

**Congratulations:** John Huckins has just successfully passed the extensive training and testing to become a Certified Building Official, a ranking shared by only 13 other building inspectors in the state, from the International Construction Code (ICC) which oversees the building code standard used in NH and elsewhere.

## **RFQ opening:**

**Engineering RFQ:** In the morning of the due date (8/1) the driver delivered a package to the town and indicated that he knew he had another one but couldn't find it on his truck. The UPS driver came back at 3:25 (deadline 3 PM) having found the package on his truck, a proposal for engineering. None of the other 6 proposals have been opened so nothing was gained by the company whose proposal was delivered late. I had received a copy of the proposal via email end of the prior week, but we had requested a printed copy. The selection plan is for a preliminary review by Dan Ayer, John Scruton, Peter Cook and Marcia Gasses to narrow the number to 3 for final consideration by the Board. In answer to a question shortly after the proposals went out, it was asked if firms that submitted last year could submit a letter of interest requesting last year's proposal be considered. I had indicated we would do so, explaining why some are much thicker than others. ***Will the Board waive the irregularity in delivery time and consider the late hard copy? Does the Board approve the plan for reviewing these?***

**Development Proposal on Liberty Truck land:** One submittal was timely before 3:00 PM 8/1. The only other one had indicated they were coming, but because of traffic the proposal did not arrive until 3:20 PM 8/1. The first proposal had not been opened and the person being late did not gain any advantage. The second firm had indicated before the closing time they were coming. Barrington has waived this type of irregularity (as explained in the RFQ) when there is a similar situation. I recommend the Board waive the irregularity and consider both proposals. ***Will the Board consider both proposals?***

## **Action:**

**Approval of Transfer and Development Agreement for Liberty Truck:** The attorneys continue to work upon the agreement.

**Technology Committee(s):** I believe we should have three technology committees given the differences between tasks on the list and to speed up the process. All three tasks could overwhelm one committee. One committee would focus on the Financial Accounting System, hardware, back-up/redundancy, security, and integration of software programs (Goal I A 1-4). I believe the Board should approve the RFP for accounting software and a server to gather the information in time for the 2017 budget process. The Committee could review responses to make a recommendation to the Board. The second could focus on the phones and the internet access (Goal I A-5). The third would be involved with all of goals I B (record retention, scanning, etc.). The first committee's analysis will require good accounting skills. I suggest we include our auditor, treasurer, Town Administrator, book keeper, public member(s) with accounting expertise and a Selectman on the first committee. The second committee should consist of people with understanding of Internet access, networks, and phones. I believe we should include a department head like Police and/or Fire Chief who uses a lot of cell phones and dispatch, public

member(s) (we have one good volunteer who is a County network administrator) and a Selectmen interested in those topics. I suggest the third committee should include the Selectmen's AA, the Building AA (the one most knowledgeable about scanning) Town Clerk (official keeper of the records), Tax Collector (generates many documents), public representative(s) and a Selectman. This one deals with record retention. ***Does the Board wish to proceed this way? Software: Does the Board wish to circulate the RFP for software so we have something for budgeting going forward?***

**Video steaming:** Town Hall Streams will provide the Town of Barrington New Hampshire a system that will provide real time and on demand playback of any meetings that are broadcast on the local cable channel. All equipment will be supplied, installed and maintained by Town Hall Streams. The equipment comes with full warranty for as long as the town continues the service with Town Hall Streams. Meetings will be streamed live and available for On Demand playback via [www.townhallstreams.com](http://www.townhallstreams.com), links may be posted from the town website. On Demand playback is available for a period of 5 Years. We will allow for authorized persons to download one digital copy for any use. Town Hall Streams will use the current internet connection at the location. We will supply camera, A/B switch and ceiling mounted microphone. The cost is \$200 a month. The vendor indicates we can purchase a software (\$59) that will allow us to convert their video feed to one that can be used on Channel 26. I am not so sure myself, but I had given the vendor the specs that I would need and he indicated it could be done. Worse case would be a need to continue to film with current camera. ***Does the Board wish to proceed?***

