TOWN OF SEABROOK

SELECTMEN’S BUDGET MEETING OCTOBER 31, 2017

Present: Theresa A. Kyle 10:00AM

Ella M. Brown

Aboul B. Khan

William Manzi

Mrs. Kyle opened the meeting at 10:06AM.

**MS-1 FORM**

This form is to extend the valuation of the town for 2-weeks as DRA has still not approved the revenues.

MOTION: Theresa A. Kyle To approve and sign the

Second: Ella M. Brown MS-1 extension form.

Unanimous

**160 - ASSESSING**

Angie was present and briefly explained her budget. She said she can complete the work in the office with a part-time employee rather than hiring a full-time which would save the town money. Mr. Khan asked if it would be a good compromise to increase the part-time line to $11K.

MOTION: Aboul B. Khan To increase line 112 to

Second: Ella M. Brown $11K.

Unanimous

MOTION: Theresa A. Kyle To approve the assessing

Second: Ella M. Brown budget at $299,100.

Unanimous

**470 - WELFARE ADMIN**

Bonnie Armentrout was present and briefly explained her budget.

MOTION: Aboul B. Khan To approve the welfare

Second: Ella M. Brown admin budget at

Unanimous $106,900.

**471 - WELFARE DEPT**

Bonnie Armentrout explained the budget and said that it is level funded. She moved money around to different line items as to where the money is actually needed. There was discussion on line 850 and how security deposits are handled. She explained the guidelines to the board.

MOTION: Theresa A. Kyle To approve the welfare

Second: Ella M. Brown dept. budget at

SELECTMEN’S BUDGET MEETING -2- OCTOBER 31, 2017

Unanimous $90,000.

**140 - TOWN CLERK**

Cheryl Bowen was present and briefly explained her budget. She said she currently has 1 full-time and 1 part-time but her full-time employee has been promoted to deputy town clerk so she will be looking to fill 2 full-time positions. Cheryl went through the revenues the office has taken in. She said the office is open until 4PM but closes at 3:20PM for registration of vehicles.

MOTION: Theresa A. Kyle To approve the town

Second: Ella M. Brown clerk budget at

Unanimous $382,113.

**142 - ELECTION & REGISTRATION**

Cheryl Bowen explained the supervisors are looking for an increase in the part-time election workers. There was discussion on the elections to be held in 2018. She feels the budget will be fine with what has been requested. The current rate for election workers is $12.49/hour and the supervisors are looking to increase it to $14/hour. Mr. Khan would like to see they make this increase over a two-year period. There was discussion on how someone gets on the list to work an election.

MOTION: Aboul B. Khan To approve the request

for the increase over

2 years to get to the

$14/hour.

Mrs. Kyle has an issue with having to declare a party to work an election and would like more information before agreeing to an increase. Mrs. Brown would like to hold and discuss this next year due to the contracts this year.

No second, motion failed.

MOTION: Theresa A. Kyle To increase line 112

Second: Aboul B. Khan $13,348.

Unanimous

MOTION: Theresa A. Kyle To increase line 220

Second: Ella M. Brown to $1,921.

Unanimous

MOTION: Theresa A. Kyle To increase line 505

Second: Ella M. Brown to $1,500.

Unanimous

SELECTMEN’S BUDGET MEETING -3- OCTOBER 31, 2017

MOTION: Theresa A. Kyle To approve election &

Second: Ella M. Brown registration budget at

Unanimous $29,635.

**TOWN CLERK REVENUES**

MOTION: Theresa A. Kyle To approve town clerk

Second: Ella M. Brown revenues at $1,465,620.

Unanimous

**460 - RECREATION**

Katie Duffey was present and briefly explained her budget increases. She said the auto allowance is contractual and there are 3 employees who receive the stipend.

MOTION: Theresa A. Kyle To approve recreation

Second: Ella M. Brown budget at $700,334.

Unanimous

**RECREATION REVENUES**

MOTION: Aboul B. Khan To approve recreation

Second: Ella M. Brown revenues at $62,542.

Unanimous

**462 - MEMORIAL DAY**

MOTION: Theresa A. Kyle To approve Memorial Day

Second: Ella M. Brown budget at $9,300.

Unanimous

**463 - OLD HOME DAYS**

There was discussion on the 250th anniversary and if money needs to be budgeted. Mr. Khan asked if they should combine the funds from this into the 463 account. Mr. Manzi said no it wouldn't be it is only for 2018 and when they put in a warrant article they can provide the board with expenditures on that article so they can see what is being spent on the anniversary.

