

TOWN OF SEABROOK

SELECTMEN'S MEETING

SEPTEMBER 12, 2016

Present: Aboul B. Khan
Theresa A. Kyle
Ella M. Brown
William Manzi

10:00AM

Mr. Khan opened the meeting at 10:02AM.

MEETING - 2015 AUDIT - PLODZIK & SANDERSON

Carrie Fowler, Finance Manager and Mike Campone and Ashley Miller from Plodzik & Sanderson were present. Mike went over the report and said there is \$9.1 million in the unassigned fund balance and this is used to set the tax rate. He spoke about the revenues and said across the state they are seeing lower revenues in the car registrations. He said the property taxes came in a little higher than anticipated. The recommendation is to keep 8-15% in the unassigned fund balance but the board does have a policy and it was suggested they look at this policy if the objectives have changed. GASB says all funds should be budgeted.

Mrs. Kyle said this is a critical year as they are negotiating with Next Era and that will determine how they use the funds this year. Mr. Manzi said last year the police chief submitted a budget for the D'Alessandro account and the board approved some of those items and those expenditures have been made. He said they would submit another budget this year.

Mike commented that anytime they are looking to use the fund for the budget they should ask their representative at DRA as they are the overseer of the funds. He said there is a long-term liability of about \$11 million in NH Retirement and this represents how much the state is underfunded and is Seabrook's contribution. In 2039 they will be completely funded so over time the town will see this number decrease.

Mike said the opinion is what everyone looks for and it has been rendered an unmodified opinion which is a clear opinion. He said the town has done very well. He said the town manager and finance manager have worked very hard to achieve this as not many towns can say that.

Mr. Khan asked how he felt the internal controls is going for the town. Mike responded that last year there were some issues with building permits but the town has come a long way. He explained what internal controls deal with. Mike said there have been no issues with any employee when conducting the audit.

Mr. Manzi said there is a proposal floated every 3 years. He said as recommendations are made by the audit firm they do look at them and work to make changes.

Mrs. Kyle thanked the town manager for the work he has done and said they are fortunate to have him here in Seabrook. Mr. Manzi said thank you to Carrie Fowler for her work as the finance manager.

MEETING - EMERGENCY ACTION PROCEDURES - RECREATION CENTER

Katie Duffey was present and explained what the emergency action procedure is and what has been added. She said the staff would be trained on the procedures. The emergency management director, police chief and fire chief have reviewed and gave feedback which was incorporated into the plan. Ms. Duffey said there is a security camera system and it does record.

MOTION: Theresa A. Kyle To approve the emergency
Second: Ella M. Brown action procedures.
Unanimous

MEETING - FIRE CHIEF

Fire chief Bill Edwards was present and said they have a student at Winnacunnet who is interested in doing an internship at the fire department. This program was done in the past and he is now trying to revive it. The student would get 2 credits and would go to the fire station 4 days a week with a project due at the end of the term.

MOTION: Theresa A. Kyle To approve the intern-
Second: Aboul B. Khan ship at the fire
Unanimous department.

Mrs. Brown mentioned that the issue with the Centennial Street pump station is back. Mr. Manzi said he would send to the sewer superintendent today.

MEETING - WATER SUPERINTENDENT

Curtis Slayton was present and discussed the car wash issue. He said he went over with the cease & desist and the owner went right out and put the car wash on well water.

Mr. Slayton is recommending they put something in the ordinance to address this issue. He highly recommended the 50% recycled water as that is standard industry. Mr. Manzi said the board should take action after holding a public hearing. Mr. Khan suggested it go to legal counsel for review as well.

Mrs. Brown asked why they took out the recycling unit and whether or not the town would be imposing any type of penalty. Mr. Manzi said the last review was a change of ownership only. Mrs. Brown said he knew he was supposed to be on well water and he didn't hook up to the well and the residents cannot use the water so she feels there should be a penalty. Mr. Manzi said any penalty they impose can be sent on any subsequent bill to the owner. Mrs. Kyle said that as the representative to the planning board Mr. Khan should suggest that any business changing ownership should go through the existing protocols.