**Legislative Policy:** The membership of NHMA (almost every community in NH) before the start of each new biennial legislative session has an opportunity to vote upon policies for which the community wishes NHMA to support in the upcoming legislature. The default appointment to vote for the Town is the Chairman of the Board followed by the vice-chairman, another Selectmen and the Town Administrator. The session this year is September 23 in Concord at NHMA's office, 25 Triangle Park Drive (behind Home Depot) at 9 AM. ***Whom does the Board wish to appoint to attend the Legislative policy meeting? Does the Board wish to withhold support on any of the proposed policies or discuss any of them further? Does the Board have any additional proposal it wishes to make as a floor policy?***

**Land:** 2008 the Town tax deeded a piece of land (actually 3 small lots on deed 1476/78 after the owner died and heirs failed to pay taxes on lien from 2005). We cannot find evidence that the town notified one of the four heirs in the tax deeding process. More recently the town sold the piece of land to a property owner on the condition it be merged with their home, which was done. ( deed 4152/691: merger 4301/423)(now 408 Long Shore Drive). The home owner has found they cannot sell their home because the title company will not give them a clean enough title on the now combined lots with their home because of the cloud on the tax deeded piece of land that was merged with their lot. As a result the attorneys have been working on this solution to get a clean title:

1. the town unmerge the lots
2. the house lot be conveyed by the owner by warranty deed to the interested buyers
3. the vacant lot be conveyed by the owner by quitclaim deed to the interested buyers with a covenant not to build

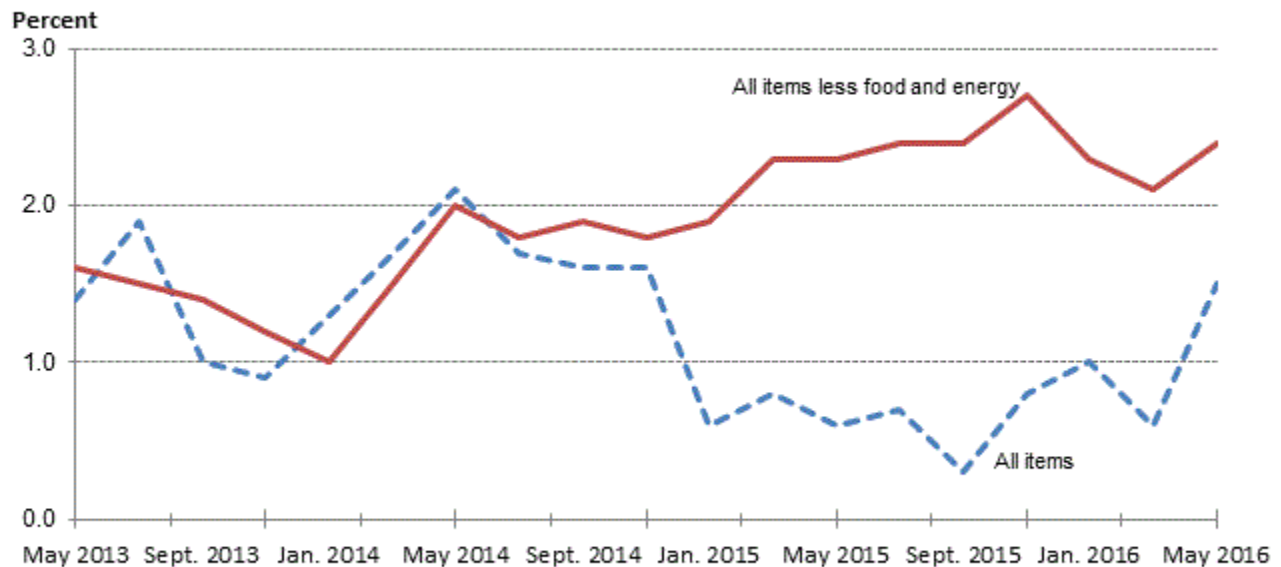
4. the quiet title action by the home owner continues with the hopes of extinguishing the outstanding 1/4 interest

