

TOWN OF SEABROOK

SELECTMEN'S BUDGET MEETING

OCTOBER 23, 2013

Present: Aboul B. Khan
Edward J. Hess, Jr.
Raymond Smith
William Manzi

9:00AM

Chairman Khan opened the meeting at 9:07AM.

POLICE DEPARTMENT

Chief Lee Bitomske was present for this budget.

Mr. Hess questioned the number of sergeants in the department. Chief Bitomske said this goes back a few years and explained how it would bring them current with what they had in the past. He said these are only promotions not new positions.

Mr. Hess said his feeling is there should be more officers on the streets patrolling not in the administrative office. Mr. Khan said he has had discussions about these positions and said it is about the morale in the department and he would support the positions. Chief Bitomske commented that it could take them off patrol for two days to do administrative work. Mr. Smith said for approximately \$15K and to make the organization better it makes sense.

Mr. Manzi commented that the original request was for 1 new officer and 2 sergeants but after discussions with the Chief it was determined that he could get away without the officer but wanted to promote.

There was discussion on the detectives.

Mr. Hess wanted it recorded they he does not support the line for 5 sergeants but does support the rest of this budget.

Chief Lee Bitomske left the meeting at 9:30AM.

Board took a 5-minute break at 9:33AM. Board reconvened at 9:45AM.

FIRE DEPARTMENT - 230

Chief Everett Strangman was present for his budget.

Mr. Hess questioned the overtime line at \$350K and the ambulance overtime is \$0. Mr. Manzi explained the ambulance overtime is in the revolving fund. He said they need to have further discussion when they get to the revolving fund.

Mr. Hess questioned the workers compensation being \$0. He asked that it be broken down by department. Mr. Khan said he would like to leave it in the risk management budget. Mr. Smith commented he only cares about getting the information and can leave as is. There was discussion on a true justification of each budget. Mr. Hess said a report will suffice but thinks the Selectmen should see it so they know where to address the issues to keep the costs down. There was discussion on Primex and where the Town stands.

There was discussion on line 294-auto allowance vs. having a vehicle for the Chief 24/7.

Mr. Khan questioned line 740-new equipment and what is to be purchased. Chief Strangman said this line could be reduced. Mr. Manzi recommends \$6K for this line.

Ms. Gilligan said line 636-diesel fuel could be reduced to \$4700. She said the ambulance diesel fuel comes from the revolving fund. She said line 635-gasoline could be reduced to \$2400. Chief Strangman said he would like \$7500 in line 636 and \$5K in 635.

MOTION: Edward J. Hess, Jr. To reduce line 635 to
Second: Raymond Smith \$5,000 per Chief's
Unanimous approval.

MOTION: Edward J. Hess, Jr. To reduce line 636 to
Second: Raymond Smith \$7,500 per Chief's
Unanimous approval.

MOTION: Aboul B. Khan To reduce line 740 to
Second: Edward J. Hess, Jr. \$6,000.
Unanimous

MOTION: Raymond Smith To approve the fire
Second: Edward J. Hess, Jr. department budget at
Unanimous \$3,154,569.00.

FIRE REVENUES - 230

MOTION: Edward J. Hess, Jr. To approve the fire
Second: Raymond Smith department revenues at
Unanimous \$3,500.00.

FIRE HIRE - 231

Chief Strangman said this is mostly for training at the power plant.

MOTION: Edward J. Hess, Jr. To approve fire hire budget at \$12,919.00.

There was discussion on the call firefighters. Mr. Manzi said he and the Chief do not agree on this and the Chief would like more. Mr. Manzi said he reduced this to 15 call firefighters. Chief Strangman said he has about 15 currently and is fine with the \$45K.

Second: Raymond Smith
Unanimous

FIRE HIRE REVENUES - 231

MOTION: Edward J. Hess, Jr. To approve the fire hire revenues at \$15,542.00.
Second: Raymond Smith
Unanimous

FIRE STATION - 235

Mr. Hess asked about the new equipment. Chief Strangman said it is basically furniture.

MOTION: Edward J. Hess, Jr. To approve the fire station budget at \$45,702.00.

Mr. Khan asked if the new equipment could be in a warrant article. Chief Strangman said it isn't but it could be. Mr. Manzi said they should leave in the budget in case the article doesn't pass.

Mr. Khan questioned line 638-natural gas and what has been spent. Ms. Gilligan said \$6075 has been spent through September 2013. Mr. Manzi recommends reducing to \$10K.

Mr. Hess withdraws his motion.

MOTION: Edward J. Hess, Jr. To reduce line 638 to \$10K.
Second: Raymond Smith
Unanimous

MOTION: Edward J. Hess, Jr. To approve fire station budget at \$39,952.00.
Second: Raymond Smith
Unanimous

AMBULANCE REVOLVING FUND

Mr. Manzi explained the reduction to line 140-overtime. He said any overtime over the \$90K goes into the fire department overtime budget. Ms. Gilligan commented that if the projection continues the same as 2013 they will be over budget. Mr. Manzi said they would like to increase the revenues. The Selectmen need to look at the fees that are charged for ambulance service.

