

TOWN OF SEABROOK

SELECTMEN'S BUDGET WORKSESSION

SEPTEMBER 26, 2016

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

10:00AM

Mr. Khan opened the meeting at 10:16AM.

Mr. Manzi read his budget summary into the record (see attached). Mr. Khan said the most important item to consider when going through the budgets is the negotiations with Next Era.

Mr. Khan said the human service agencies are a concern of his and they should discuss not having any new agencies come forward this year due to the negotiations. Mrs. Kyle said they should also have no increases this year from the human services.

MOTION: Theresa A. Kyle To not allow any new  
Second: Aboul B. Khan human service agencies  
Abstain: Ella M. Brown to come forward or to  
consider any increases.

**EMERGENCY MANAGEMENT - 240**

Joe Titone was present and said there is no secretary budgeted for in his budget. He said he brings in someone part time when there is a need. There was discussion on the cuts made by the town manager especially in other contract services where the department head had requested \$12K and it was reduced to \$1K. Mr. Titone feels he will be fine with this. He said he was looking to get further assistance in the health related fields. Mr. Manzi said it is a good program but would be better suited when there is some flexibility in the budget.

There was discussion on line 635 - gasoline and Mr. Khan feels this line could be reduced to \$1800.

MOTION: Aboul B. Khan To reduce line 635 by  
Second: Theresa A. Kyle \$475 for a total of  
Unanimous \$1800.

MOTION: Aboul B. Khan To approve the 240  
Second: Theresa A. Kyle budget at \$129,605.  
Unanimous

**RERP - 241**

Joe Titone was present and said there is no graded exercise in

2017 but there will be desktop exercises.

MOTION: Theresa A. Kyle To approve the 241  
Second: Ella M. Brown budget at \$27,400.  
Unanimous

MOTION: Theresa A. Kyle To approve the revenue  
Second: Ella M. Brown for 241 at \$27,400.  
Unanimous

### **BUILDING - 210**

Steve Zalewski was present. Mrs. Kyle said that a lot of the business owners in town are commending Mr. Zalewski for his services and hours to accommodate them.

Mr. Zalewski said the assistant building inspector has opted to go to the vehicle allowance which is \$4800 per year and allowed under the union contract. He is proposing the board increase line 294 - vehicle allowance to \$4800 and decrease line 810 - mileage & tolls to \$50.

MOTION: Aboul B. Khan To increase line 294 to  
Second: Theresa A. Kyle \$4800.  
Opposed: Ella M. Brown  
Mrs. Brown said she opposes as the line has doubled. It was explained it is a contractual item.

MOTION: Theresa A. Kyle To withdraw the previous  
Second: Aboul B. Khan motion and approve line  
Unanimous 294 increase to \$4800.

MOTION: Theresa A. Kyle To reduce line 810 to  
Second: Ella M. Brown \$50.  
Unanimous

MOTION: Aboul B. Khan To approve 210 budget at  
Second: Theresa A. Kyle \$153,848.  
Unanimous

MOTION: Aboul B. Khan To approve revenue for  
Second: Theresa A. Kyle 210 at \$68,900.  
Unanimous

### **HEALTH - 410**

Steve Zalewski was present and said the same changes would apply for this budget.

MOTION: Theresa A. Kyle To increase line 294 to

Second: Ella M. Brown \$4800.  
Unanimous

MOTION: Theresa A. Kyle To decrease line 810 to  
Second: Ella M. Brown \$50.  
Unanimous

MOTION: Aboul B. Khan To approve 410 budget  
Second: Ella M. Brown at \$85,565.  
Unanimous

MOTION: Theresa A. Kyle To approve revenue for  
Second: Ella M. Brown 410 at \$7,500.  
Unanimous

**WELFARE ADMIN - 470**

Bonnie Armentrout was present. Mr. Khan informed Ms. Armentrout that the board set a policy that they would not accept any new human service requests this year and would not consider any increases.

Ms. Armentrout explained what she does as the welfare officer and that she is the only one in her department. She provided the board a copy of what the budgets were since she has been in the position and what was returned to the general fund (see attached).