This appears the best solution that involves the least amount of cost to the Town. ***Does the Board agree to unmerge the lots (4301/423) 408 Long Shore Drive, with the conditions as outlined due to the town not properly notifying a prior owner in the tax deedding?***

**STEP AND COLA:** It is estimated a 1% COLA would cost \$23,450 without the benefit roll-ups. Since that number varies by individual an estimated 18% roll-up to cover NHRS, Worker's Comp, SS, Medicare, etc. would bring that to \$27,671. It is estimated that a step would cost about \$33,700 without the benefit roll-ups(SS, . Using 18%, the total would be \$39,766. There are 9 full-time and 2 part-time employees at top of scale, who would not be getting a step. I recommend the Board approve a 1% COLA and a step.

May U.S. Dept of Labor report and trend on COLA Over the last 12 months the Boston CPI-U rose 1.5 percent. The increase was largely attributable to higher prices within all items less food and energy, up 2.4 percent. Lower energy prices paid by area consumers, down 7.0 percent, mitigated the increase.

**Chart 1. Over-the-year percent change in CPI-U, Boston-Brockton-Nashua, May 2013 - May 2016**



Source: U.S. Bureau of Labor Statistics.

[Step and Cola:](#) ***Will the Board vote to approve a 1% COLA and a step?***

**Budget Review with Advisory Budget Committee (see answers below)**

**Information:**

**Fire Chief notes:** As you are aware we have a duty officer program in which a fire officer is paid \$50 to stand by in town on Saturday and Sunday from 9am -6pm.(I have already covered a duty shift in July)

this program works well but people are busy and from time to time I have a problem filling a day. We are also in the process of implementing the Ambulance stand by program in which we pay 2 members to be in town and ready to cover calls. I anticipate a challenge filling 14 shifts a week without myself being involved. It is my intention to take advantage of the stand by pay on the nights or weekend days in which I commit to stay in town available for calls over and above my regular work week that typically is well over 50 hours a week.

Advisory Budget Committee Questions: Peter Cook was on vacation last week so the Highway questions have not been answered as of the posting of this TA report. Here are the other answers.

Expenditures:

1. Line 01-4150-01-4392: Admin Consultants; This line will obviously be over by more than it already is. Are there lines where funds are available to cover this expense?

**ANSWER: We should save on salary and benefits line (Finance Director Salary) an amount close to the amount spent for the Administration Consultant that is acting as interim Finance Director.**

2. Line 01-4150-01-4394: Admin Contracts; what items are within this line?

**ANSWER:**

<b>Admin Contracts</b>	
<b>Harris (MuniSmart)</b>	<b>\$24,000</b>
<b>Avitar (Assessing)</b>	<b>\$ 4,450</b>
<b>Seacoast (Computer)</b>	<b>\$ 1,000</b>
<b>CAI Tech (tax map)</b>	<b>\$11,000</b>
<b>General Code (scan)</b>	<b>\$ 800</b>
<b>Antivirus</b>	<b>\$ 650</b>
<b>Reg. of deeds</b>	<b>\$ 100</b>
	<b>\$42,000</b>

3. Line 01-4150-01-4394: Admin Contracts; is this almost completely expended, or should we expect the line to be overspent? If overspent, by how much?

**ANSWER: We expect this line to be close.**

4. Line 01-4155-01-4154: Payroll End of Service; what items are in the 'payroll end of service line'? We assume this includes all departments.

**ANSWER:** This is for all departments when an employee leaves to pay out accrued time if the amount is significant. When it is a small amount we take it out of the department and reserve this for larger amounts. We have a few long-term employees who would use much of the account if they retired.

