

TOWN OF SEABROOK

SELECTMEN'S MEETING

OCTOBER 19, 2015

Present: Raymond Smith
Aboul B. Khan
Theresa A. Kyle
William Manzi

10:00AM

Mr. Smith opened the meeting at 10:00AM.

MEETING - PLODZIK & SANDERSON AUDIT REPORT

Sheryl Pratt and Mike Campo were present for the 2014 audit report. Sheryl said the town received a clean opinion letter which is what the town pays for when contracting for their service.

There was discussion on the fund balance and where the town is at. Sheryl explained how the funds are put into this account and expended from. The town currently has \$8.4 million in the unassigned fund balance. The total fund balance is also made up of water, sewer and library fund balances but those are not included in the 8.4 million.

GASB 68 will require the audit report for 2015 to include post employment liability. A town of this size it could be quite large and will impact the report for 2015. Currently the town is at about \$800K in liability which could increase up to \$2 million. Sheryl said this is a reporting entry only right now but not sure what could happen with it in the future. Mike said these state retirement funds were not funded at 100% and NH is one of them that they are now looking at to be sure they are funded at 100% going forward.

Mr. Khan asked how many years this company has done the audit for the town. Sheryl said currently the last two years and had a hiatus for one year, but prior to that they were with the town for many years. Mike said the town is moving forward in the right direction and having policies has done a great job in this area. Sheryl said the internal controls are looked at for cash receipting, capital assets and water & sewer billings. They then test the controls to see if they are working and if anything is weak they address it immediately with the town manager and finance manager. Mike said one of the controls that were addressed was timesheets of the department heads and that they should not be signing their own so now the town manager is signing off on these timesheets. Mr. Manzi said they do give feedback on some things and some are very good suggestions and implemented before it even gets to the Board. He feels they have a very good relationship with the auditing firm.

Mrs. Kyle said that from what she has seen and heard the town is doing well. Mike suggested that the Board and Town Manager become familiar with GASB 68 as it is going to impact the report. Any questions can be directed to Plodzik & Sanderson and if they don't know the answer they will get it for the town.

Mr. Smith asked where the town stands compared to other towns of the same size. Mike said the town is in the top 15%. Mr. Manzi said there is always room for additional improvements and the town will continue to work on those. He thanked both Carrie Fowler and Rita Donaldson for their work.

Sheryl Pratt and Mike Campo left the meeting at 10:38AM.

MONTHLY MEETING - DPW MANAGER

John Starkey was present for his monthly report (see attached).

Mr. Starkey said there are only two departments in the state retirement system which is the fire and police. Mr. Smith said the school is also in the state retirement. He would like the Board to know that they should consider this if anything ever comes of it so they are not paying more than they should.

Mr. Starkey said work is being done at the beach and will continue as long as there are no plovers present.

Mr. Smith asked about the tree cutting on Route 286. Mr. Starkey said that is the State of NH.

Mr. Starkey said they would be hearing from Rick Fryeburg on the sidewalks later in the meeting and said the state and the contractor feel they can get this work done.

John Starkey left the meeting at 10:46AM.

MEETING - SENIOR ACTIVITIES

Dot Chase was present and said they are having a hard time finding a place to hold their meetings. She said they meet once a month for about three hours during the day. She said they cannot meet at the recreation center as they have activities but they have been fortunate to be able to use the library. The month of October they did not have a place and had to find another location.

Dot said the seniors need a place and she would love to see the multi-purpose room at the recreation center expanded so they would have a place. They only meet during the day and done by 4:30M so the room could be used for other activities in the

evening. She would like to have a warrant article on the ballot and she would be meeting with the town manager on Wednesday.

Mr. Khan said this is an ongoing issue for the town and the town government has an obligation to do something for these residents. He said a town owned building will be vacant soon and they will be looking to use this for the seniors. Mrs. Kyle said something should be done for the seniors as they are being shuffled around she would like to do something immediately.

Dot Chase left the meeting at 10:56AM.

Board took a 5-minute break at 10:57AM. Board reconvened at 11:04AM.

PREVIOUSLY SIGNED PERMITS

Mr. Smith read the list of permits (see attached).

MOTION: Aboul B. Khan To approve the parade/
Second: Theresa A. Kyle meeting permits.
Unanimous

MOTION: Aboul B. Khan To approve the water &
Second: Theresa A. Kyle sewer warrants.
Unanimous

ENTERTAINMENT LICENSE - PANERA BREAD

MOTION: Aboul B. Khan To approve and sign the
Second: Theresa A. Kyle entertainment license.
Unanimous

ABATEMENTS

Konaires Realty LLC - 495 Lafayette Road - \$755.78, Giannusa Anna Family Trust - 75 Cynthia Circle - \$68.68, Ralph Welch - 26 Boynton Lane - \$98.29, Stavros Moutsoulas - 69 Carolyn Avenue - \$34.02 and Kevin & Claire Hatem - 195 So. Main Street - \$306.24.

Mr. Khan questioned the language on the abatement for Konaires. Mr. Manzi said he would have it addressed going forward.

MOTION: Theresa A. Kyle To approve and sign all
Second: Aboul B. Khan abatements.
Unanimous

WATER SERVICE APPLICATIONS

Elizabeth Primerano - 171 Route 107 - \$50
Charles Bagley - 9 Nicholas Way - \$400

Paul Lepere - 7 Carol-Lynn Park - \$50
Groveland Street Realty Trust - 11 Groveland Street - \$100
Robert Wright - 84 Centennial Street - \$50

Mrs. Kyle questioned the power of attorney and Mr. Khan suggested they let the town manager look into and release once they know they have it.

