

**SEABROOK BEACH VILLAGE DISTRICT
MEETING MINUTES
February 9, 2022**

PRESENT Don Hawkins, Peter Harter, Steve Keaney, Mike Rurak

ABSENT John Giarrusso

The meeting was called to order at 6:08 PM. Don Hawkins led the meeting in the Pledge of Allegiance.

SECRETARY’S REPORT

Minutes of Commissioner’s Meeting on January 10, 2022 were distributed and reviewed. The minutes were approved by voice vote.

TREASURER’S REPORT

Mike Rurak reviewed the December 2021 financial reports including current period, YTD and PY financial figures.

2022	January	YTD	Prior YTD
Fee Income	\$ 1,480	\$ 1,480	\$ 1,965
Rental Income	1,050	1,050	200
Total Income	2,530	2,530	2,165
Total Expenses	3,807	3,807	3,843
Net Ordinary Income	(1,277)	(1,277)	(1,678)
Total Interest Income	26	26	33
Other Expense	-	-	
Net Income	(1,251)	(1,251)	(1,645)

- Total cash in the SBVD checking and saving accounts was \$515,865 at the end of January 2022 vs. \$416,576 at the end of January 2021.
- Current month revenues included \$1,480 fee income and \$1,050 rental income. Expenses were \$3,807 and interest income was \$26. The resulting net loss was \$1,251.
- The commissioners were given the monthly disbursement approval forms and bank statements for their review and approval.
- Don Hawkins told the audience the financial reports were available for review after the meeting.

Motion to accept Treasurer’s Report:
Motion seconded:
Motion passed unanimously by voice vote

Peter Harter
Don Hawkins

BUILDING INSPECTOR’S REPORT

Steve Keaney reported:

- After a strong December, January was slower than expected and slower than last year for new building permits.
- One of the multifamily homes on Portsmouth Ave sold recently and the new owners are planning to renovate the building.
- There are no Planning Board or ZBA cases scheduled for January.
- The hot water heater for the SBVD offices is leaking and needs to be replaced. The heater is more than 30 years old. Steve will arrange to have it replaced.
- Steve would like to prepare the attic space to allow for file storage. The space needs to be cleaned out, the floor area needs to be expanded and stabilized, lighting needs to be improved and the access ladder needs to be replaced. He estimates the cost to be \$3,000 to \$5,000. Steve will work with a local carpenter and electrician to refine the cost.
- The Seabrook PD occasionally uses the precinct building for police business and often has to make multiple phone calls to get in. Steve suggested we give them a key that they can keep in the shed next to the building. The commissioners agreed. Hawkins will have a key made and delivered to the Seabrook Police.

Motion to accept Building Inspector’s Report:
Motion seconded:
Motion passed unanimously by voice vote

Don Hawkins
Peter Harter

OLD BUSINESS:

- **Review list of beach paths needing repair** – Peter Harter, John Giarrusso and Vicki Sawyer all collected information about beach path conditions. Don Hawkins summarized their information into a standard format which showed where we were missing information. The commissioners agreed to split up the paths and try to fill in whatever information was missing. Most of the work is done but snow has hampered completion.
- **Annual Meeting Calendar** - Hawkins reviewed the 2022 Annual Meeting Calendar deadlines and pointed out a few changes that stem from changing the commissioner’s meeting date. Everything still appears to be on schedule. The March Meeting scheduled for Wednesday, March 9, 2022 will include a public hearing on the warrant.

NEW BUSINESS

- **SBVD Warrant 2022 Draft.** – Hawkins presented a draft of the SBVD 2022 Warrant for discussion. The warrant has articles for electing officers and the 2022 budget. This year there is a special warrant article for \$30,000 to repave the parking lot and improve the drainage.

OTHER BUSINESS

- Ride the Wave owner Melinda Fuller asked the commissioners to look into the possibility of combining the two gas services and the two electric services in her rental space. She is paying the utility company an extra \$160 per month for the separate services which she does not need. Keaney said he didn't see a problem with the electric meters and would talk to our electrician to see what could be done. We will have to call the gas company to talk about the gas meters.
- Mike Rurak announced he would be retiring as SBVD Treasurer and would not be able to continue to provide accounting services. Hawkins asked Mike to review the Treasurer's responsibilities and to provide the number of hours he spends a month on each activity. He provided a list of duties and time commitments which Hawkins said he would put in a summary for Mike to review and then send to the commissioners as basis for a job description and to talk to potential Treasurers. The group also discussed how to go about changing the accounting records from Quick Books Desktop to Quick Books on Line.

The next SBVD Commissioners meeting will be held on Wednesday, March 9, 2022 at 6:00 PM in the district building.

Submitted by,

Don Hawkins