5. Line 01-4194-01-4394: Govt Building Contracts; this line is 75% expended. What is the forecast for year end?

**ANSWER:** We have made one payment of \$10,099 for the contract with the school for the Maintenance Supervisor and will make the second payment year end settling with the school. Otis and Seamans have been fully paid. The line will be overspent by a few hundred dollars.

Maint. Supervisor	\$20,000
Pest Control	\$ 1,644
Otis Elevator	\$ 3,698
Siemens HVAC	\$12,910
WM (dumpster)	\$ 1,911
	<b>\$40,163</b>

6. Line 01-4195-01-4394: Cemetery Mowing; there are no expenses against this line. What should we expect for the second half?

**ANSWER:** The contract with the school is a flat \$10,000 and we pay it all at once in settling up later in the year.

7. Line 01-4210-01-4760: Police Vehicles; we assume this is the new cruiser. Are all expenses in? **ANSWER: Yes**

8. Line 01-4312-01-4631: Paved Roads; Any projection on where this line will be at year end? **ANSWER. We are waiting for the last of the advanced bills to come in, but this line will be spent.**

9. Line 01-4312-01-4632: Gravel Roads; Any projection on where this line will be at year end? **ANSWER This line will be used for our Fall grading and is expected to be between \$12-\$14,000.**

10. Line 01-4311-01-4730: Highway Building Improvements; what projects are in this line? Have these projects been established for this year? Is this line different than building maintenance? **ANSWER This line is for upgrades to the Highway Shed, fuel station, salt shed, yard paving and general up keep of the Highway facility. Funds from this line are typically used during the fall months. Projects on the list for this fall include, increasing our fuel storage because over the last couple winters we have run out of fuel, to re-shingle the fuel shed, hot patch the Highway yard, replace support brackets and beams for the salt shed. Start on cement pad for an addition on the shed for an office and records storage. Replacing the siding or painting the salt shed and to look into pricing a floor in the new shed. The list and the up-grades are always more than what this line has in it, so what we do not have funds for will be added to the project list for next year with the hopes**

of getting them completed. These projects are slated for the fall and yes, this line is different than the maintenance line, but they should just be combined.

11. Line 01-4312-01-4680: Highway Material and Supplies; Now over budget. What is the forecast for year end? **ANSWER We are currently over by \$4,708.76 and we are looking at being over another \$2,000 at years end.**
12. Line 01-4324-04-4850: Recycling; It appears the electronic recycling continues to be in the line with single-stream. We thought we agreed last year to separate the two. **ANSWER: Electronics comes out of the Metal & Tire removal Line (4324-06-4830) The only items that have come out of 4850 is Single Stream recycling and the purchase of a 40' container.**
13. Line 01-4324-06-4430: Transfer Station Equipment; what items are in this line? What do we think will be done by year end? **ANSWER: Any yearly maintenance on compactors and repairs are taken out of this line. We are also going to be painting the Compactor house and replacing the carpet, along with looking at weatherizing the recycling building where the compactors are.**
14. Line 01-4324-06-4680: Transfer Station Operating Supplies; what items are in this line? Do we have large expenses coming up? **ANSWER: Crystal rock, safety and cleaning supplies and trash bags come out of this line. We are currently in the process of placing another bag order- which will be around \$20,000-\$24,000.**
15. Line 01-4324-06-4830: Transfer Station Metal and Tire Removal; this line is over 74%. What is the forecast for year end? **ANSWER We will be looking at 6 more months for electronics estimated at \$4,200 and an estimated \$900 for tires for the remainder of the year. Which would put us over by \$1,525.04**

