

**Action:**

**SMP & Norway Plains:** Jason at SMP has revised the proposal for architectural services to reflect just town offices, a more detailed space needs work, additional floor plan, but eliminating a lot of the public meetings. Joel at Norway Plains indicate there has been difficulty determining what will happen with the design on the front lot, delaying the detail we wanted to obtain for the proposed Town lot. I asked him to proceed with the draft he has to answer whether there is space for what we want on the last proposed land area for the town.

We have a new proposal for doing the design work on the new town hall. I believe it gets us closer to what the Board wants from SMP. There remain several decisions to be made, not the least of which is how the oversight of the project will occur (e.g. design build, construction manager, role of clerk of works & architect oversight of detailed plans, etc.). Jason wrote: "We have included our cost estimator in this scope, in the event the town wishes to use a construction manager, I think we could delete the estimating and add in CM selection for a wash on contract value, we can discuss further once we get rolling and have a sense for what the board wishes to do." ***Does the Board wish to approve the revised scope of work for the architect?***

**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 requested document (the defeated "Rights Based" ordinance). Our legal counsel indicates the article was only advisory in the first place and that the Board of Selectmen have a right to disband it if it so chooses. 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 place it on next week's agenda to consider formally disbanding the committee and notify the Conservation Commission of this?***

**Succession Development:** If the Board wishes to discuss this in nonpublic session, I would be glad to do so as it involves personnel matters. The Police Chief will not be in attendance 5/12 but would expect to be at the 5/19 meeting.

**Property and Liability Risk Coverage:** April 14 I put the following into the recommendation that PRIMEX was low bid (The RFP was advertised 2/20 in Fosters as well as sent to 6 companies):" I want to again state I am a Trustee for Primex, but I make no money on that position and have no financial or other benefit from PRIMEX impacted by the Board's decision one way or the other. My first fiduciary duty is to the Town in this matter." The PRIMEX requests a formal on the following resolution.

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of membership. The coverage provided by Primex<sup>3</sup> in any year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of Town of Barrington adopted on \_\_\_\_\_  
Date Signed \_\_\_\_\_

***Will the Board vote on this and authorize Mike or the Town Administrator to sign the document?***

**EMS Week:** ***Will the Board recognize May 18-24 as Emergency Medical Services Week?***

**Public Works Week:** Governor Hassan has proclaimed Public Works Week, May 18 - 24, in New Hampshire! ***Will the Board proclaim this for the Town of Barrington as well?***

**Svenson:** The engineer indicates that two buildings, parking cannot be placed on the proposed lot because there is insufficient room for drainage, septic, well, etc. He also indicates the other property would present significant problems because of slopes and require terracing of some sort. There does appear to be room for the community center/library. I have also been told by the engineer that it is unlikely the bank will complete its approvals in time for the 2014 construction season. ***Does the Board wish to formally vote to proceed with the Ramsdell site for the Town Hall and proceed with negotiation with Svenson for this site for a Community Center/Library?***

**Goodwill Sign:** John Wallace would like to move the sign along the front of the Goodwill Conservation land about 100' further east along Route 9. This will make it more visible and useful, as it also incorporates a kiosk into which I plan to put some trail maps, etc. For the sign to be really visible, John will need to cut some of the bushes to the left of the drive into the parking area. John Wallace checked with DOT about where the right-of-way along the highway is, and have cleared this with the Planning Board. ***Does the Board of Selectmen have any objection?***

**Information:**

**Space Needs:** The Turner group did a space needs study tied to renovation of the former Town Hall citing 7 different analysis of space needs. First was what the Town was using before shuffling offices from the mold issue. The second is also at the former Town Hall what was used after shuffling offices (but does not include Town Administrator, finance, welfare which were located at the Safety Complex or the second meeting area). Third column is a study done on space needs from 2006. Fourth is listed as Selectmen on which I do not have other information. Fifth is what staff had requested. Sixth are national averages (but is about 850 feet smaller meeting area). Seventh is what the Turner Group suggested in their planned renovation of the former Town Hall. The other document is SMP.

