

Insurance analysis:

Primex quoted \$61,333 (a lower cost than the 2016-2017's bill of \$64,014). Davis and Towle (D&T) quoted \$64,085. D&T excludes bridges (Primex covers them). D&T does not provide replacement coverage for Fire trucks over 10 years old whereas Primex covers anything that is in service. Both covered the dams. Primex also noted that discontinuance of P&L with Primex would result in the loss of the 10% multi-line discount we have for Worker's Compensation from Primex. That would mean an increase of \$5,693 in Worker's compensation, thus the difference in value is Primex is less expensive by \$8,445 for more complete coverage. We have also been offered an additional 2.5% reduction if we meet certain standards called PRIME, which the Joint Loss Committee has looked at and which I believe we can achieve. ***Does the Board wish to continue its Property and Liability Insurance with Primex?***

DOT Letter: NHDOT inspected the intersection of Route 125, Province/Mallego Roads. It explained why NHDOT would not drop the speed limit. It explained the Town could restrict turning movements off its roads to right turn only. The Town could put a street light to improve visibility at night. The Town could acquire easements along 125 and coordinate with NHDOT to improve sight distances. ***What does the Board wish to do?***

Recreation Committee Appointments: We have an application from Stephen Graves to fill out the 2 years remaining on a term. We have a request from Lisa Allis to be reappointed for a 3 year term. ***What does the Board wish to do?***

ZBA Committee Appointments: With George Bailey no longer being a full member of the ZBA, will the Board move up alternate Cheryl Huckins to fill out the 2 years remaining on a term and signing George Bailey's appointment as alternate. ***What does the Board wish to do?***

At 7:30 PM go into nonpublic for reputation/hardship, legal discussion. (RSA 91:A-3ii(C, E&L))

Police security system: We got a total of 4 quotes for the electronic door access control system at the Police Department. The quoted prices are as follows:

- 1) \$14,481.00--(D.M. Burns Security Inc.)
- 2) \$12,438.40 (\$100 per month fee for life of system in addition to \$12,438.00)-(Cen-Com)
- 3) \$10,100.00-(Norris Inc.)
- 4) \$7,505.00-(Northeast Security Agency)

As you know, during the budget cycle I presented the Police Department budget nearly \$14,000 below the previous budget. The B.O.S. elected to transfer \$10,000 from the general building budget and place it in the police budget because this upgrade only enhances the police department not the fire department. I agreed. So we were allocated \$10,000 for this specific purchase. I typically don't always like choosing the lowest bid, especially when it's nearly half the highest quote. However, with this purchase, the lowest quote will actually suit our needs just fine and into the future. We notified

Northeast and asked for a nearby reference so I could go and look at the system. They replied with Strafford Police Department. Today I went to the Strafford Police Department and met with Chief Richards. He showed me the system and said it has worked great since the install in 2007. He spoke highly of the system and the company. I would like to purchase the \$7,505.00 system from Northeast. This is also the same company that installed the police department alarm system and camera system. The camera system worked fine for 7 years until it failed unexpectedly a few months ago. The alarm system also seems to be a decent product that's held up well. ***What does the Board wish to do?***

Public Hearing to confirm delayed Town Meeting. The legislature has passed and the Governor has signed a bill that ***legalized, ratified, and confirmed*** the election of officers and then also allows the Board of Selectmen to ***legalize, ratify, and confirm*** the results of the delayed Town Meeting. This will eliminate any potential challenges on the budget, zoning, etc. of the town election. The School Board could do the same regarding the School Meeting. ***Does the Board wish to set a public hearing in keeping with Chapter 20 (relevant section at end of this report)?***

Information: Road list for Paving** list is subject to change **

1. Merry Hill Road
2. Fogarty Road
3. Wildcat Road
4. Robinson Lane
5. Mast Road
6. Hansonville Road
7. Tolend Road
8. Spruce Lane
9. Stroud Lane
10. Hickory Lane
11. Morning Lane
12. Heights Road
13. Clover Lane
14. Newtown Plains Road

Request to discuss DES permits: If this is to be discussed the Planning Board ex officio and alternate should not participate. The question was originally over two wells being installed. The Permit, as revised, is for only one well, with the second being under the administrative rules for an unused well.

ABC Committee Minutes

The members of the ABC respectfully request feedback from the BOS by their next meeting so the ABC can incorporate any approved items and develop any necessary detailed procedures in our April meeting. Members of the ABC request this meeting be specific to ABC issues and we are willing to answer any questions or concerns members of the BOS have related to our proposals. Members of the ABC also anticipate that more detail will come from initial discussions.

