

TOWN OF SEABROOK

SELECTMEN'S BUDGET WORKSESSION

SEPTEMBER 27, 2016

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

10:00AM

Mr. Khan opened the meeting at 10:05AM.

**WATER - 520**

Curtis Slayton was present for his budget. There was discussion on the warrant article for Anne's Lane. Mr. Manzi said they could take the money from the fund balance so the board could be assured that the article would pass at town meeting.

Mr. Slayton said they are constantly doing maintenance to each building and the well sites. This budget reflects what it takes to treat the water and maintain the sites.

MOTION: Theresa A. Kyle To approve the 520  
Second: Ella M. Brown budget at \$1,674,928.  
Unanimous

**520 REVENUES**

Mr. Manzi said they are working on the water/sewer rate study and hope this will give them some ideas on changing the rate structure. He expects a report to be to the board sometime in April but will work with the board starting in January. The last time a rate study was done was 2011 with the new rates taking effect in 2012.

MOTION: Theresa A. Kyle To approve the 520  
Second: Ella M. Brown revenues at \$916,225.  
Unanimous

It was stated there is no 525 account which was previously the Gruhn Site Remediation.

**WARRANT ARTICLES**

Article N is for the rehabilitation of the wells. Mr. Slayton explained this is an annual warrant article and is specific for maintaining the wells. He said this is how the town gets its drinking water and some of the wells date back to the 1950's. Mr. Khan read the article into the record (see attached).

MOTION: Theresa A. Kyle To recommend the article  
Second: Ella M. Brown be on the ballot.  
Unanimous

Article O read by Mrs. Kyle into the record (see attached) is for Anne's Lane. Mr. Khan asked how they could use money from the fund balance for this article. Mr. Manzi said they could do this now and put it in the article so the tax impact would be \$0. Mr. Slayton said lately there have been no water leaks. He said they have flushed the line and have heard no more about the sand but the water pressure issue still exists.

MOTION: Theresa A. Kyle To modify the article to  
Second: Ella M. Brown use unexpended fund  
Unanimous balance with no tax  
impact.

The note should be revised to reflect some additional language that will be provided by Mr. Manzi. This article will be presented back to the board with the changes requested.

Article P read by Mr. Khan into the record (see attached). Mr. Slayton said this is an important article as the wells and the water tanks are connected by a radio system that operates daily. The current radio system will no longer receive updates and if a radio fails they all have to be replaced at the same time which would include the use of staff on overtime. He feels it would be a proactive approach to replace these radios all at once rather than waiting and doing it at some point down the road.

MOTION: Theresa A. Kyle To recommend the article  
Second: Ella M. Brown be on the ballot.  
Unanimous

Article Q read by Mrs. Kyle into the record (see attached). Mr. Slayton explained what this truck is used for.

MOTION: Ella M. Brown To recommend the article  
Second: Theresa A. Kyle be on the ballot.  
Unanimous

Article R read by Mr. Khan into the record (see attached). Mr. Slayton said the building will not come down but the funds would remove the pumps from the wells and discontinue the wells which are located on private property in another town. This would be the last amount of funding spent on this site. Mr. Khan asked that Mr. Slayton and Mr. Manzi look into the site as he believes there has been some repair of snowmobile's going on and it should be followed up on with a letter to DES and town of Hampton Falls.

MOTION: Ella M. Brown To recommend the article

Second: Theresa A. Kyle for the ballot.  
Unanimous

Article S read by Mrs. Kyle into the record (see attached). Mr. Slayton explained the driveways and the condition they are in.

MOTION: Theresa A. Kyle To recommend the article  
Second: Ella M. Brown for the ballot.  
Unanimous

There was discussion on the water tanks and the cost to paint the inside which was done about 5 or so years ago. Mr. Khan asked if they had a revolving fund. Mr. Manzi said they have a water capital reserve fund that was used to fund a couple articles last year. He said they may want to consider adding funds to this account. Mr. Manzi spoke about debt financing/bonding for this item and said the bond should only be spread out for the useful life of the project. Mr. Slayton said he is looking to get estimates so he knows what to ask for in future years.