**Paving:** I do not see where else in the budget we can find \$150,000 for next Oct-Dec snow plow maintenance without serious cuts to other programs. Contract snow plowing is already well overspent. We will need to buy sand and salt for next winter. We could delay maintenance on buildings to save

some of that, but too is self-defeating (roof on salt shed & General Building project). Cutting fire equipment purchases or gear likewise comes back as a future problem from delayed expenditure. I would recommend we do the paving funding so that the Board could carry over any of that set aside not used for winter maintenance in the nonlapsing paving article.

**Update on Solar and Highway Garage:** Changes continue to be investigated with the Highway Garage that will impact the Solar RFP, so that is on hold. The current plan is based on a Hopkinton/Sanbornville design (without their office space, just the truck end of the building) that would have three double deep bays in a 60x80 building (housing 4 big trucks, grader, mower, while the backhoe and loader and a ton truck go into the current building that does not provide cover for 1 big truck, 1 ton truck and a pick-up). The fire code is a driving factor in the design. If we go over 5,000 square feet we need to sprinkle. The original plan was 6,000 square feet. If we build over 5,000 for vehicle storage or maintenance we need to sprinkle. We plan to do at least some maintenance. We also can't use the foam metal-clad insulated panels that were our first choice, because they too would trigger a sprinkler system that could easily exceed half the cost of the proposed building. We can use the fiberglass-insulated walls that are less expensive without sprinkling. Putting the doors on the 60 foot side along with lower expense means a single slope roof. The doors do not want to be on the North side of the building for various safety and drainage reasons, meaning the slope of the roof will be on the North side.

**Lynn Murphy (Receptionist):** Her father died after a long illness May 1 with her at his side. There are no services. We sent flowers from the town.

**Virus updates:** There have been a lot of recent updates for various problems with Internet Explorer and also the security process in transmitting data over the internet. Everyone should make sure they check the control panel on their computer, going to "Windows Update" and then force the updates. I would encourage it even if the computer is set for automatic updating.

**Wilhelm (parcel within Tamposi):** There is a problem in the title chain that relates to the town's tax deeding such that the Town will get a quit claim deed from the sellers and won't have title insurance.

**Green Hill Road Bridge:** I wanted to give you an update on the Green Hill Road Study. We have begun the hydraulic analysis of the bridge to determine the proposed replacement bridge span. Our surveyor is planning on being on site in mid-May and we will have the survey complete by the June 2nd. Our boring contractor is planning to be on site May 27 and 28 (if needed). We will arrange for a police detail on these day(s) for traffic control. Once we have the boring and survey information in June we will continue working on the conceptual design. I will keep you updated on our progress and let you know when we are ready to meet with the Historical Society and Selectboard. Please let me know if you have any questions or need further information.

**Orchard Hill Road:** The judge has signed off on the mutual agreement for maintenance widths on Orchard Hill Road that includes the requirement the Browns move the fence and rocks which started the lawsuit. I have started Norway Plains on doing the survey of the agreement to file at registry and Police Chief Conway is going to do traffic/speed counts for our engineer to review to see if we need to lower the speed limit there (likely).

**May 19<sup>th</sup> meeting:** This is a reminder that the May 19<sup>th</sup> meeting will be at the Recreation Facility. I understand Senator Waters will have a meeting there starting at 5 to which the Board of Selectmen is invited. Recreation has a meeting at 6 PM in the Recreation office. The Board of Selectmen has a joint meeting with the Recreation Commission starting at 6:30 PM.

**Rick Walker:** Rick Walker has been named the Barrington EMT Responder of the year. We will have a congratulatory letter for the Board to sign at the meeting. I did not know beforehand of this honor for him that was given out the weekend of May 3.

**Junkyard Berry River Road:** An agreement has come out of District Court from May 2 in which the owner agrees to pay the town \$350 in legal costs and to clean it up by July 1 or face \$2,000 penalty and possible further penalties.

**Phone Auto-attendant:** We have updated the system so economic development is first, not welfare and made a variety of other changes.

