

TOWN OF SEABROOK

SELECTMEN'S MEETING

MARCH 31, 2010

Present: Brendan Kelly
Aboul Khan
Robert S. Moore
Barry M. Brenner

10:00AM

Chairman Kelly opened the meeting at 10:00AM.

Mr. Kelly thanked the voters for his re-election and fellow board members for working well together. He is very happy with the outcome of the election. He is not happy with the turnout of the voters and urged everyone to vote.

Mr. Kelly requested to move to item #1 first.

MOTION: Brendan Kelly To move that Aboul B.
Second: Robert S. Moore Khan be chairman.
Unanimous

MOTION: Aboul B. Khan To move that Robert S.
Second: Brendan Kelly Moore be vice-chair.
Unanimous

MOTION: Robert S. Moore To move that Brendan
Second: Aboul B. Khan Kelly be clerk.
Unanimous

MOTION: Aboul B. Khan To move that the ex-
Second: Brendan Kelly officio members be the
Unanimous same as they are now.

Mr. Khan thanked the residents of the town and introduced the Selectmen, Town Manager, Secretary and Project Clerk. He said he would like to have a discussion at the end of every meeting as to what they are doing on the various boards they serve on.

Mr. Khan congratulated Robert Quinn on his new promotion as the head of the NH State Police Department.

MEETING - FY2008 AUDIT REPORT

Sheryl Pratt (Plodzick & Sanderson) and Debra Knowles were present for this meeting.

In 2007 had an adverse opinion due to some errors with capital assets and the staff did a tremendous amount of work to correct the problems so they were able to give a general opinion letter.

Ms. Pratt discussed the balance sheet which shows all the fund balances. She went over the remaining fund balance that could be used to offset taxes. There were some encumbrances that she discussed and the bulk remains for the capital outlay items. The bulk of the liability is for the school as they are on a fiscal year and Town is on a calendar year.

Ms. Pratt discussed the budget versus actual spending. The difference to go into the general fund could be due to not using the overlay which worked to the Town's advantage. The Town ended up with an overage of about \$16K. She discussed how they figure out what the surplus is that goes into the unreserved fund balance.

Mr. Khan questioned the amount used to offset the 2009 tax rate. Ms. Pratt said it would be the \$4,940,507. Mr. Brenner said the Selectmen did use \$1-Million to offset the tax rate.

Ms. Pratt went over some of the findings that have been worked on or would be worked on. She said the financial statements would need to be done in house and the Finance Manager is taking classes to do this. Town policies need to be in place to cover ethics, fraud, theft, evaluations, and cell phone use and disaster recovery so that if something goes wrong everyone knows what to do.

Water & Sewer Fund - is recommended to have a study to look at how the operation of the funds work and they may become part of the general fund and if it would be the most effective way to manage the funds. Mrs. Wood would like to request the information on the study be given to the budget committee so they are up to date on what is going on.

Assessing Office - it is recommended the money be deposited in a timely manner rather than holding for 2-3 weeks or longer. This would be the same for the Town Clerk's receipts for the dog licenses.

Ambulance Receivables - it is recommended to establish a policy to collect the money or when it should be written off.

Deed Waivers - should be taking the deed on a property unless it is a liability to the Town.

Manifest approval - it is recommended when the Town Manager is not available the Selectmen should be signing the manifest.

Evaluations - should have documentation on how an employee's performance is.

Credit Card Purchases - a policy is in place but it is not followed properly. It should be reiterated so that all receipts are sent in a timely manner to have proper documentation.

Grants - the Finance Office did not always know about the grants. A grant fund has been established to track this information.

Investment Policy - a policy is in place but needs to be looked at again for any revisions. This should be reviewed and adopted annually. It should include the GASB 40 statement within the policy and covers the risk factors.

Public Library - need to adopt a credit card policy and there is a small difference in the reconciliation of the report.

Purchase Orders - should be used and be used properly and everyone should follow.

Invoices - they are not always returned to accounts payable properly and should be returned promptly so they can be processed to eliminate late fees.

There was general discussion on the internal controls and where Seabrook stands. Ms. Pratt said we are almost there but need to have policies and be sure the employees are following them.

Mr. Kelly asked about the staff and if they are keeping up with the different things coming in. Ms. Knowles said her staff is taking classes to get knowledgeable to keep up with the changes.

Sheryl Pratt and Debra Knowles left the meeting at 10:45AM.

Mrs. Wood questioned the million dollars that was used to offset the taxes last year. She said she had asked numerous times in the budget committee meetings and was not given the information. She would like to request the meeting minutes from the Selectmen as to when it was done.

