

TOWN OF SEABROOK

SELECTMEN'S MEETING

MAY 6, 2009

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

7:00PM

Chairman Kelly opened the meeting at 7:01PM.

AGREEMENT - 720 LAFAYETTE ROAD

Mr. Brenner explained the agreement what it is for. The restitution of \$1000 has been paid.

MOTION: Aboul B. Khan To approve and sign the
Second: Robert S. Moore agreement.
Unanimous

MEETING - WRIGHT PIERCE - I-95 WATER MAIN

Rick Davee and Jim Hewitt were present from Wright Pierce. Curtis Slayton was present from the Water Department. Mr. Davee explained the project and problem and what the status is to repair the water main.

Mr. Slayton spoke about the increase in the pipe size and said it would not be any different than the previous pipe only size due to the wall thickness.

The bids are out and will be opened on May 13. It will be a quick process once they get the pipe and start the repairs. Mr. Davee said the water would need to be shut down on the west side for a few hours but the residents would be notified. He said a traffic plan needs to be done but the State is aware of the project so it should be a quick turn-around.

Wright Pierce representatives left the meeting at 7:20PM.

MONTHLY MEETING - WATER SUPERINTENDENT

Curtis Slayton was present for his monthly report.

Water Leak - on Route 1 in front of Wal-Mart has been corrected. It was caused by corrosion.

E.M. Response Plan - is required by DES and deadline of March 31, 2009. There is a copy in the Selectmen's office, Town Manager's office and some other key personnel.

Vehicles - a 2nd truck has been removed from the road. The emergency management director gave his vehicle to the water

department to use. This vehicle would be used to read meters, give out notices, turn on/off service, etc.

New Zealand Road - has been repaired and is back online.

Pressure Sensors - have been installed in each well and will be added to the SCADA system.

Hydrant Repairs - repairing without having to replace hydrants to help save money.

Water Plant - received notification to make payment on the dredge and fill application. AECOM should have design phase complete by June 1 then it would go to DES for their approval. Once approved it would go out to bid.

Maria Brown thanked Mr. Slayton for giving the information. She asked the Selectmen to consider having ongoing business on the agenda as well as public comments. She commented the DPW is not being properly run and asked the Selectmen to investigate as to what is going on over there.

Curtis Slayton left the meeting at 7:37PM.

MEETING - AUDITORS

Cheryl Pratt from Plodzik & Sanderson was present. Debra Knowles, Finance Office Manager was also present.

Ms. Pratt gave an overview of the 2007 audit. She discussed the opinion letter and what they look for in the audit. She went over the things that weren't good in the Town and should be improved upon.

Ms. Pratt went over the figures for the end of year 2007. She went over the management letter and what her findings were for the Town.

Ms. Pratt discussed how to setup the grant funds and how it needs to be tracked in the finance office. She said the capital asset threshold was low but it has been increased from \$1000. The manifest approval should be signed by a majority of the Selectmen per the RSA when the Town Manager is not available.

Ms. Pratt said the deputy treasurer is currently the assistant finance office manager and the Selectmen should consider having someone else within the building to segregate the duties. She provided some options for the Selectmen to consider.

Ms. Pratt said employees should be sure to turn in receipts for any and all credit card purchases. She said an investment policy should be in place with the proper language. The library should have a policy for credit cards, the library director should approve payroll and deposits should be made at least weekly.

Ms. Pratt said the timesheet summary forms have not always been approved by the department head for payroll and some employees do not have W4 or I9's.

Ms. Pratt said the purchase order policy has not always been followed. The invoices have not been paid in a timely fashion and in some instances missed out on discounts and some were billed finance charges.

There was general discussion over the write-up report and in 3-5 years the Town would be responsible. Ms. Knowles will be taking classes at the LGC and will also be sending 2 members of her staff to some seminars.

Paula Wood commented about the list of deficiencies and hopes that the Selectmen will enforce.

Cora Stockbridge commented about Ms. Knowles' performance and the employee who left.