MOTION: Aboul B. Khan To have a sheet put in

Second: Ella M. Brown this budget about the

Unanimous warrant article and what

is being spent so they

are giving the budget

committee and taxpayers

additional information.

SELECTMEN’S BUDGET MEETING -4- OCTOBER 31, 2017

MOTION: Theresa A. Kyle To approve Old Home Day

Second: Ella M. Brown budget at $24,580.

Unanimous

**OLD HOME DAY REVENUES**

MOTION: Theresa A. Kyle To approve Old Home Day

Second: Ella M. Brown revenues at $1,600.

Unanimous

**465 - COMMUNITY CENTER**

Katie Duffey was present and said nothing has changed in this budget. There was discussion on the parking lot and bathrooms. She doesn't feel they should be in the budget so will have a warrant article again this year.

MOTION: Theresa A. Kyle To approve community

Second: Ella M. Brown center budget at

Unanimous $218,228.

**COMMUNITY CENTER REVENUES**

MOTION: Theresa A. Kyle To approve community

Second: Ella M. Brown center budget at

Unanimous $220.

**RECREATION REVOLVING ACCOUNT**

Katie Duffey said this stays the same year to year. Soccer and basketball are the main programs in this account.

MOTION: Theresa A. Kyle To approve recreation

Second: Ella M. Brown revolving expenditures

Unanimous at $60,852.

MOTION: Theresa A. Kyle To approve recreation

Second: Ella M. Brown revolving revenues at

Unanimous $60,852.

**210 - BUILDING INSPECTOR**

Mr. Manzi said this budget pretty much stayed the same as last year.

MOTION: Theresa A. Kyle To approve building

Second: Ella M. Brown inspector budget at

Unanimous $171,790.

**BUILDING INSPECTOR REVENUES**

SELECTMEN’S BUDGET MEETING -5- OCTOBER 31, 2017

MOTION: Theresa A. Kyle To approve building

Second: Ella M. Brown inspector revenues at

Unanimous $68,900.

**410 - HEALTH DEPARTMENT**

Mrs. Brown asked what they do in this department. Mr. Manzi said they work in conjunction with the building department. Mr. Khan said they do the health inspections and this is done with the employee who works half in this department and half in water.

Mr. Manzi said the increase is due to a potential retirement of an employee so they have budgeted for this. This will also have the increase for the GIS system.

MOTION: Theresa A. Kyle To approve health

Second: Ella M. Brown department budget at

Unanimous $97,456.

**HEALTH DEPARTMENT REVENUES**

MOTION: Theresa A. Kyle To approve health

Second: Ella M. Brown department revenues at

Unanimous $7,500.

**150 - TAX COLLECTOR**

Lillian Knowles was present and explained her budget and gave an overview of her department. She gave a handout to the board that explains the line items in a little more detail.

MOTION: Theresa A. Kyle To approve tax collector

Second: Ella M. Brown budget at $216,185.

Unanimous

**TAX COLLECTOR REVENUES**

Lillian Knowles explained the revenues they receive is from the interest due to liens on property and the interest on the water and sewer bills.

MOTION: Theresa A. Kyle To approve tax collector

Second: Ella M. Brown revenues at $135,000.

Unanimous

Board took a 5-minute break at 11:45AM. Board reconvened at 12:02PM.

**131 - TREASURER**

SELECTMEN’S BUDGET MEETING -6- OCTOBER 31, 2017

Oliver Carter was present and said his overall budget has decreased.

MOTION: Theresa A. Kyle To approve treasurer

Second: Ella M. Brown budget at $106,938.

Unanimous

**TREASURER REVENUE**

Oliver Carter said the "p" card revenue will increase as the rate has recently increased.

MOTION: Theresa A. Kyle To approve treasurer

Second: Ella M. Brown revenues at $140,000.

Unanimous

**130 - FINANCE**

Carrie Fowler was present and said this budget is level funded and the small increase is in contractual obligations.

MOTION: Theresa A. Kyle To approve finance

Second: Ella M. Brown budget at $209,253.

Unanimous

MOTION: Theresa A. Kyle To take a lunch break

Second: Ella M. Brown at 12:12PM and reconvene

Unanimous at 1PM.

Board reconvened at 1:12PM.

**170 - PLANNING BOARD**

Mike Rabideau was present and explained the increase is in personnel and all other items stayed the same.

MOTION: Theresa A. Kyle To approve planning

Second: Ella M. Brown board budget at $79,520.