ANNE'S LANE UPDATE

Mr. Slayton advised the board that there have been no leaks lately on Anne's Lane. He is working with Bob Wyman to put together a plan and it is moving forward. Once that is done and specifications are completed it will be submitted to the town manager. Mr. Slayton said he is monitoring this very closely.

EXTENSION OF WATER RESTRICTION

Mr. Slayton said the restriction is due to expire on October 1 but conditions have gotten worse and we are in an extreme drought condition. He said the restrictions in place are working and the people are really doing their part to keep water usage down. It is important to conserve water now for next year.

Mr. Slayton said they can look at restricting well water usage due to the conditions but the language is not in place. He read his memo into the record (see attached). Mr. Manzi said they did have a request to change the time to water as it is getting dark at the time now. Mr. Slayton said the only problem is he would need to re-educate the residents on the time.

MOTION: Ella M. Brown To approve the
Second: Theresa A. Kyle recommendation to extend
Unanimous the water restriction.

MOTION: Theresa A. Kyle To keep restrictions as
Second: Ella M. Brown they are no change in
Unanimous in the time.

REFUND REQUEST - 48 ALISON DRIVE

Mr. Slayton said he does not feel it is the responsibility of the water department to maintain the homeowner's water line. Mr. Khan feels the resident should come to a board meeting to explain his request. Mrs. Kyle and Mrs. Brown feel it is a waste of time as it is not the town's responsibility to maintain

the water main to the home. Mrs. Brown said they should take up action with whoever did the work on the main not with the town.

MOTION: Ella M. Brown To deny the request at
Second: Theresa A. Kyle this time.
Present: Aboul B. Khan
Motion passed 2-1

Joe Guiffre asked if the well water at the car wash is metered. Mr. Slayton said it is. Mr. Giuffre said when he put in his irrigation system the water department had to inspect it. Mr. Slayton said they inspect it so they know that the well is not on town water. Mr. Guiffre said that list would tell them who has well water for an irrigation system and back in 2004-2005 you were not allowed to use town water to irrigate lawns. Mr. Slayton said he has not seen anything in the ordinance that says you cannot use an irrigation system with town water. There should be some research on this issue and brought back to the board in a future meeting.

PREVIOUS MINUTES - JULY 18 PUBLIC & NON-PUBLIC AND AUGUST 15 PUBLIC & NON-PUBLIC

MOTION: Theresa A. Kyle To adopt the minutes of
Second: Ella M. Brown 7/18 public & non-public
Unanimous and 8/15 public & non-public.

PREVIOUSLY SIGNED PERMITS

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

MOTION: Theresa A. Kyle To approve the permits.
Second: Ella M. Brown
Unanimous

MS-535 FORM

MOTION: Theresa A. Kyle To approve and sign the
Second: Ella M. Brown MS-535 form.
Unanimous

1 ELDERLY EXEMPTION

Mrs. Kyle said she has an issue with going back and approving late filers. Mr. Khan said he has a problem supporting this application as it is no fault of other taxpayers that they did not know when to file.

MOTION: Ella M. Brown To deny the request for

Second: Theresa A. Kyle 2015.
Unanimous

Mrs. Kyle said they should have an insert with the tax bills with the deadlines for filing.

MOTION: Theresa A. Kyle To not accept any
Second: Aboul B. Khan application after the
Unanimous deadline for any
exemptions.