#### **RECREATION - 460**

Katie Duffey was present and discussed what is going on at the recreation center for fall and winter programs. Ms. Duffey said there is a \$20K increase and is for part-time employees and a nurse position that allows the community center to become certified/licensed. She said it is quite a process but feels it is needed today for the programs offered. She said it is a requirement to have an EMT or nurse to be a licensed day camp and this is the goal they are working towards. This would be a 7-week long program that follows the camp program. Ms. Duffey said she is also looking to add money back into the overtime line as it was cut in 2014 by half but trending shows they have over-expended. Mr. Khan said her request was for \$4500 and the town manager cut it to \$3500 but is still more than last year. The elderly programs include meals on wheels, bingo, zumba gold, bone builders and Tuesday social that is run by Betty Ash.

Mr. Manzi said the feasibility study has been approved and will bring report to the board but not sure if anything will be ready for the upcoming ballot.

Mrs. Brown asked about the full-time line and the cut made by the town manager. Ms. Duffey said due to the registration software the job description has changed significantly for the current clerk's position and this would allow for the position to be full-time. It would also be to maintain the current website which keeps them in contact with the community.

Mr. Manzi said the board would need to consider adding line 294 - vehicle allowance for \$4800 and reduce line 810 - mileage and tolls to \$100 for a total bottom line of \$658,195.

MOTION: Aboul B. Khan To add line 294 with an  
Second: Theresa A. Kyle amount of \$4800.  
Unanimous

MOTION: Aboul B. Khan To reduce line 810 to  
Second: Theresa A. Kyle \$100.  
Unanimous

MOTION: Theresa A. Kyle To approve 460 budget  
Second: Ella M. Brown at \$658,195.  
Unanimous

#### **460 REVENUES**

Ms. Duffey said basketball is the largest program and comes from the revolving fund. The baseball/softball program is contracted out and they pay \$6K to that program.

MOTION: Aboul B. Khan To approve 460 revenues  
Second: Theresa A. Kyle at \$62,542.  
Unanimous

#### **MEMORIAL DAY - 462**

Katie Duffey was present for the budget.

MOTION: Aboul B. Khan To approve 462 budget  
Second: Theresa A. Kyle at \$9,300.  
Unanimous

#### **OLD HOME DAY - 463**

Katie Duffey was present for the budget.

MOTION: Ella M. Brown To approve 463 budget  
Second: Theresa A. Kyle at \$24,580.  
Unanimous

#### **463 REVENUES**

MOTION: Theresa A. Kyle To approve 463 revenues  
Second: Ella M. Brown at \$1,600.  
Unanimous

#### **COMMUNITY CENTER - 465**

Katie Duffey was present and said the part-time employee line has increased a little as she has had a hard time filling the open position. She has increased the hours to make the position a little more attractive. The building maintenance has increased by \$5K and is to begin the repainting of the entire facility as well as replace door handles and panic bars. It is a lengthy process but by doing a few each year they will accomplish it all. The ground maintenance has increased and this is to beautify the area where the new sign is located and this is contracted out.

MOTION: Aboul B. Khan To approve 465 budget  
 Second: Theresa A. Kyle at \$213,929.  
 Unanimous

#### **465 REVENUES**

MOTION: Aboul B. Khan To approve 465 revenues  
 Second: Theresa A. Kyle at \$220.  
 Unanimous

#### **RECREATION REVOLVING ACCOUNT**

Katie Duffey was present and explained what this account is used for. All of the sports program are run from this account and the annual trips. The shooting range uses this account for the porta-pots at the range. There was some discussion on the Governor Weare football field. Mrs. Brown said the Little Warrior football team would like to use this field and they do have Seabrook children on the team. Mrs. Kyle asked if anything came from the concern on teams using the fields that weren't from Seabrook. Mr. Manzi said there was discussion and he would get a report from John Starkey and bring to the board.

MOTION: Aboul B. Khan To approve expenditures  
 Second: Ella M. Brown of \$60,852 for the rec  
 Unanimous revolving account.

MOTION: Aboul B. Khan To approve revenues of  
 Second: Theresa A. Kyle \$60,852 for the rec  
 Unanimous revolving account.

