

**Action: Vote to approve Conservation Commission** spending \$7,200 plus closing costs, title research and insurance, etc. for Wilhelm land. (surrounded by Tamposi parcel) ***Does the Board grant authorization of Town Administrator to sign Purchase and Sales agreement?***

**Dick Maier Village Water District** is seeking the Board of Selectmen's signature on to show the Board is aware of a petition to expand the district boundaries in line with the zoning change.

**Fire/Rescue Contract renewal with UNH** (Same price as last year despite more calls)

**Audit:** The auditor annually reviews the total welfare liens that we have on the books as "Allowance for uncollected welfare liens/welfare receivable". Once a property has been sold at foreclosure and has been resold we have no ability to collect the lien. ***Will the Board of Selectmen grant the town administrator the authority to write off welfare liens in this account if the property has been sold at foreclosure and been resold?***

**Developing a scope of work for the architect:** I have sent out the proposal (and included key part at end of this document). This was the basis for the budgeted amount. We have done the space needs part of the proposal. The architect has indicated he is waiting until we have the site decided, for which we are awaiting Norway Plains. I suggest at a minimum we seek an hourly rate instead of a lump sum and clarify the expectations. A number of excluded items we might want included instead of some of what is included.

**Isinglass River Committee:** At Town meeting in 2013 the town voted : Article 28 to "establish a committee to draft an ordinance to protect the Isinglass River." On March 18, 2013 the Board of Selectmen voted that this would be a subcommittee of the Conservation Commission. As we know a committee formed (unsure if it was appointed by the Conservation Commission) that produced the now defeated "Rights Based" ordinance. The Committee is getting meeting space at the school claiming they have a right to the Town's insurance coverage. ***Does the Board of Selectmen wish to formally disband the committee and assign the preparation of ordinances to protect the river to either the Planning Board or Conservation Commission?***

#### **Information:**

**Change of Location:** The Recreation Commission would like to meet with the Board of Selectmen on May 19<sup>th</sup> at 6:30. I would hope we could continue our meeting at that location after the meeting with Recreation.

**Jury duty** proved not to be very disruptive to working. I only had to report two of the five weeks for selection and did not end up sitting on any jury trials so it was about 6 hours total.

**315 Beauty Hill Road:** The amount owed as of July 30 would be approximately \$63,000 with a 15% penalty, \$45,000 with a 7.5% penalty and \$28,000 with no penalty.

**Tentative Town Hall Schedule:** Here is a projected schedule for the Town Hall assuming timely completion by vendors of their work and we don't change architects:

Mid-May	Decision on location
June, July	Architect concept(s)
Aug-Oct	Public Meetings
Nov	BOS decision on option, Budget

**Police Chief has made an offer of employment to a certified full time officer** with several years of experience from a resource-strapped town in Northern Strafford County.

**Assessment:** After a discussion involving various departments (Tax, Welfare, Assessing, and others) we made an internal decision to reset the value on two homes that were totally destroyed by fire in April to reflect their current value (without the home). This would have been automatic if it happened before April 1. Since this is after April 1 the process could have been for them to apply for an emergency abatement, but that would have meant getting a full bill in June, which would have created a financial hardship. We are also giving the Fire Chief information for those who have a significant fire on how to apply for an emergency abatement going forward which would be a prorated reduction in value for the amount of the year remaining until March 31 the next year.

**Highway is going to four- ten hour days for most weeks** for the summer. It has been allowed in the past. The strongest rational is saving some of the time it takes for set-up and tear-down time for construction and paving projects. The department will work four 8 eight hour days with an 8 hour holiday in the 3 weeks with holidays.

Here is the **paving plan** for 2014, holding back \$150,000 for winter maintenance in the fall and the usual \$100,000 for other road work (ditches, repairs, etc.). Seeing the prices from other communities indicate we have a great deal by having locked in last year's rate last year.

**Attached you will find the Road list from R&D Paving. The top part is shim and overlays, the bottom part is reclamation. As you can see the total for both is \$1,245,282.75, we have in our paving line approximately \$925, 000 in the budget. Due to the long winter we need to keep \$150,000 aside to prepare for next winter and we need to keep \$100,000 for small jobs, culverts, ditching and excavation rentals. That will leave us with \$675,000 approximately. The roads I intend to reclaim are, part of Old Stagecoach, along with part of Scruton Pond Road. The other roads that will have shim and overlay are the following: part of Hall Road and part of Ham Road the cost of these projects will be approximately \$675,000. The reason these roads were chosen was because they are main arteries in Town.**

**Barrington Town Complex**

2014 Conceptual design and marketing effort fee proposal  
December 2, 2013



Town of Barrington NH  
Attn: John Scruton  
Town Administrator  
PO Box 660  
333 Calef Highway (Route 125)  
Barrington, NH 03825  
Phone (603) 664-7395

**Project Understanding**

We understand your intent is to develop a conceptual design for a new municipal complex to house the Town Offices, SAU offices, the Library and shared community meeting spaces. The site shall be determined through a warrant article during the 2014 vote and you intend to begin our work once that decision is final. Your intended schedule is to conclude this process in time for a 2015 town warrant article.

Following our conversation earlier today, we have assembled this proposal to review and refine the space needs analysis for each department, layout the new facility on the selected site, and produce a conceptual building design and project budget. Throughout the process the staff at SMP will host public events to discuss the status of the project and receive public comment. We will also facilitate an ongoing social media/public outreach/marketing component to engage residents in the process.