Unanimous

**PLANNING BOARD REVENUES**

Mike Rabideau explained the revenues that come in is for application fees and exaction fees.

MOTION: Theresa A. Kyle To approve planning

Second: Ella M. Brown board budget at $130,500

Unanimous

**480 - LIBRARY**

Ann Robinson and Eric Small were present for the budget. Ms. Robinson went over the increase and decrease in the budget.

SELECTMEN’S BUDGET MEETING -7- OCTOBER 31, 2017

MOTION: Theresa A. Kyle To change line 225 to

Second: Aboul B. Khan $3,903.

Unanimous

MOTION: Theresa A. Kyle To change line 210 to

Second: Ella M. Brown $43,692.

Unanimous

MOTION: Theresa A. Kyle To change line 215 to

Second: Ella M. Brown $2,134.

Unanimous

MOTION: Theresa A. Kyle To change line 220 to

Second: Ella M. Brown $16,167.

Unanimous

MOTION: Theresa A. Kyle To change line 341 to

Second: Ella M. Brown $5,775.

Unanimous

MOTION: Theresa A. Kyle To approve library

Second: Ella M. Brown budget at $501,363.

Unanimous

**180 - COMPUTER TECHNOLOGY**

Mr. Manzi gave a brief overview of the department and said it is a fairly large system that consists of the network, internet access, individual computers, phones, website and channel 22 with only one employee. Mrs. Kyle said she would like the board to discuss the possibility of giving an employee to help in these areas even if it is part-time. Mr. Khan said he would agree if they would focus this employee on channel 22. Mr. Manzi said that in the channel 22 budget they have added some additional resources to assist in this capacity. He would recommend the board leave it to that budget and not put it in the computer budget.

Mr. Manzi said the increase is in licensing the software programs and the greatest part would be for a human resource module. Currently those files are done by paper and he feels this would be best to be moved into the 21st century.

MOTION: Theresa A. Kyle To approve computer

Second: Ella M. Brown technology budget at

Unanimous $232,489.

**181 - CHANNEL 22**

SELECTMEN’S BUDGET MEETING -8- OCTOBER 31, 2017

Mr. Manzi spoke to reallocation of the employee in assessing into the channel 22 budget and using the franchise fees to cover the cost. Mr. Khan would like to know how much money is being saved from the night meetings and what the cost would be covered from the assessing budget.

MOTION: Aboul B. Khan To table this item until

Second: Theresa A. Kyle Wednesday's meeting.

Unanimous

**110 - SELECTMEN**

No increase level funded budget.

MOTION: Aboul B. Khan To approve selectmen

Second: Theresa A. Kyle budget at $18,094.

Unanimous

**112 - BUDGET COMMITTEE**

Level funded budget.

MOTION: Theresa A. Kyle To approve budget

Second: Ella M. Brown committee budget at

Unanimous $1,676.

**121 - RISK MANAGEMENT**

MOTION: Theresa A. Kyle To approve risk

Second: Aboul B. Khan management budget at

Unanimous $673,654.

**122 - LEGAL**

MOTION: Ella M. Brown To approve legal budget

Second: Theresa A. Kyle at $225,000.

Unanimous

**135 - TRUSTEES OF THE TRUST FUNDS**

MOTION: Theresa A. Kyle To approve trustees

Second: Ella M. Brown budget at $653.

Unanimous

**TRUSTEES OF THE TRUST FUNDS REVENUE**

MOTION: Ella M. Brown To approve trustees

Second: Theresa A. Kyle revenues at $400.

Unanimous

SELECTMEN’S BUDGET MEETING -9- OCTOBER 31, 2017

**172 - ZONING BOARD**

MOTION: Ella M. Brown To approve ZBA budget

Second: Theresa A. Kyle at $8,223.

Unanimous

**ZONING BOARD REVENUES**

MOTION: Ella M. Brown To approve ZBA revenues

Second: Theresa A. Kyle at $3,800.

Unanimous

**430 - CONSERVATION COMMISSION**

MOTION: Ella M. Brown To approve conservation

Second: Theresa A. Kyle commission budget at

Unanimous $3,618.

**800 - DEBT**

Mr. Manzi will provide a copy of the debt schedules to the board.

MOTION: Theresa A. Kyle To approve debt budget

Second: Ella M. Brown at $651,696.

Unanimous

MOTION: Aboul B. Khan To recess the meeting to

Second: Ella M. Brown Wednesday, November 1 at

Unanimous 10AM.

Approved and endorsed

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Aboul B. Khan, Clerk

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_