MEETING - MAX ABRAMSON

Mr. Abramson spoke about SB489 that went before the house on Tuesday. He said it was packed with 2-3 times more people there for it then against it. He said it looks like it might pass the house but Governor Lynch did state he would veto it.

Constables - the bonding has been taken care of and the badges are on order. Mr. Abramson would like to take public comments on what the public is looking for from the constables to do in the Town. One thing he has heard is to issue parking tickets at the beach to generate revenue to the Town as the police cannot do it. There was discussion on towing vehicles but he does not recommend this for the 1st or 2nd offenders as it could be a liability to the Town.

Mr. Khan asked the Town Manager to explain the bonding, badges and the role of the constables. Mr. Brenner said the statutory role is to serve papers for private businesses and it is comparable to the county sheriff's office. He said it is a historic position and goes back a number of years. The Town voted in 1979 to pay for the bonding of the constables. He contacted the insurance carrier and they are covered under our insurance.

Chief Manthorn spoke about the role and says they have no police jurisdiction and he would not be in favor of having them issue parking tickets. There was general discussion on the RSA's for constables, peace officers and processor.

Mr. Moore sees it and remembers it as only a paper position. Mr. Kelly applauds him for his effort and thinks we should look into it if bringing revenue to the Town. Mr. Abramson said RSA 232 and 232a states who can write tickets. RSA 106F is regarding the detective. Mr. Brenner said the authority lies with the police department and if the Selectmen want to do something different they should have a discussion with the police department.

Chief Manthorn spoke about the officers who issue tickets. The majority come from the people at the beach and the officers are assigned to check the beach in 6-hour blocks.

Mrs. Wood questioned the cost for the insurance, badges and tests required by the police department. Mr. Brenner said there is no cost associated for the insurance. The badge cost is on the personal constable. Chief Manthorn said it is about \$8000 per person for the training. She asked Mr. Abramson if he thought this money could be recouped in one summer. Mr. Abramson said they do not have to have law enforcement training to issue tickets.

Mr. Moore said they should stick with the current procedure and move on with the agenda.

Absentee Ballots - Mr. Abramson said two ballots came in after the election was completed but they were postmarked February 26 and those could not legally be counted. He thinks we should have some other alternative for people to get their ballots in. Mr. Brenner said the rules are set by the RSA and this would be a question for the supervisors of the checklist and/or the town clerk.

Max Abramson left the meeting at 11:27AM.

MONTHLY MEETING - FIRE DEPARTMENT

Chief Jeff Brown was present for his monthly report.

Calls for Service - the numbers are up a little from last year. The types of calls seem more severe than in the past. They seem to be getting more calls for Route 95.

Emergency Management Drills - they participate in the drills and have ongoing training for offsite issues.

Ambulance - a committee has been established to look at vendors and the types of equipment they are looking for. He will come before the board once they have it all in order.

Chief Jeff Brown left the meeting at 11:33AM.

MONTHLY MEETING - POLICE DEPARTMENT

Chief Pat Manthorn was present for his monthly report.

Calls for Service - seems to be flat compared to last year as they only had 23 more calls.

Cruiser - was involved in an accident and expects it is a complete loss including the electronics.

Storms - fairing well and the officers are going to the parks making sure everyone is okay.

Drug Box - is picking up and the box itself gets picked up every 1-2 weeks. Lt. Mike Gallagher is working on a way to get an incinerator and checking on the cost.

The department is working with Edge Velocity on a wireless incident command system to send digital packages and video packages. This would help the officers as well as Seabrook Station and SERT.

Chief Pat Manthorn left the meeting at 11:44AM.

PREVIOUS MINUTES - MARCH 17 PUBLIC & NON-PUBLIC

MOTION: Robert S. Moore To adopt the minutes of
Second: Brendan Kelly 3/17 public & non-public
Unanimous

PREVIOUSLY SIGNED PERMITS

Mr. Khan read the list of previously signed permits (see attached).

MOTION: Robert S. Moore To approve the permits.
Second: Brendan Kelly
Unanimous

ABATEMENTS

James Oliver - 468 New Zealand Road - \$104
Harry Knowles - 3 Old New Boston Road - \$141
Cheryl Thompson - 56 Mill Lane - \$39
Poland Springs - 100 Ledge Road - \$237
Helen Downs - 154 Batchelder Road - \$427
Alfred Torrisi - 21 Autumn Way - \$217
Lisa Fowler - 2-4 Linda Lane - \$575
Mabel McDermitt - 37 Worthley Avenue - \$181
Frank & Kathleen Terranova - 397 Portsmouth Avenue - \$171
Lion Realty Trust - 84 Atlantic Avenue - \$200
Patricia Mooradian - 16 Methuen Street - \$224
Joanna Eckstrom - 7 Atlantic Avenue - \$177
Kenneth Moge - 327 Atlantic Avenue - \$286
239 Atlantic Avenue Realty Trust - 239 Atlantic Avenue - \$553
Ying Chuang - 131 Lafayette Road - Denied

MOTION: Robert S. Moore To approve and sign all
Second: Brendan Kelly abatements except for
Unanimous the denial.