Following this effort, based on the project budget, the town intends to pursue a warrant article in 2015 to fund the final design and engineering and construction of the facility, with the goal to have the building occupied in 2016.

Our goal is to provide the town with the right information on options and budgets to assess the project and make solid decisions that will benefit the residents of Barrington.

**Scope of Services****Department needs assessment and space programming:**

SMP will meet with the dept heads at the Town Office, SAU and Library to assess their needs and assemble a program of spaces. We will then work with the committee to evaluate space allocation (square feet) and adjacencies.

**Site Planning:**

SMP will work with the committee to assemble the pertinent data, existing conditions documentation etc. and develop options for site development. This will form the basis of the first public event and will guide the design effort for the balance of the project.

**Conceptual Design:**

Based on all the information provided by the committee and discovered during the programming exercise and guided by the site plan, SMP will begin creating **Conceptual Design Options** for the facility. We will continue to work with the committee and staff as we develop these options. Through ongoing meetings, SMP will refine the conceptual design options into one cohesive concept that meets your goals.

30 S. Main Street, Building Two  
Concord NH, 03301  
Tel 603.228.8880 Fax 603.228.8881  
[www.sheerr.com](http://www.sheerr.com)

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During this phase, as part of the design process and public outreach, SMP will develop a **3D computer model** of the project to clearly show the intended design concept. This will be available for the committee and general public to view the design from any angle.

**Public Outreach:**

During the site planning and conceptual design we intend to engage the public at **three events**. Each event may be structured differently but the goal is to show the current state of the project, receive input from a wider audience and build support for the project from people who will be asked to support the expenditure. We will also facilitate a social media/marketing campaign throughout the process to help solicit comments and disseminate information about the project.

**Team Meetings:**

Our fee has anticipated 8 meetings with the committee to review the design progress and presentation graphics. Typically we meet every 2-4 weeks during this phase of the project. During each meeting we intend to receive input on the design progress, review options and continue development towards an agreed upon conceptual design. All graphics generated will be made available for the committee to use to convey the project design to the community.

**Statement of probable cost:**

Towards the end of the conceptual design phase SMP will engage an independent construction manager to provide a statement of probable cost for the project. We will then work with the committee on developing a total project cost and a firm proposal for the completion of design services.

**Proposed Fees:**

<b>Architectural Services for Conceptual Design and marketing</b>	<b>\$46,000.00</b>
<b><u>Space Needs Analysis</u></b>	<b><u>\$ 3,400.00</u></b>
<b>Total combined Fee</b>	<b>\$49,400.00</b>

The above fee is a fixed amount for this scope of services and includes reimbursable expenses for travel, printing, and social media advertising. Expenses beyond those reasonably anticipated for this outlined scope of services shall be billed as additional services.

**Deliverables:**

- Space needs and programming summary;
- Conceptual plans: Site, Building plans and Conceptual 3D Computer model;
- Full color conceptual graphics and building renderings to be used for public presentation and the marketing effort (social media, mailers, displays etc.);
- 8 Team Meetings;
- 3 Public outreach meetings/presentations;
- Statement of probable cost and total project budget;

**WORK NOT INCLUDED IN THIS PROPOSAL:**

- Permitting and Regulatory applications, meetings, hearings etc.

## Barrington Town Complex

2014 Conceptual design and marketing effort fee proposal  
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- Construction Documentation such as enlarged floor plans, interior elevations, wall sections, specifications beyond deliverables noted,
- Interior Design and presentations;
- Surveying, Civil, Structural, Electrical, Mechanical, Plumbing and Fire Protection Engineering;
- Septic Design, Geo-Tech Consultants, Wetlands and/or Environmental Assessments;
- Archeological Study and NHSPD Historic 106 Review;
- LEED Building Design Consultant;
- Building Systems Commissioning;
- Hazardous Material Assessments;
- Construction activities, IBC Special Inspections, and record drawings;
- Post-Construction Completion Assessments.

The following items are the Responsibility of the OWNER/Client:

- Printing costs during design effort beyond the deliverables listed above;
- All permitting related fees and related application expenses;
- Investigations for ledge, soils, and hazardous materials on site or in an existing building;
- All legal documentation required for the project (ie. Title, Financing, etc).

**SCHEDULE**

All design work in this agreement is expected to begin no later than **April 1, 2014** and be completed in **October 2014**. The Client acknowledges that the Schedule may need to be adjusted to meet certain approval and review meeting dates, which are not determined at this time.

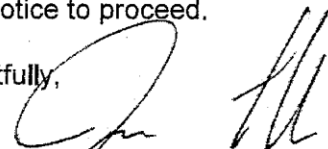
**Signature**

This proposal, with the attached Terms and Conditions is a firm offer and is good for **30 days**. If the Scope of Services, Schedule, and Fee meet with your approval, please sign below and return one copy to:

SMP Architecture  
30 S Main Street, Building Two  
Concord NH 03301

This signed agreement with the attached terms and conditions will constitute a contract and will act as notice to proceed.

Respectfully,

  
Jason LaCombe ■ Architect  
AIA ■ NCARB ■ LEED AP  
Principal

\_\_\_\_\_  
APPROVED by Town of Barrington

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT NAME