Maria Brown commented about evaluations not being done on employees. She also commented about Ms. Knowles' performance and that she should have additional part-time employees to help in that office.

Mr. Kelly talked about the budget and that they are not hiring any employees at this time.

William Knowles said if evaluations were put in place he hopes the union would be involved. Mr. Brenner said they would have discussions.

Cheryl Pratt and Debra Knowles left the meeting 8:40PM.

PREVIOUS MINUTES - APRIL 27 NON-PUBLIC

MOTION: Robert S. Moore

To adopt the minutes of
4/27 non-public.

Second: Aboul B. Khan

Unanimous

PREVIOUSLY SIGNED PERMITS

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

MOTION: Robert S. Moore To approve the permits.
Second: Aboul B. Khan
Unanimous

APPOINTMENTS - RENEWALS FOR CABLE TV ADVISORY COMMITTEE

Vincent Sljaka, David Gagne, Paula Wood, Oliver Carter and Charles DeFrancesco

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan renewal appointments.
Unanimous

APPOINTMENTS - NEW FOR RECREATION COMMISSION

Barbara Eaton and Jessica Brown

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan new appointments.
Unanimous

FIREWORKS SALES PERMIT

Phantom Fireworks Inc. - 3 Chevy Chase Road

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan fireworks sales permit.
Unanimous

WATER SERVICE APPLICATIONS

AMB Custom Structures - 21 Haverhill Street - \$100
Titone Family Trust - 271B Portsmouth Avenue - \$400
Robert Benoit & Lisa Hale - 5 Virginia Lane - \$50

MOTION: Robert S. Moore To approve and sign all
Second: Aboul B. Khan water applications.
Unanimous

SEWER SERVICE APPLICATION

Robert Benoit & Lisa Hale - 5 Virginia Lane - \$100

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan sewer application.
Unanimous

QUITCLAIM DEED - HILLSIDE CEMETERY

Richard Turcotte - 4 plots

Trudi Turcotte - 4 plots
Herbert Brown - 4 plots
Marchelle Brown - 4 plots

MOTION: Robert S. Moore
Second: Aboul B. Khan
Unanimous

To approve and sign all
quitclaim deeds.

DEED WAIVER

MOTION: Robert S. Moore
Second: Aboul B. Khan
Unanimous

To approve and sign the
deed waiver.

TAX ABATEMENTS

James & Elizabeth Prentiss - 24 Pineo Farms Road - \$98
George Ferris - 420 Route 286 - Denied
George Ferris - 428 Route 286 - \$258
Pembroke Street Realty Trust - 76 Pembroke Street - \$142
Frank & Linda Rossi - 139 Franklin Street - \$314
Elizabeth Smith - 152 Atlantic Avenue - \$166
DiBurro Realty Trust - 129 Atlantic Avenue - \$295
Charles Trombly - 533 Manchester Street - \$383
Daly Seabrook Realty Trust - 19 Groveland Street - \$394
Atlantic 328 Realty Trust - 328 Atlantic Avenue - \$501
Noah Cote Rev. Trust - 140 Ocean Blvd. - \$339
Ocean Blvd. Family Trust - 126 Ocean Blvd. - \$2526

MOTION: Robert S. Moore
Second: Aboul B. Khan
Unanimous

To approve the assessors
recommendations for the
tax abatements.

ELDERLY EXEMPTIONS

Donald Maceachern - 11 Whittier Drive
Jesse & Rosemary Fowler - 12B Janvrin Drive

MOTION: Robert S. Moore
Second: Aboul B. Khan
Unanimous

To approve and sign the
elderly exemptions.

DISABILITY EXEMPTION

Roger Gendron - 33 Pickens Avenue

MOTION: Robert S. Moore
Second: Aboul B. Khan
Unanimous

To approve and sign the
disability exemption.

WATER & SEWER ABATEMENT

Donald Littlefield - 50 River Street - \$360

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan water & sewer
Unanimous abatement.