#### **WARRANT ARTICLES**

Article DD read by Katie Duffey into the record (see attached). Ms. Duffey explained there is currently sand and does pass the safety standard but to become a licensed day camp this is something that would need to be addressed.

Mr. Khan asked if there was one article she could do without what one would it be. Ms. Duffey said it would be this one as they have met the safety standard and this is just for the future.

MOTION: Aboul B. Khan To not recommend the  
Second: Ella M. Brown article for the ballot.  
Unanimous

Article EE read by Mr. Khan into the record (see attached). Ms. Duffey said this is for a remodel of the current bathrooms. She said everything is working but not as efficient as it could be. Mrs. Brown asked if she could consider having the restrooms done in the main hallway this year and then the following year do the locker room areas. The board would like this article revised and presented back to the board.

Article FF ready by Mrs. Kyle into the record (see attached). There was discussion on having concrete rather than granite.

MOTION: Aboul B. Khan To recommend the  
Second: Theresa A. Kyle article for the ballot.  
Unanimous

Article GG read by Mr. Khan into the record (see attached). Ms. Duffey said this is for both sides of the parking lot and was recommended to be done at the same time as the curbing.

MOTION: Aboul B. Khan To recommend the  
Second: Ella M. Brown article for the ballot.  
Unanimous

Mrs. Kyle commented that she feels it is a lot of money to ask the voters for and they may not want to do it.

Board took a break at 11:45AM. Board reconvened at 1:29PM.

### **FIRE DEPARTMENT - 230**

Chief Bill Edwards was present and gave an update as to what is happening at the fire department. He said the public eye software will be put in service within the next couple of weeks and will be beneficial to the department. The Ipads for this software will be in every piece of apparatus. In October they will have a touch-a-truck program and have partnered with Pizza Hut who will bring pizza for the children. They will also be bringing a fire truck and ambulance to the school for the kindergarten and first graders.

Chief Edwards said the calls for service have been increasing each year and this year he is projecting about a 23% increase over last year. The basic budget is all contractual items. The overtime line has not changed from last year as this is the first year he has not had someone out on workers compensation. It is also used for employees who are out on sick or vacation leave to fill those shifts.

There was discussion on the vehicle allowance line and it should be decreased to \$4800 as the chief now has a vehicle. Mr. Manzi said once he took the vehicle the stipend was taken away. There was discussion on the education pay and it was explained it is for all employees who have higher education or certifications. Mr. Manzi said when the chief was hired the board was driving him to achieve the certificates and within 6 months of his hire he was able to achieve most if not all of the certifications.

Chief Edwards said lines 430 - equipment maintenance and 432 - vehicle maintenance have a slight increase and this is to keep their equipment and vehicles maintained as well as for safety. Other contract services increased which is for the public eye software.

Mr. Khan thanked the taxpayers for all the good things they have approved for the fire department. He said they have a good fire department today compared to what they had 5 years ago.

MOTION: Theresa A. Kyle To reduce line 294 to  
Second: Aboul B. Khan \$4800.  
Unanimous

MOTION: Theresa A. Kyle To reduce line 110 to  
Second: Aboul B. Khan \$117,820.  
Unanimous

MOTION: Theresa A. Kyle To add line 117 with an  
Second: Aboul B. Khan of \$24,776.  
Unanimous

MOTION: Theresa A. Kyle To approve 230 budget  
Second: Aboul B. Khan at \$3,823,528.  
Unanimous

## **230 REVENUES**

MOTION: Theresa A. Kyle To approve 230 revenues  
Second: Ella M. Brown at \$43,500.  
Unanimous

**FIRE HIRE - 231**

MOTION: Theresa A. Kyle To approve 231 budget  
Second: Aboul B. Khan at \$13,061.  
Unanimous

**231 REVENUES**

MOTION: Aboul B. Khan To approve 231 revenues  
Second: Theresa A. Kyle at \$15,542.  
Unanimous

**FIRE STATION - 235**

Chief Edwards was present and said the electricity and building maintenance lines increased slightly.