#### Revenues:

16. Line 01-3110-01-3000: Tax Warrants; there is no estimate for tax warrants. Based on the remaining categories, does it appear we will not get the revenues that were estimated?  
**ANSWER: Tax Warrants are put in each time a tax warrant is approved, so the first half billing shows. The Second half billing will be added after the tax rate is set. The numbers that matter for revenue to offset taxes are from the land use change tax (3120-02-3000 to 3509-01-3000. The next line is budgetary use of fund balance (01-393-09-3000) that was set by Town Meeting and won't appear as any money received, but is a reduction in fund balance. If there is a projected shortage of revenue, the Board can reduce their estimates for revenue in August to avoid reducing fund balance from an under-receipt in revenue or add a line to use fund balance to offset taxes. The bulk of State Revenue comes in late in December and are big numbers (\$420,000 plus remaining share of roads) but DRA knows**

the numbers and puts the correct number in at tax rate setting time. Payment in Lieu of taxes all come in late in the year, but are based on our billing to City of Rochester and Frisbie Hospital. The total line for General Fund Revenue requires a number of adjustments to know how we are doing especially the factors noted above, but also 50% ambulance is not used to offset taxes and 75% of Current Use Land Change Tax is not used. The key line to watch is Motor Vehicles, which is the most significant local revenue and appears to be running as projected. The departmental revenue lines cannot be used to reduce the budgeted expenditures other than with a Town Meeting approved revolving fund (Recreation, Ambulance, Outside Detail) or Conservation Fund, which are why those appear below the General Fund line.

17. The ABC would like an update of the Trust Funds when possible.

**ANSWER: Balances end of May**

TOWN OF BARRINGTON TRUS	E/F COMMON CEMETERY	20,528.61
TOWN OF BARRINGTON TRUS	E/F JI? PIERCE CEMETERY F	7,115.85
TOWN OF BARRINGTON TRUS	E/F PINE GROVE CEMETERY	47,686.37
TOWN OF BARRINGTON TRUS	E/F AJ CALEF CEMETERY FU	19,008.74
TOWN OF BARRINGTON TRUS	E/F ALBERT AND CELIA WOO	1,005.11
TOWN OF BARRINGTON TRUS	E/F FIRE TRUCK	348,412.22
TOWN OF BARRINGTON TRUS	E/F LAMPREY SOLID WASTER	26,091.37
TOWN OF BARRINGTON TRUS	E/F FACILITIES SCHOOL DI	242,984.13
TOWN OF BARRINGTON TRUS	E/F HIGHWAY EQUIPMENT	108,872.14
TOWN OF BARRINGTON TRUS	E/F COMPACTOR M\INTENANC	2,348.06
TOWN OF BARRINGTON TRUS	E/F SCHOOL DISTRICT SPEC	363,720.16
TOWN OF BARRINGTON TRUS	E/F CEMETERY LAND EXL?ANS	62,188.49
TOWN OF BARRINGTON TRUS	E/F ROAD RECLAMATION	3,959.76
TOWN OF BARRINGTON TRUS	E/F SWAINS DAM	63,590.20
TOWN OF BARRINGTON TRUS	E/F COMMUNICATION UPGRAD	28,278.22
TOWN OF BARRINGTON TRUS	E/F LIBRARY TECHNOLOGY	5,939.53
TOWN OF BARRINGTON TRUS	E/F TOWN BUILDING PRESER	73,069.57
TOWN OF BARRINGTON TRUS	E/F FIRE RESCUE EQUIPMEN	50,094.74
TOWN OF BARRINGTON TRUS	E/F SCHOOL TECHNOLOGY	25,073.97
TOWN OF BARRINGTON TRUS	E/F TRANSPORTATION FEE R	146,747.00
TOWN OF BARRINGTON TRUS	E/F BRIDGE CAPITALRESER	205,320.80
TOWN OF BARRINGTON TRUS	E/F CEMETERY CAPITAL RES	56,246.41
TOWN OF BARRINGTON TRUS	E/F UNANTICIPATED HIGH S	260,905.38
TOWN OF BARRINGTON TRUS	E/F EMERGENCY ROAD REPAI	150,149.90