The members of the ABC recommend the following:

1. Regular reviews of actual and projected expenditures compared to the budget. We believe these reviews should be with the BOS and dedicated exclusively to the budgets with no other agenda items. The members of the ABC recommend these periodic meetings occur in April, September, and January.
2. For budget lines with year-to-year variability, use the last three years' average as the starting point for the upcoming budget (not the last year's budget number). The increase or decrease of the recommended budget and the default budget should be calculated against this base amount, in addition to the previous year's budget amount.
3. During budget presentations, invite the ABC to actively participate with the BOS to ask questions and comment on department head proposals. Once again, it is requested that these meetings have no other agenda items. It is also requested that all materials for discussion be disseminated to the BOS and the ABC one week prior to the meeting.
4. Any revenues from specific departments should be itemized in all budget reports. Actual revenues to date and annual estimated revenues should be included in each line.
5. Any unspent allocated funds and any surplus resulting from underestimated revenues should not exclusively go to warrant articles. We believe some of this unreserved fund balance should be allocated to reduce the tax rate. We recommend 50% to warrant articles and 50% to tax reduction. To facilitate this proposal, we recommend that discussion and prioritization of warrant articles occur earlier in the budget process.
6. The ABC has had occasions when we did not have a quorum and therefore could not vote. We have been asking for additional members for a couple of years, and we believe adding new members is imperative at this time.

In general, when the Town Administrator and BOS are in the process of replacing the financial software system, the members of the ABC would like to be involved. The software vendors recommend that the existing chart of accounts be both "cleaned up" and expanded where appropriate for optimum identification and control of expenditures. The ABC objectives would be to improve transparency and control and the ABC offers to provide input into the format and content of reports to be developed for use in the budget process and periodic meetings.

What does the Board wish to do?

Purchasing Policy (pasted below) discussion requested:

1. Introduction

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for the Town of Barrington. This policy is designed to:

- Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
- Provide a uniform procedure for the procurement of material, equipment, supplies, and services.
- Ensure that the taxpayers are getting the “best overall value” for their dollars.
- Provide an accounting of purchases to enable better financial management within the budget.
- Apply to all Town Departments under the authority of the Town Administrator.

All purchases are subject to approval of the Accounts payable check manifest being signed by the Board of Selectmen.

2. Purchasing Procedure

It is the Town’s policy to have issuance of purchase orders for all items above \$2,500 other than the listed exceptions.

- All purchases require prior authorization by the Department Head or his/her designee.
- Some purchases and expenditures for service shall have a purchase order as detailed in Section 15 of in this policy.
- Purchase orders, when required, shall be issued prior to purchase.
- Some of the factors considered when determining the “best overall value” are:
 - Price
 - Quality
 - Warranty
 - Service
 - Availability
 - Past Performance with Town of Barrington
 - References

Spending approval guidelines are as follows for all but exempted items:

Dollar Range & Item Type	Expense Approval Level	PO Required
\$0 - \$2,500 (goods & services)	Department Head	No
\$2,501-\$4,999 (goods & serv)	Department Head	Yes
\$5000 - \$10,000 (goods & services)	Town Administrator or his/her designee with a documented attempt to have at least 3 quotes	Yes other than repeating services
Above \$10,000	Board of Selectmen – sealed bid	Yes
Repeating Services, utilities, bulk items over \$15,000	RFQ if requested by Board of Selectmen	No
Non-repeating Services over \$15,000	Board Of Selectmen-Sealed RFQ/RFP	Yes
Emergency items that meet	a limit for a PO will need one	

Examples of “repeating services” include legal, assessing, auditing, subcontractors for winter maintenance and similar services.

3. Cases that do not require the bidding procedure (exemptions)

The Department Head or Town Administrator may approve a purchase without bid under the following conditions:

- Items acquired using a State bid purchase price;
- Emergency repairs and/or acquisitions where a delay would have an immediate adverse impact on public safety;
- Utilities (telephone, propane, heating fuel, cable television, electricity, etc.);
- Payments to human service agencies that have been specifically appropriated by the voters;
- Welfare payments;
- Bulk goods of a recurring nature or items acquired under a centralized purchasing program as may be approved by the Purchasing Agent (e.g. salt, paper);
- Only one known source of purchase, and there is no comparable substitute product or service; Written documentation supporting the sole source may be required;
- Expenditures made in accordance with the terms and conditions of a grant or contractual agreement that has been approved by the Board of Selectmen; such as the RFQ solicitation process, change orders, fee increases, etc.;
- Parts and/or supplies that are purchased in order to maintain or repair equipment and vehicles. This includes specific type or brand of supply or part necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device may be required.
- An item or service that is required on an emergency basis
- An item previously awarded within the past twelve (12) months (may be extended to 24 by Town Administrator for items under \$15,000 and Board of Selectmen for items over \$15,000;

4. Competitive Bidding (other than exemptions see Section 3)

All purchases of items in excess of ten thousand dollars (\$10,000) shall be made by competitive sealed bidding and contracts shall be awarded to the lowest *responsible* bidder. Competitive sealed bidding procedures shall at a minimum incorporate the following features:

- Formal bid specifications which shall, at a minimum, include the general terms and conditions of the proposed purchase, requirements of the bidder, form of contract and the forms for submission of bids
- Product or service specifications
- Adequate public notice, of a minimum of seven (7) calendar days prior to the date set for the opening of the bids; notice shall include the town website and any other location that can be reasonably expected to improve response including electronic and/or print media.
- Sealed bids shall be opened publically at the time and place designated in the invitation for bids which does not need to be a Board of Selectmen meeting.
- The award of bids shall be by the Board of Selectmen at a properly convened meeting.