MOTION: Theresa A. Kyle To approve 235 budget  
Second: Ella M. Brown at \$49,652.  
Unanimous

**REVOLVING ACCOUNT**

Chief Edwards was present and said this account is for ambulance fees and was established back in 2007. It is funded by billing the insurance companies for ambulance runs. Mr. Khan said these fees were not collected before this article was established. Chief Edwards said the last year and a half they have been doing better getting the collectibles. The expenditures from this account have no tax impact to the taxpayers.

Chief Edwards said he would like to discuss with the board the option of hiring dispatchers and funding from this account. He said if they did nothing but purchase ambulances there would 1.4 million in the account in 2020. If they were to hire dispatchers effective in July they would still have \$45K in the account in 2020. This would be beneficial to the department while having no major burden on the taxpayers.

Mr. Khan said he would like to have the town manager and chief explore the option of replacing the ambulances every 4 years instead of 3. He asked if they hire dispatchers would this reduce the overtime. Chief Edwards said the coverage is for ambulance runs not dispatch so it would not impact the overtime. Mr. Khan said he would be more comfortable with putting this before the voters as the money raise in this account is taxpayer's money. Mrs. Brown agrees and said it is up to the taxpayers to decide if they want to use the money for this purpose. If the voters know there is no tax impact they are more apt to approve the article. Chief Edwards said he is

excited to explain to the taxpayers why this is needed and is good for the town.

MOTION: Aboul B. Khan To approve expenditures  
Second: Theresa A. Kyle at \$256,199.  
Unanimous

MOTION: Aboul B. Khan To approve revenues  
Second: Theresa A. Kyle \$300,200.  
Unanimous

### **WARRANT ARTICLES**

Article J read by Chief Edwards into the record (see attached). Mr. Manzi saw the value with some of the proposals and feels this is something the board should bring to the voters this year.

Mr. Khan said he knows the town has grown especially over the last 5 years with the most people between Memorial Day and Labor Day. He said this is the year for negotiations with the power plant and knows there will be a higher tax bill this year. He would like the chief to look at proposing 2 firefighters in 2017 and then in 2018. Mrs. Kyle said they should go for it and let the voters decide if this is what they want. Mrs. Brown said she looks at the safety of the town as well but she has to look at the big picture with what the taxpayers are facing in a single year and doesn't feel they will get them both.

MOTION: Aboul B. Khan To recommend the article  
Second: Theresa A. Kyle for the ballot.  
Abstain: Ella M. Brown  
Motion passed

Article K read by Chief Edwards into the record (see attached). He explained the equipment they are looking to purchase and how it would help the department.

MOTION: Theresa A. Kyle To recommend the article  
Second: Ella M. Brown for the ballot.  
Unanimous

Article L read by Chief Edwards into the record (see attached). Chief Edwards said the current vehicle is a 2003 Ford Expedition and needs some repairs. He said the vehicle is not set up properly to be used as a command vehicle and should be replaced. Chief Edwards commented that he would trade this article and the next one for what the board has already given him with the new personnel. Mr. Manzi said you can defer the maintenance of the

parking lot for one year. After discussion the board agreed to postpone the parking lot paving until 2018.

MOTION: Aboul B. Khan To recommend the article  
Second: Ella M. Brown for the ballot.  
Unanimous

Chief Edwards is withdrawing article M - parking lot paving and move to 2018 in the CIP.

### **PLANNING BOARD - 170**

This budget has been reduced and it is in the part time employee line. Mr. Khan said in the past it was hard to collect on the engineering fees but now the engineer direct bill the contractor.

Mrs. Kyle commented that Maria Brown and Don Hawkins did a lot of work to bring in the money that was outstanding from previous years.

MOTION: Theresa A. Kyle To approve 170 budget  
Second: Ella M. Brown at \$78,681.  
Unanimous

### **170 REVENUES**

MOTION: Aboul B. Khan To approve 170 revenues  
Second: Theresa A. Kyle at \$130,500.  
Unanimous

MOTION: Aboul B. Khan To recess the meeting  
Second: Theresa A. Kyle until 9/28/16 at 10AM.  
Unanimous

Approved and endorsed

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

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