

**Town of Seabrook  
Budget Committee  
November 18, 2025**

Members Present; Chris Leclaire, Chairman, Justin Packard, Vice Chairman, Sam Merrill, Jim DiBurro, Matt Sabourin Dit Choiniere, George Corde, Beach Rep, Michele Knowles, School Rep, Aboul Khan, Selectmen Rep., Bill Manzi, Town Manager.

Chairman LeClaire opened the meeting at 6:30PM with the pledge of allegiance.

LeClaire stated that the committee has received a letter of interest from Matt Sabourin for the vacant seat on the committee.

-To fill the vacant seat on the Budget Committee Term Ending 2026 to Matt Sabourin Dit Choiniere.

Motion: J Packard

Second: A Khan

All in Favor

Manzi gave the members some updates, he stated that the warrant for the pavilion has been removed for the warrant, the SSEA collective bargaining agreement has been added but no cost yet as they are still in negotiations. He supplied a memo and budget sheets to the members with new revenue numbers for water and sewer.

-To approve the revenue Water, \$4,043,468 and Sewer, \$3,615,439

Motion: S Merrill

Second: A Khan

All in Favor

Matt Sabourin showed up at the meeting, and was sworn in by Shayna Merrill, Town Clerk.

Shayna Merrill was present at the meeting, she stated that there was an increase of .92% in her budget for 140, mostly contractual.

-To approve budget 140, Town Clerk, \$340,475

Motion: J DiBurro

Second: S Merrill

All in Favor

Diburro asked why the projected revenue is less than last year, Merrill stated that it could be because registration fees are based on list price of the cars, so if people aren't buying newer cars the fee's aren't as high.

-To approve revenue 140, Town Clerk, \$2,258,165

Motion: A Khan

Second: J Packard

Against: J Diburro

In Favor: C LeClaire, J Packard, A Khan, S Merrill, M Sabourin, G Corde, M Knowles

Motion Passed

Shayna stated that there are 3 elections this year, and the meals line has increased for lunch and dinner for the workers.

-To approve budget 142 Elections, \$38,773

Motion: A Khan

Second: S Merrill

All in Favor

Michele Knowles excused herself from the committee to present the Tax Collector Budget.

She stated that the tax budget has increased due to contractual items and an increase in printing and binding to purchase and print tax bills.

-To approve budget 150 Tax, \$179,412

Motion: J Diburro

Second: G Corde

Abstain: M Knowles

In Favor: C LeClaire, J Packard, A Khan, S Merrill, M Sabourin, G Corde, J Diburro

Motion Passed

-To approve revenue 150 Tax, \$76,000

Motion: A Khan

Second: S Merrill

Abstain: M Knowles

In Favor: C LeClaire, J Packard, A Khan, S Merrill, M Sabourin, G Corde, J Diburro

Motion Passed

Oliver Carter, Town Treasurer was present at the meeting, he stated that there is no changes in his budget. Packard had questions about collateralization for cash, in 2023 there wasn't any collateralization, Carter stated at the time, we were using Provident Bank and they didn't collateralize the money, and state allowed at the time because of the DIF insurance, but when they changed the law that's when the town moved to TD Bank. There were questions if the revenue from The Brook will be going to the town treasurer revenue or the town managers, Manzi stated it will be in the town managers revenue.

-To approve budget 131 Town Treasurer, \$68,756

Motion: A Khan

Second: G Corde

Abstain: J Packard

In Favor: C LeClaire, M Knowles, A Khan, S Merrill, M Sabourin, G Corde, J Diburro

Motion Passed

-To approve revenue 131 Town Treasurer, \$480,000

Motion: A Khan

Second: S Merrill

All in Favor

Lacey Fowler, Building and Health Officer, was present for the meeting for her budgets. She stated that herself, her full-time secretary and part-timer come out 50/50 from the building and health departments. She said that Gino is the part-time code enforcement officer and Greg is the electrical inspector that is outsourced under other professional services. She stated that she increased the mileage line for Gino because he uses his own vehicle to do the inspections and puts in for the state mileage charge. She also said that she has increased the lines for postage as prices have gone up and meetings and conferences for her and Gino to attend.

-To approve budget 210 Building Inspections, \$135,771

Motion: J DiBurro

Second: S Merrill

All in Favor

-To approve revenue 210 Building Inspections, \$268,900

Motion: J DiBurro

Second: S Merrill

All in Favor

-To approve budget 410 Health Inspections, \$108,142

Motion: A Khan

Second: S Merrill

All in Favor

-To approve revenue 410 Health Inspections, \$8,500

Motion: A Khan

Second: S Merrill

All in Favor

Bonnie Armentrout, Welfare Director, was present for the meeting. She stated that the 470 is the budget for herself as an employee and 471 is for the actual department to help residents in need. She stated that her budgets increase is due to contractual items, and the budget for the department has stayed the same, as she tends to stay within her budget and do a lot of outsourcing.

