compensation study.
 - ii. On August 12th, the Compensation Study Task Force met to prepare a recommendation to the Select Board regarding wage increases for the 2020 budget. The Task Force recommends continuing the practice of a step and cost of living (COLA) increase totaling 3%. These increases would be budgeted and administered within the wage and benefit lines of each Department's budget (continuing the existing practice).



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- iii. In order to properly budget for and have funds available to implement the recommendations of the compensation study, the Task Force recommends budgeting a ‘lump sum’ amount in the Personnel Administration budget which would allow for the funding of wage or benefit adjustments (as recommended by the results of the compensation study). This sum can be decided once the compensation study is underway and the selected firm is able to provide input.
- iv. The Select Board is asked to consider approving the Compensation Study Task Force’s recommendation to budget and administer a 3% wage increase for 2020 comprised of a step (1.75%) and a cost of living increase (1.25%).

7. General Information

- a. Hard Rock Development Project Update – Discussion
 - i. Hard Rock is continuing to work with engineers at Jones and Beach and the New Hampshire Department of Environmental Services in order to define the scope of the hydrogeological study. The purpose of the hydrogeological study is to evaluate whether the proposed blasting and excavation activities would impact the groundwater and surface water flow regimes and alter sensitive habitats in the vicinity of the project.
 - ii. Once the scope of the study is mutually determined, Hard Rock will be able to request the necessary state permits and begin the testing phase.
- b. 2020 Budget Consideration for Excavator – Discussion
 - i. The Road Agent will be presenting a recommendation on September 9th for the use of a mini excavator in 2020. The Select Board has previously discussed and reviewed materials regarding the various options. Are there outstanding questions which the Board would like information on in conjunction with the Road Agent’s recommendation?
 1. See attached, [Excavator Purchase Quotes – Spring 2019](#)
 2. See attached, [Excavator Rental Quote Canvas – 2019](#)
 3. See attached, [Excavator Sub-Contractor Rates – Spring 2019](#)
- c. Deputy Treasurer – Discussion
 - i. Peter Royce, the Town Treasurer, has been pursuing options to reestablish a Deputy Treasurer. The most recent candidate decided that she was not interested in the commitment. It is important to have a well-trained Deputy Treasurer.
 - ii. I would like to consider utilizing a staff member as the Deputy Treasurer. Is the Board interested in this option?
- d. New Road Name – HRCU/Christmas Dove
 - i. Holy Rosary Credit Union and the Christmas Dove have not proposed a name for the new road yet. The new road is currently being used as a



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driveway and will need to be named prior to closing the existing entrance to Christmas Lane.

- e. Noise Ordinance Waiver Issued – 227 Tolend Road – September 7th
 - i. The request is for a private, not-for-profit event, and will allow live music to be performed between the hours of 8pm and 11pm.
 - ii. The abutters of this property were properly notified, and no comments were received.
 - iii. Pursuant to the Noise Ordinance, I issued the waiver for the event as described and notified the Police Department.
- f. Axsess Energy Negotiated Electrical Update
 - i. The Town utilized the services of the Axsess Group in January of 2019 to secure a 36-month agreement to purchase our electricity at a rate of \$0.0797/kWh. Doug Langden from Axsess recently provided a market update which indicated that the Eversource rates have fluctuated between \$0.08820 and \$0.09985/kWh. This information reinforces the decision of the Select Board in January of 2019.

8. July Work Anniversaries

- a. Jere Calef • Highway Department Crew • 32 Years
- b. Richard Conway • Recreation Site Supervisor • 32 Years
- c. Richard Melanson • Transfer Station Attendant • 3 Years
- d. Michelle Cloutier • Police Officer • 3 Years
- e. Amanda Noyes • Building/Assessing Administrative Assistant • 2 Years
- f. Shane Elliot • Highway Department Crew • 2 Years
- g. Jameson Young • Police Officer • 1 Year
- h. Conner MacIver • Town Administrator • 1 Year

9. 2019 Select Board Goals

- a. See attached, [Select Board Goals – Approved May 6, 2019](#)

10. Upcoming Meetings/Events

- a. September 7th – Barrington Village Festival – Calef’s 150th Anniversary
- b. September 9th – Select Board Meeting
- c. September 23rd – Select Board Meeting – Start of Budget Process

11. Non-Public Request

- a. Personnel
- b. Reputation
- c. Land