**Goals:** Below are the goals developed in the evaluation process of senior staff, which is now complete. I expect the goals for the Library Director will be shared later this month after the Library Trustees acts upon them.

#### **Fire Chief**

1. Save money for homeowners by improving ISO rating at least one number grade
2. Retain the current number of active call fire fighters to emergencies (15 calls/quarter).
3. Increase the number of active (15 calls/quarter) of EMT responders by 3 persons.

#### **Police Chief**

1. Come into compliance with Records Retention. Chapter 33-A, NHRSA.
2. Complete the Reorganization of the Police Department. This should delineate a possible secession plan utilizing internal candidates.
3. Increase the use of the motorcycle in an effort to reduce fuel consumption.

#### **Highway Agent**

- A) Complete Highway Garage this year under budget.
- B) Prepare roads for next year's paving list so ready to pave early in 2015
- C) Reduce idling time on all equipment to less than 5 minutes in warm weather.

#### **Planner**

- 1) Update Site Plan Regulations
- 2) Continue working with Barbara on the efficiency of the Land Use Office
- 3) Seek outside funding sources to assist with planning efforts

**Code Enforcement**

- 1) Strive for zero valid customer service related complaints
- 2) Create a standardized notice of violation letter that can be filed out quickly and efficiently.
- 3) Utilize the circuit court for prosecution of violations so as to achieve expedited results and reduce legal costs.

**Tax Collector**

1. Goal (with cost savings) Postage is my biggest line item. Starting a database with customer contact information, email and or telephone allowing us to email, fax, or phone information to the customer instead of mailing out statements thus saving on postage. I have no control over postage for the tax bills, lien notices, deeding notices, or courtesy letters; however, we can be more diligent about emailing, faxing or calling in the information requests to cut back on postage spending.
2. Credit card payment option. Customers have asked for this service. People will be more apt to pay their taxes that otherwise wouldn't because they may not have the available funds, also someone coming in paying then realizing they may owe more due to costs, penalties, and or interest would be more likely to pay the balance with a credit card, cleaning up small balances sooner. Lastly some credit cards offer points or sky miles to the customer as incentive to use their credit card.
3. Old town records
  - a. Going through all the old files in storage, discarding items that are out of the retention range,
  - b. Going through the remaining files and thinning out by removing any clips, file folders, to streamline the bulk
  - c. Arranging storage boxes in chronological order making it easier to find information by the year.
4. Become proficient in the MS61 reporting document and in the liening and deeding processes. Continue to build customer satisfaction, trust, and confidence in the tax office.

**Finance Director**

1. Working with department heads review and develop job descriptions for at least 50% of the positions in town.
2. A clean audit without any deficiencies, material weakness, etc.
3. Request Proposals from private companies and pools for cost of Health Insurance for July 2015.

**Recreation Director**

- a) Additional training towards National Recreation Professional Association (NRPA) Certified Park and Recreation Professional Certificate (CPRP)
- b) Explore reorganizing and increasing hours to provide better service
- c) Meet with other town departments and start to order supplies in bulk

- d) Plan to do CPR and First Aid training in conjunction with other communities to save money.

**Town Clerk**

1. Implement credit card payment at the window
2. Mail out only one dog notice reminder
3. In 2015, the folding machine contract will be due, we will be downsizing to a smaller machine