5. Emergency Purchasing Process

Emergency Procurements Definition: Emergency procurements may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Town Administrator hereby authorizes the Department Heads to approve such emergency purchase if the situation permits. The Town Administrator shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

6. Major Construction Projects

In the case of contracts for the construction, reconstruction, alteration, repair or refurbishing of real property a determination of responsibility of interested contractors may precede the issuance of invitations to bid. Invitations to bid may be issued only to firms which have, in the Town's sole determination, been pre-qualified.

Prequalification of firms shall be based on:

- The ability, capacity and skill of the bidder to perform the contract or service
- How promptly can the service be provided – can it be done within the specified timeframe
- The character, integrity, reputation, judgment, experience and efficiency of the bidder
- The quality of performance of previous contracts or services
- The sufficiency of financial resources of the bidder
- The ability of the bidder to perform warranty or future maintenance
- Others as required

7. Cancellation/Rejection of bids

An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the Town. The Town reserves the right to waive informalities and what it determines to be minor errors in the bidding process. The reasons shall be made part of the formal bid file.

8. Professional Services

The procurement of certain services where technical expertise or knowledge of a specialized field are critical to the performance of that service including but not limited to attorneys, engineers, planning consultants, architects, accountants and other similar professionals, shall not require bidding but may be subject to a Request for Qualification or Request for Proposal. A prequalification process may be followed if so desired.

9. Conflict of interest/Ethics in Purchasing

- It shall be unethical for any Town employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.
- It shall be unethical for any person to offer, give, or agree to give any Town of Barrington employee, or for any Town of Barrington employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.
- Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.
- Failure to comply with the provisions of this policy will result in disciplinary action.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit

10. Local Advantage

The Town of Barrington will make every effort to purchase from businesses located within the local area if the purchase fits into the category of “best overall value.” The Town of Barrington employees have a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the “best overall value” to the Town.

11. Artificial Division

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Town Administrator.

12. Exceptions

Exceptions to the policy will be determined on a case-by-case basis by the Town Administrator under \$10,000 and the Board of Selectmen over \$10,000.

13. Authority

These policies are adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to their management of the Town's prudential affairs and their authority over expenditures.

14. Invoicing

Invoices are to be handled by the appropriate department head. The department head should promptly fill out the appropriate information and review the invoice for accuracy. Invoices will be

stamped requesting the proper budget code, date, signature and description of the item purchased and sent promptly to the Finance Department for payment. Invoices for which a purchase order has been done, shall prominently note the purchase order number and additional details such as whether this completes the purchase under that purchase order.

15. Purchase orders

It is the responsibility of the department head to fill out the purchase order form and submit it to the Town Administrator or his/her designee for approval, along with a description of, and reason for, the purchase. Purchase orders are required as noted above in the chart in Section 2. This applies to all items whether being purchased by grant, operating budget, warrant article, capital reserve or other funds. Items and services purchased in an emergency are not exempt from the Purchase Order system; however the Purchase Order can be done at the earliest reasonable convenience of the Department Head. Any item for which a contractual obligation exists at the end of the year and which has not yet been received shall have a purchase order for encumbrance purposes regardless of the amount.

What does the Board wish to do?

Chapter 20 regarding delayed Town Meetings:

II. This act applies to all towns, village districts, and school districts that postponed their meetings or elections that were scheduled to occur March 14, 2017, regardless of whether they have adopted RSA 40:13.

III. All elections of individuals to serve as members of a governing body of a political subdivision, school board, or any other elected position are hereby legalized, ratified, and confirmed.

IV. All actions, votes, and proceedings, held at any town election, town meeting, school district election, school district meeting, village district election, or village district meeting, that was scheduled to take place March 14, 2017, but was postponed due to weather and was held at a later date, may be legalized, ratified, and confirmed by the governing body of the political subdivision following a properly noticed public hearing. For the purpose of this paragraph "properly noticed" shall mean 72 hours advance notice of the hearing printed in a newspaper of general circulation in the town or district and on the public body's Internet website, if one exists.

V. The decision of the governing body to legalize, ratify, and confirm the prior actions shall be in writing and shall be posted in the same manner as the results of the election, town meeting, school district election, school district meeting, village district election, or village district meeting, as the case may be.

20:7 Effective Date. This act shall take effect upon its passage.

Approved April 21, 2017

Effective Date: April 21, 2017