-To approve budget 470 Welfare Admin, \$81,697

Motion: J Diburro

Second: G Corde

All in Favor

-To approve budget 471 Welfare Dept., \$88,500

Motion: J Diburro

Second: G Corde

All in Favor

-To approve revenue 471 Welfare Dept., \$1500

Motion: A Khan

Second: S Merrill

All in Favor

Brian Murphy, IT Admin was present for the meeting, he stated that he is the admin for 180, Computer Technologies and 181, Channel 22, with one full time employee, the project clerk. He stated that his budget has slightly increased due to hosting and licenses increasing over the years. He said that it is difficult to keep up with the upgrades with the computers and Microsoft, but is able to make do for what he has. He stated that the hosting services for channel 22 is currently being upgraded in December and will look at upgrading the cameras and microphones around January or February.

-To approve budget 180 IT, \$288,312

Motion: J Packard

Second: S Merrill

All in Favor

-To approve budget 181 Channel 22, \$127,112

Motion: J Diburro

Second: G Corde

All in Favor

-To approve revenue 181 Channel 22, \$140,000

Motion: S Merrill

Second: J Diburro

All in Favor

Bill Manzi presented the rest of the budgets.

-To approve budget 110 selectmen 110, \$33,992

Motion: G Corde

Second: S Merrill

Against: J Packard

In Favor: C LeClaire, J Diburro, A Khan, S Merrill, M Sabourin, G Corde, M Knowles

Motion Passed

-To approve budget 112 budget committee, \$1,807

Motion: A Khan

Second: J Diburro

All in Favor

Manzi stated that they are still trying to hire a full-time assessor, but have had no luck, but has been posting the job on every available resource out there. He said that there was a bid process for the revaluation and the only bid they received was from Vision, who did the revaluation.

-To approve budget 160 assessing, \$251,814

Motion: J Diburro

Second: A Khan

All in Favor

-To approve budget 170 planning board, \$67,168

Motion: J Diburro

Second: A Khan

All in Favor

-To approve revenue 170 planning board, \$50,000

Motion S Merrill

Second: J Diburro

All in Favor

-To approve budget 172 ZBA, \$8,550

Motion: J Packard

Second: J Diburro

All in Favor

-To approve revenue 172 ZBA, \$3,000

Motion: A Khan

Second: S Merrill

All in Favor

-To approve budget 430 Conservation Commission, \$3,618

Motion: J Diburro

Second: A Khan

All in Favor

Manzi stated that the town managers budget has decreased \$28,207, this is due to eliminating the funds for the payroll supervisor position, this roll over the past few years has been done by the existing employees under the town manager, whom have been completing the tasks and getting paid with an MOU. Manzi stated that the MOU has been eliminated and the position will not be filled or funded but the work will still continue to be done by the employees.

-To approve budget 120 town manager, \$775,102

Motion: J Diburro

Second: G Corde

All in Favor

The committee agreed to table the Town Manager's revenue until updated with the projected number the town will receive from The Brook.

-To table revenue for the 120 Town Manager

Motion: J Packard

Second: S Merrill

All in Favor

Manzi stated that the risk management budget is for property/vehicle insurance, liability and workers comp.

-To approve budget 121 risk management, \$834,250

Motion J Diburro

Second: G Corde

All in Favor

-To approve budget 122 legal services, \$230,000

Motion: A Khan

Second: S Merrill

Abstain: J Packard

In Favor: C LeClaire, J Diburro, A Khan, S Merrill, M Sabourin, G Corde, M Knowles

Motion Passed

Manzi stated that the finance department is currently ran by one employee, the finance clerk, as the finance manager is out on disability due to an illness.

-To approve budget 130 finance, \$218,020

Motion: A Khan

Second S Merrill

All in Favor

-To approve budget 135 Trust Fund, \$653

Motion: J Diburro

Second: G Corde

All in Favor

Manzi stated the town hall budget has an increase due to contractual items and building maintenance.

-To approve budget 510 town hall, \$173,741

Motion: S Merrill

Second: G Corde

All in Favor

-To approve revenue 510 town hall, \$10,250

Motion: J Diburro

Second: G Corde

All in Favor

Manzi stated that the 700 account is for the town employee's health insurance besides water and sewer employees, as they have their own enterprise. He stated that the health trust established this year that all employees now have to pay half of their deductible, starting January 1<sup>st</sup>. The only employees that don't have to pay half is the fire department, as their contract was the only one that passed at town meeting, and have an active contract. Manzi stated that they had to bargain with the unions regarding this change. There was a conversation regarding the vacant positions for the town as they are budgeted for family plans, and what if they were budgeted for individual or two family instead of family. The committee agreed to table the 700 budget of \$5,536,349 as they would like to review the number without the vacant positions being at a family plan rate.

-To table the budget for 700 health insurance

Motion: S Merrill

Second: J Packard

All in Favor

Manzi stated that the 800 account is for the debt, which is the active bonds.

-To approve budget 800 debt, \$129,965

Motion: A Khan

Second: S Merrill

All in Favor

There were no other budgets or items to review. Chairman LeClaire announced that the next meeting will be the fire and police budgets on November 20<sup>th</sup>.

Chairman LeClaire adjourned the meeting at 9:19PM. Minutes were taken by Kelsey Johnson.