2nd DRAFT  
March 5, 2014

Municipal Facilities  
PROGRAM OF SPACES

Town of Barrington, NH

Facility	Space	Capacity	SF	Qty	Total SF	Near to	Equipment	Notes
<b>Town Office</b>								
Town Administrator	1+ 8 ppl		270	1	270	Fin., Select		
Finance Director	1		140	1	140			access to copier, coat closet
Assistant Finance dir.	1		100	1	100			
Welfare dept.	1+4 ppl		200	1	200			File storage in office
Files/copy/storage area			130	1	130			6-8 cabinets
Administration Subtotal	4				840			
Selectman Secretary	1 work sta.		80	1	80			
Assessor/ Clerk	2 work sta.		160	1	160	meeting space		Map Layout area at Clerk
Receptionist	1 work sta.		80	1	80			
Rd. Agent/Sec.	1 work sta.		80	1	80			
Files/copy/storage area			130	1	130			
Public counter/waiting			120	1	120			
Map viewing Area			100	1	100			
Selectman Subtotal	5				750			
Town Clerk Office	1+2 ppl		150	1	150			
Clerk's Counter	3 ppl		90	3	270	lobby		9 cabinets, acoustic concern
Priv. Meeting	3-4 ppl		15	4	60	clerk + lobby		confidential/ share with Tax Coll.
Public counter/ Lobby			150	1	150	clerk		
Vault/storage			150	1	150	clerk		
Archive			120	1	120			in storage
Clerk Subtotal	3				900			
Tax Collector	2 work sta.		160	1	160			
Files/copy/storage area			60	1	60			
Public counter/ Lobby			80	1	80			2 separate Service windows
Tax Subtotal	2				300			
Building Inspectors	2 ppl		120	2	240	files		layout
Building dept. Staff	1 work sta.		80	1	80			
Files/copy/storage area			150	1	150			
Public counter/waiting			100	1	100			

Prepared by SMP Architecture

Town of Barrington, NH		Municipal Facilities PROGRAM OF SPACES					2nd DRAFT March 5, 2014	
Facility	Space	Capacity	SF	Qty	Total SF	Near to	Equipment	Notes
<b>Town Office</b>								
Work + Meeting area		8 ppl	160	1	160			Shared with Planning dept.
Plan review Area			100	1	100			
Building dept. Subtotal		3			830			
Land Use Administrator		1+2 ppl	150	1	150			
Land Use Staff		1 work sta.	80	1	80			
Intern/Conserv.		1 work sta.	80	1	80			
Public counter/waiting			100	1	100			
Plan Review Table			120	1	120			
Files/copy/storage area			150	1	150			
Flat Files			80	1	80			
Land Use Subtotal		3			760			
IT Contractor		1 work sta.	80	1	80			
Facilities Mgr.		1+2 ppl	100	1	100			
Break/ Coffee/ Lunch Room			200	1	200			recycling area
Mail Room			100	1	100			
Secure storage room			1000	1	1000			incl. fireproof storage cabinets
General office storage			200	1	200			
Large Meeting room		75 ppl	15	75	1125			2/3-1/3 divider - Full A/V, video etc.
conference room		20 ppl	15	20	300			
restrooms			150	3	450			
Mech./ Elec./Data/ Video			500	1	500			
Meeting and 'Other' Subtotal		2			4055			
Net Area					8435			
Circulation					1687			20% of net
Walls /voids					843.5			10% of net
<b>Gross SF</b>		<b>22 staff</b>			<b>10966 SF</b>			