MOTION: Theresa A. Kyle To approve 470 budget  
Second: Ella M. Brown at \$101,361.  
Unanimous

**WELFARE DEPT - 471**

Bonnie Armentrout was present. Mrs. Kyle went over the items that are covered under the basic necessities for clients in Seabrook. Mr. Manzi said there have not been many fair hearings at his level as Ms. Armentrout is good at working the issues out. Ms. Armentrout stated she would be at the meeting to discuss the human service agencies.

MOTION: Theresa A. Kyle To approve 471 budget  
Second: Ella M. Brown at \$90,000.  
Unanimous

MOTION: Aboul B. Khan To approve revenues for  
Second: Theresa A. Kyle 471 at \$1,500.  
Unanimous

**TOWN CLERK - 140**

Bonnie Fowler was present and said she has asked for a fax and copy machine for her office. Mr. Manzi said there is a decrease of about \$14K in this budget but said there could be some discussion on salary at a later time.

MOTION: Aboul B. Khan To approve budget 140  
Second: Theresa A. Kyle at \$384,878.  
Unanimous

MOTION: Aboul B. Khan To approve revenues for  
Second: Theresa A. Kyle 140 at \$1,465,550.  
Unanimous

MOTION: Theresa A. Kyle To approve revenues for  
Second: Ella M. Brown 330 at \$70.  
Unanimous

#### **ASSESSING - 160**

Angela Silva was present and said her budget has decreased as there is no valuation this year. Line 342 - programmers/tech advisors has increased for a new program.

There was discussion on the negotiations with Next Era. Ms. Silva said there are currently only 2 full time employees in her office but has kept the third position in her budget for 2017. She has been outsourcing some of the work and using a part time pool clerk to fill in when needed.

MOTION: Theresa A. Kyle To approve budget 160  
Second: Ella M. Brown at \$352,403.  
Unanimous

#### **TREASURER - 131**

Oliver Carter was present. Mr. Khan asked if the internal controls are going well. Mr. Carter said they are going very well. They have been taking the suggestions from the auditors and making improvements every year. Mr. Manzi said the "p" card system has been going well and the residents are really enjoying the benefit of this program.

MOTION: Theresa A. Kyle To approve budget 131  
Second: Ella M. Brown at \$103,618.  
Unanimous

#### **131 REVENUES**

It was explained that the increase is from the "p" card system. Mr. Carter explained how the town receives 1% back on any purchase or payments made on the credit card. He advised the

board that 30+ employees have a credit card but the manager's need to approve before they are issued a card. He said it is a better tracking system and the employee must sign a form for the card as well. Mr. Khan requested the board be given a copy of the purchases every quarter.

MOTION: Theresa A. Kyle To approve revenues for  
Second: Ella M. Brown 131 at \$140K.  
Unanimous

Board took a lunch break at 12:10PM. Board reconvened at 2:59PM.

**TAX COLLECTOR - 150**

Michele Knowles was present and said they are looking to add in a full time clerk or another part time clerk. She said with the tax collector being out the office could really use another person. There was discussion on having another part time employee who would work 25 hours. Ms. Knowles said this would help the office tremendously. Carrie Fowler will work up the numbers for a part time employee for 28 hours weekly for 52 weeks and Bill will bring back to the board on Thursday.

MOTION: Aboul B. Khan To approve revenues for  
Second: Theresa A. Kyle 150 at \$135K.  
Unanimous

**FINANCE - 130**

Carrie Fowler was present and said the budget has decreased as there is no GASB45 this year. She said they only need to issue a report and that is less expensive.

MOTION: Aboul B. Khan To approve budget 130  
Second: Theresa A. Kyle at \$197,407.  
Unanimous

MOTION: Aboul B. Khan To recess the meeting  
Second: Ella M. Brown until 9/27/16 at 10AM.  
Unanimous

Approved and endorsed

\_\_\_\_\_  
Ella M. Brown, Clerk

Date: \_\_\_\_\_