MOTION: Robert S. Moore To deny the abatement
Second: Brendan Kelly for Ying Chuang.
Unanimous

WATER SERVICE APPLICATIONS

Bernice Souriolle - 114 Lower Collins Street - \$50
Sean Roaf - 4 Lafayette Road \$50
Jay Abbioso - 16 Whittaker Way - \$700

MOTION: Brendan Kelly To approve and sign all
Second: Robert S. Moore water applications.
Unanimous

SEWER SERVICE APPLICATIONS

Bernice Souriolle - 114 Collins Street - \$50

MOTION: Robert S. Moore To approve and sign the
Second: Brendan Kelly sewer application.
Unanimous

INTEREST FOR TAX BILL - \$75

MOTION: Brendan Kelly To approve overlooking
Second: Robert S. Moore the interest on the tax
Unanimous bill of \$75.

VETERANS EXEMPTION

Antonetta Ballero - 200 Portsmouth Avenue

MOTION: Robert S. Moore To approve and sign the
Second: Brendan Kelly veteran's exemption.
Unanimous

ELDERLY EXEMPTIONS

Sandra Dawson - 74 Cynthia Circle
Cora & Philip Stockbridge - 26 Worthley Avenue
Joseph & Annette Karonis - 72 Nashville Street
Arthur Zinck - 15 True Lane
Gail & Thomas Eaton - 108 Lower Collins Street

MOTION: Brendan Kelly To approve and sign all
Second: Robert S. Moore elderly exemptions.
Unanimous

QUITCLAIM DEEDS - HILLSIDE CEMETERY

Rita Knowles - Section 30 Plots 23, 24, 52 & 53
Lee Bitomske - Section 30 Plots 25, 26, 54 & 55

MOTION: Brendan Kelly To approve and sign both
Second: Robert S. Moore quitclaim deeds.
Unanimous

REAPPOINTMENT

Vernon Small - Scholarship Committee

MOTION: Robert S. Moore To approve and sign the
Second: Brendan Kelly reappointment.
Unanimous

Mr. Brenner explained this is a report of appropriations that has to be filed after the annual election.

MOTION: Robert S. Moore To approve and sign the
Second: Brendan Kelly MS-2.
Unanimous

Mr. Khan said he attended the budget committee meeting and it was a good discussion on the upcoming season. Mr. Moore said he attended the session at the NH Supreme Court regarding DDR and it will be scheduled for trial in August. Mr. Kelly said he attended the recreation commission meeting and he could not stay for the entire meeting. After he left they changed the night of the meeting with only a small percentage of committee members making their vote known so he asked that at the next meeting that all members have their say as to when they could make the meetings. The air conditioning will be up and running by this summer. Mr. Brenner spoke about the SB489 and he received a request from Yankee Greyhound asking for their support. A letter was drawn up for them not in support of the bill but in support of the park and was sent to them. The Selectmen can take a position if they wish for any future support that may be requested. He explained what the Town would gain to profit from the net proceeds. Mr. Kelly said he has endorsed this idea personally as the Town could get money from people who drive to Connecticut to gamble. Mr. Moore agrees they are going to gamble regardless of where it lies. Mr. Khan thinks it would be good for our town and our tax base.

MOTION: Brendan Kelly To send a letter in
Second: Robert S. Moore favor of passing this
Unanimous bill.

The next meeting is April 14, 2010 at 10AM.

Max Abramson gave the numbers from the hearing on Tuesday and said it is about \$158 per machine for net revenue with up to 2000 machines in Seabrook. He believes that the park is looking at 1500 machines.

There was general discussion on the concerns for DDR and Route 107.

NON-PUBLIC SESSION

MOTION: Robert S. Moore To go into non-public
Second: Brendan Kelly session at 12:10PM under
Unanimous RSA 91-A:3,II, legal.

Roll call:

Mr. Khan - yes
Mr. Moore - yes
Mr. Kelly - yes

Board reconvened in public session at 1:35PM.

MOTION: Brendan Kelly To adjourn the meeting
Second: Robert S. Moore at 1:35PM.
Unanimous

Meeting at adjourned at 1:35PM.
Minutes taken by Kelly J. O'Connor

Approved and endorsed:

Brendan Kelly, Clerk

Date: _____