**Space Program**  
**New Municipal Building**  
**Barrington, NH**  
*Updated: 12.11.10*

**DRAFT**

	Existing Space (Premold)	Existing Space (Temp Area)	08 Team Design Plan	Selection Plan	Requestor's	National Average	TTG Suggested	Comments
Shed Mail / Copy Area	0	125 sf	125 sf	950 sf	800 sf	120 sf	700 sf	Shared Copy Room.
Town Administrator Office	0	0 sf	0 sf	200 sf	160 sf	140 sf	140 sf	Possibly shared / scheduled (with Welfare)
Shared Conf Room	0	0 sf	0 sf	130 sf	360 sf	360 sf	450 sf	Possibly shared / scheduled (with Town Admin)
Finance/Welfare Office	2	620 sf	620 sf	100 sf	80 sf	160 sf	160 sf	Possible shared office with several transit people
Interview / Conf Room	0	0 sf	0 sf	150 sf	160 sf	140 sf	180 sf	
Road Agent Office	1	195 sf	180 sf	750 sf	350 sf	480 sf	350 sf	
Facility Manager Office	1	425 sf	345 sf	150 sf	100 sf	120 sf	120 sf	
Tax Collector Office	3	208 sf	120 sf	150 sf	160 sf	140 sf	140 sf	
Private Money Counseling Area	0	425 sf	395 sf	850 sf	400 sf	360 sf	420 sf	Private area - Seating for 3-4 people shared between Clerk and Tax
Town Clerk Office (Private office)	1	285 sf	140 sf	150 sf	480 sf	360 sf	360 sf	Shared
Asst Town Clerk Office (Wk area)	2	240 sf	150 sf	150 sf	140 sf	140 sf	140 sf	
Vital Record	0	0 sf	0 sf	100 sf	100 sf	140 sf	140 sf	
Shared Copy Area	0	0 sf	0 sf	700 sf	845 sf	460 sf	760 sf	
Building Dept.	1	870 sf	680 sf	150 sf	120 sf	120 sf	120 sf	
Building Inspector	1	0 sf	0 sf	150 sf	150 sf	120 sf	120 sf	
Asst. Building Inspector (Health)	1	0 sf	0 sf	150 sf	150 sf	120 sf	120 sf	
Planning / Zoning / Conservation	3	845 sf	685 sf	150 sf	100 sf	140 sf	140 sf	
Planning Conf Room	0	0 sf	0 sf	150 sf	845 sf	460 sf	760 sf	
Land Steward	0	0 sf	0 sf	150 sf	150 sf	120 sf	120 sf	
Shared Copy Area	0	0 sf	0 sf	150 sf	150 sf	120 sf	120 sf	
Subcommittee's Meeting Room	0	1300 sf	1300 sf	2400 sf	1300 sf	1200 sf	1200 sf	Shared
2nd Public Meeting Room	0	855 sf	855 sf	850 sf	850 sf	600 sf	600 sf	Ideal if there is space
Break Room (Kitchen)	0	150 sf	205 sf	370 sf	200 sf	225 sf	250 sf	Away from public space
Male Restroom (upstairs)	0	90 sf	55 sf	100 sf	100 sf	150 sf	150 sf	
Male Restroom (downstairs)	0	90 sf	55 sf	100 sf	100 sf	150 sf	150 sf	
Female Restroom (upstairs)	0	90 sf	55 sf	100 sf	100 sf	150 sf	150 sf	
Female Restroom (downstairs)	0	90 sf	55 sf	100 sf	100 sf	150 sf	150 sf	
Unisex Restroom	0	30 sf	30 sf	150 sf	150 sf	100 sf	100 sf	Ideal if there is space (stair use)
Supply Storage	0	155 sf	155 sf	160 sf	160 sf	100 sf	100 sf	
Storage	0	90 sf	175 sf	225 sf	225 sf	300 sf	300 sf	
Storage Room 2	0	105 sf	115 sf	45 sf	45 sf	600 sf	600 sf	
Storage Room 3	0	110 sf	370 sf	800 sf	740 sf	600 sf	600 sf	
Records Room	0	370 sf	370 sf	175 sf	175 sf	120 sf	120 sf	
Server Room	0	355 sf	155 sf	150 sf	85 sf	75 sf	75 sf	
Janitor	0	85 sf	85 sf	150 sf	150 sf	100 sf	100 sf	
Storage Office	0	330 sf	155 sf	200 sf	200 sf	600 sf	600 sf	
Recreation	0	0 sf	0 sf	0 sf	0 sf	0 sf	0 sf	
Subtotal:	20	8595 sf	8595 sf	8600 sf	7635 sf	6820 sf	6005 sf	
Circulation & Structure (25%)	2008.5 sf	1547.5 sf	2141.3 sf	2150 sf	1858.5 sf	1705 sf	2051.3 sf	Average % for most buildings
Mechanical (10%)	859.5 sf	619.8 sf	859.5 sf	860 sf	763.5 sf	682 sf	800.5 sf	Average % for most buildings
<b>Total:</b>	<b>11333 sf</b>	<b>8365.6 sf</b>	<b>11653 sf</b>	<b>11610 sf</b>	<b>10257 sf</b>	<b>9207 sf</b>	<b>10867 sf</b>	

Notes: If the requested space was not commented on being bigger or smaller than it was kept the same size it currently is.  
 All spaces are plus or minus 5% depending on fitting into a floor plan.

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