MOTION: Theresa A. Kyle To approve and sign the
Second: Aboul B. Khan water applications for
Unanimous Primerano with the
condition they receive a
copy of the P.O.A.

MOTION: Raymond Smith To approve and sign the
Second: Aboul B. Khan water application for
Abstain: Theresa A. Kyle Lepere.

MOTION: Aboul B. Khan To approve and sign all
Second: Theresa A. Kyle remaining water
Unanimous applications.

SEWER SERVICE APPLICATIONS

Bob Hawley - 2 Chevy Chase Road - \$150
Robert Wright - 84 Centennial Street - \$150

MOTION: Aboul B. Khan To approve and sign both
Second: Theresa A. Kyle sewer applications.
Unanimous

MUNICIPAL SIDEWALK AGREEMENT

Rick Fryeburg - TEC was present and spoke about the sidewalks. Both the Town Manager and the planning board recommend approving this agreement.

Mr. Khan asked why they are signing again when there is already one in place. Rick explained that during the construction phase the liability goes to the DOT which is what this document is for. After construction it reverts back to the town under the agreement that is on file.

MOTION: Aboul B. Khan To approve and sign the
Second: Theresa A. Kyle municipal sidewalk
Unanimous agreement.

PRESENTATION - BID AWARD TO STAPLES

Mr. Manzi spoke about the Board authorizing centralized purchasing. Shaylia Marquis spoke about how she started working

on where money was being spent and ways to save money. She proposed it to a couple town managers but it never went anywhere. She said now she has people on board and is excited to see where it will go and how much it will save the taxpayers.

Mr. Manzi said this would also be to standardize what is being purchased by all departments. They feel with using the services of Staples they will see at least a 17% savings if not more. He said they would also be able to see reports on what products were ordered and how many.

Mr. Manzi said Staples will be providing custodial supplies to all of the departments. Shaylia said departments are using the same vendor but being charged different rates for the same product. She said the pricing we will get is commercial pricing whereas buying from the store would be retail pricing.

Mr. Khan said he would like to see the title changed from procurement manager to purchasing or something a little easier to recognize.

Mr. Smith asked the Board could get a quarterly report of what they are saving compared to the past two years. Mr. Manzi said they could give them some but it may not be exactly accurate based on what the departments were purchasing.

<u>MOTION:</u>	Raymond Smith	To approve the use of
Second:	Aboul B. Khan	Staples for central
Unanimous		purchasing.

CHRISTMAS PARADE PERMIT

Bill Niland - Chop Shop Pub was present and said he is looking to host the Toys for Tots Christmas parade. He feels the parade went off very well and looking to hold again this year. He is asking for preliminary approval to move forward in order to submit the permits. He is requesting to move the parade to Sunday as to avoid any conflicts with neighboring towns and also hold later in the day at 3PM. He feels this will help to alleviate some of the congestion.

Mr. Khan said he would request the town manager coordinate with the police department and bring a recommendation back to the Board. Mrs. Kyle asked if the financial obligations have been settled and Mr. Manzi said they have.

The parade will be held on December 6. Mr. Smith said he is happy is does not conflict with the other towns and encourages

them to work with the plan with the town manager and he would fully support.

Bill Niland said he would like permission for a 15-minute parade so that the local band and brownie troop could be invited to walk in the parade. Mr. Smith said he has no issue with that if it is recommended by the town manager and the departments.

Bill Niland left the meeting at 12:04PM.

CERTIFICATE OF OCCUPANCY FORM

Mr. Manzi said the form was revised to add the planning board on as a signing authority so they could verify who owes the town money. Jason Janvrin spoke and said they had a joint discussion with the building inspector and thought this would be the best way to stop businesses and residents who may owe money.

Mr. Khan said he would the police department added to the form for signature. Mr. Manzi said the planning board agrees they would add to the form. Mr. Smith said he doesn't feel the police would need to sign especially for a resident. Mrs. Kyle said she also feels the police would not need to sign the form as they don't deal with living conditions.

<u>MOTION:</u>	Aboul B. Khan	To add a signature line
Second:	Theresa A. Kyle	for the police to sign
Unanimous		and approve the form
		with the revision.

Mr. Manzi said the calendar for the budgets should be set this week as he is still waiting on the healthcare numbers.

Mrs. Kyle said she attended the planning board meeting. Mr. Smith cautioned all drivers as the sun is blinding going east on Route 286.

NON-PUBLIC SESSION

<u>MOTION:</u>	Theresa A. Kyle	To go into non-public
Second:	Aboul B. Khan	session at 12:16PM
Motion passed		under RSA 91-A:3, II (a)
		personnel and (e)
		legal.

Roll call:

Mr. Smith - yes
Mr. Khan - yes
Mrs. Kyle - yes

Board reconvened in public session at 3:04PM.

MOTION: Raymond Smith To seal the minutes.
Second: Theresa A. Kyle
Unanimous

MOTION: Raymond Smith To adjourn the meeting
Second: Theresa A. Kyle at 3:04PM.
Unanimous

Meeting adjourned at 3:04PM.
Minutes taken by Kelly J. O'Connor

Approved and endorsed

Theresa A. Kyle, Clerk

Date: _____