WATER SERVICE APPLICATIONS

Mark Moore - 6 Moore's Lane - \$400
Shane Moore - 2 Moore's Lane - \$400
Margaret & George Corde - 21 Newbury Street - \$100

MOTION: Theresa A. Kyle To approve and sign all
Second: Aboul B. Khan water applications.
Unanimous

SEWER SERVICE APPLICATIONS

Margaret & George Corde - 21 Newbury Street - \$150

MOTION: Theresa A. Kyle To approve and sign the
Second: Ella M. Brown sewer application.
Unanimous

AMUSEMENT DEVICE LICENSE

The Chop Shop Pub & Grub Management LLC. - 920 Lafayette Road

MOTION: Ella M. Brown To approve and sign the
Second: Theresa A. Kyle amusement device license
Unanimous

STREET LIGHT REQUEST - FOLLY MILL ROAD

MOTION: Ella M. Brown To approve the request
Second: Theresa A. Kyle for a street light on
Unanimous Folly Mill Road.

REVIEW OF RECREATION FEASIBILITY STUDY

Mr. Manzi explained there was a warrant article for a feasibility study on space at the community center for the elderly. The proposal he has submitted to the board is the lowest cost. There have been a couple others verbally that will provide hard copies. Mr. Manzi said the stakeholder interviews are important and will have the Board of Selectmen added to that list. He is recommending the board approve this proposal.

Mr. Khan said he would like to see this project to clearly show it is only for the senior citizens and asked if they would be looking at other facilities in town. Mr. Manzi said it is restricted to the community center by virtue of the warrant article but if the board instructs him to he could have the proposal amended. Mrs. Kyle said this building already maintains the necessary utilities and feels it is a good place. Mrs. Brown said some of the seniors are upset they cannot go in and use space whenever they want.

Mr. Khan commented that the old CAP building is vacant and asked if this could be looked at. Mr. Manzi said the board would need to discuss this building in regards to all different issues including code violations and the second floor. He feels a building evaluation would be best suited for this building.

MOTION: Theresa A. Kyle To approve the proposal
Second: Ella M. Brown for the feasibility
Unanimous study.

QUESTIONS/COMMENTS

Mrs. Brown attended the recreation commission meeting and they selected officers. She attended the 250th Anniversary Committee meeting and they have a pretty good idea as to what they are going to do and who will be doing what. She said a lot will be done through the recreation center and it will be held the week of Old Home Days but will be much bigger.

Mr. Khan said he attended the planning board meeting and there is a lot going on. One big project is Ocean State Job Lots at the old Wal-Mart building and there is also a restaurant and coffee shop coming forward. Mrs. Kyle asked why there are carnival trucks still onsite at the old Wal-Mart building. Mr. Khan said as he understands it they paid for use of the property so they are probably just leaving trucks there until the time expires. Mr. Manzi said he would inquire as to what is going on.

Song Chen spoke in regards to parking at the beach. He said he is an owner at 419 Route 286 which currently has 30 units and they are not qualified for a parking placard. They pay taxes in town and feel they should receive a placard as any other taxpayer. He submitted a petition to the board for review.

Mrs. Kyle said homeowners receive one placard but the by-laws in place for Sandy Shores it is considered a hotel/condominium. She said there are other hotels in town and if they were to give

them to Sandy Shores it would open it to all of the other hotels.

Mr. Chen argued that they are not a hotel they do not have a front desk person or manager. He doesn't know how to go about changing the by-laws to strictly say they are a condominium.

Mr. Khan said the new policy was implemented about 2 years ago and they would look at any new suggestions on an annual basis. He said the season is over for this year but they could look at it for next year before the season begins. Mr. Manzi suggested they take comments and consider all of the requests before the next season.

Mrs. Kyle said the recorded documents say it is a hotel/condominium which is a legal document and if they do this it is going to open a lot of issues. Mrs. Brown said she wants to look at the placards in general so suggests holding this request until next year.

Mr. Chen said as one last comment to the issue they do pay condo fees and they pay their own electric bills with their own meters.

The board agreed to authorize the town manager to look into this and bring a recommendation back to the board before the next season and they will invite Mr. Chen to attend that meeting.

MOTION: Aboul B. Khan To adjourn the meeting
Second: Ella M. Brown at 12:20PM.
Unanimous

Approved and endorsed

Ella M. Brown, Clerk

Date: _____