WATER & SEWER REFUNDS

Phyllis Perkins - 45A Collins Street - \$149.85
Valerie Eaton - 71A&B Collins Street - \$150
Valerie Faulkingham - 73 Collins Street - \$23.94

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan water & sewer refunds.
Unanimous

WATER & SEWER WARRANT - \$154.32

MOTION: Robert S. Moore To approve and sign the
Second: Aboul B. Khan water & sewer warrant.
Unanimous

GRANT - SPD COMPUTER EQUIPMENT UPGRADES

Mr. Brenner explained the Police Chief discussed this at the last meeting. The Town was fortunate to receive \$37K. The application has to be filed for the federal funds with the county by May 8.

MOTION: Robert S. Moore To approve the
Second: Aboul B. Khan application.
Unanimous

Ed Hess requested to have at least one night meeting going forward. Mr. Moore said if they were asked to hold a night meeting they would but they have tried it in the past and only the same few ever showed up unless there was something heavy to discuss. Mr. Kelly said he works full-time at a regular job but has no problem if it is on one of his nights off. Mr. Khan said he has no problem with a meeting at any time.

Ed Hess also commented on the ice storm and the departments who worked and did an excellent job.

Maria Brown asked Aboul Khan to make a motion for one day and one night meeting per month. Mr. Khan explained what he meant that he could make himself available at anytime for a meeting but he is not willing to make a motion for the others.

There was general discussion on when the meetings occurred and being held at night. Paula Wood commented that if the majority of the board could meet then a meeting could be held. She said the day meetings have gone to the summer schedule.

Paula Wood requested an update on PMC. Mr. Brenner explained the motions that were made by the Selectmen on terminating the contract. He said the process was terminated on April 29 but it is a process and will take time. There was an odor complaint today and was informed by the department head it would be under control by about 5PM this evening.

David Brown requested to be on the agenda for the next meeting. Mr. Kelly said all he needs to do is request it from the secretary.

Ed Hess asked what the chain of command is in the Town. Mr. Moore said this is a Town Manager form of government.

Cora Stockbridge asked if the figures were available on the cost to the Town for PMC. Mr. Brenner said he does not have them for this evening.

Cora Stockbridge said the vote of town meeting authorized trash pickup and recycling to be done in-house and the Selectmen are not authorized to change. If they are looking to increase revenues they should have the fee study committee reinstated and look at the suggestions of the committee for dropping off large items. Mr. Khan said it was only suggested to look at those areas and to have a discussion with public input.

Paula Wood asked if the committee would be reinstated. Mr. Brenner explained what the Selectmen asked for and the department heads were asked to do in response to their request. There was general discussion on what the fee study committee submitted to the Selectmen previously.

Maria Brown commented on the chain of command and if the Town Manager doesn't follow through with the department head then it is up to the Selectmen to follow through with the Town Manager.

Maria Brown requested the cost of the health insurance for the Selectmen that the townspeople pay for. She believes it is enough money to pay for part-time help that is needed in finance.

William Knowles commented about public works and how it is run. He feels the Selectmen need to look into it as well as the employees is afraid to speak in fear of losing their jobs. Mr. Brenner said it is inappropriate to speak about personnel issues in a meeting and is advising the Selectmen to not answer.

William Knowles said the employee did do his job in notifying DES and the EPA on the issue at the transfer station.

NON-PUBLIC SESSION

<u>MOTION:</u>	Aboul B. Khan	To go into non-public
Second:	Robert S. Moore	session at 9:43PM under
Unanimous		RSA 91-A:3,II,(a).

Roll call:

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

Meeting reconvened in public session at 10:45PM.

<u>MOTION:</u>	Robert S. Moore	To adjourn the meeting
Second:	Brendan Kelly	at 10:45PM.
Unanimous		

Meeting adjourned at 10:45PM.
Minutes taken by Kelly J. O'Connor.

Approved and endorsed:

Robert S. Moore, Clerk

Date: _____