Mr. Manzi explained line 111-full time employees and why it was reduced to \$0. This is a new position as an EMS Officer and the Chief has agreed with the Town Manager to take out of the budget for 2014 but may look at it for FY2015. Mr. Manzi said he does not see the revolving fund sustaining this position.

MOTION: Aboul B. Khan To reduce line 111 to \$0
Second: Edward J. Hess, Jr.
Unanimous

MOTION: Aboul B. Khan To reduce line 140 to
Second: Edward J. Hess, Jr. \$90K as department
Unanimous requested.

Mr. Hess commented this was a discussion with the Town Manager and it was agreed upon.

Board took a 5-minute break at 11:19AM. Board reconvened at 11:25AM.

MOTION: Edward J. Hess, Jr. To reduce line 210 to \$0
Second: Raymond Smith
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 211 to \$0
Second: Raymond Smith
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 215 to \$0
Second: Raymond Smith
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 219 to \$0
Second: Raymond Smith
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 220 to
Second: Raymond Smith \$1,305.00.
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 230 to
Second: Raymond Smith \$24,966.00.
Unanimous

MOTION: Edward J. Hess, Jr. To increase line 635 to
Second: Raymond Smith \$6,300.00 per Finance
Unanimous Manager recommendation.

MOTION: Edward J. Hess, Jr. To increase line 636 to
Second: Raymond Smith \$8,600.00 per Finance
Unanimous Manager recommendation.

Mr. Khan questioned line 741-ambulance replacement. Mr. Manzi said the department request should be \$0. Ms. Gilligan explained why it doesn't need to be in every year only in the year they are purchasing the ambulance.

MOTION: Edward J. Hess, Jr. To approve the ambulance
Second: Raymond Smith revolving fund account
Unanimous at \$216,721.00.

Mr. Hess said it should be stated that the money is still in the account for the ambulance and it has not been cut.

CAPITAL IMPROVEMENT FIRE

There was discussion on receiving grant money.

Remodel Dispatch - there was discussion on the new equipment needed to make the department more efficient. Mr. Hess commented that the town is behind other towns and hopes the townspeople will vote for this.

Mr. Khan asked for the article on station repairs. Chief Strangman said they are looking at about \$150K and said this is an additional article than what is in the CIP.

Article 1 - Renovate Building - \$150K. The Board would like it noted in the article when the building was built and if it was ever renovated.

MOTION: Aboul B. Khan To approve the article.
Second: Edward J. Hess, Jr.
Abstain: Raymond Smith

Article 2 - Remodel Dispatch - \$250K.

MOTION: Aboul B. Khan To approve the article.
Second: Edward J. Hess, Jr.

Unanimous

Article 3 - Ladder Truck - \$850K over 5 years. There was discussion on when to purchase the ladder truck if the article is approved.

MOTION: Edward J. Hess, Jr. To approve the article.
Second: Raymond Smith
Unanimous

The Board said it is important to make sure the language of the article is accurate for the voters to vote on. They would also like a note included for the taxpayers.

Chief Strangman will bring a list of the items to be updated in the building for the note in the article.

MOTION: Edward J. Hess, Jr. To take lunch break at
Second: Raymond Smith 12PM.
Unanimous

Board reconvened after lunch and Mr. Khan announced the budgets to be reviewed.

ZONING BOARD OF ADJUSTMENT - 172

Paul Garand was present for his budgets.

Mr. Garand said the increase is to properly reflect the overtime of the secretary for this board.

Mr. Khan commented on the board being a volunteer board and that the revenues wash this budget out. Mr. Garand agreed but said you still need to show the expenditures.

MOTION: Aboul B. Khan To approve the zoning
Second: Raymond Smith board budget at
Unanimous \$8,814.00.

ZONING BOARD OF ADJUSTMENT REVENUES

MOTION: Raymond Smith To approve the zoning
Second: Aboul B. Khan board revenues at
Unanimous \$3,000.00.

BUILDING INSPECTION - 210

Mr. Garand said there are 2 new line items added by the town manager in this budget, retirement reserve and SEA sick bonus. Mr. Manzi said where there is a potential for retirement they

have included the line for retirement reserve in those budgets. He said if no retirement occurs the money stays in that line.

Mr. Garand said there is a new line for vehicle maintenance. He said in the past he was given a stipend for vehicle allowance but a police cruiser became available and he took that vehicle to do his inspections. He said the new equipment line decreased from \$1375 to \$425.

Mr. Khan asked about using an outside inspector to help. Mr. Garand said he was looking at that for the DDR project which is starting now. He said he has not done it at this time so money is still in the line. He is anticipating that he will need some additional help for this project. Mr. Hess asked if he needed to put in a warrant article for this. Mr. Garand said they can look at that when they get to warrant articles but right now looking at the budget. Mr. Hess asked if his budget should be increased. Mr. Manzi said in this case he would not ask to increase the budget as he has not increased any other budget. He said there are needs out there if money were not an issue.

Mr. Khan asked the finance manager if line 635 gasoline is satisfactory as other budgets had been changed. Ms. Gilligan commented that the number is in line with other departments and is satisfactory.

Mr. Khan asked for an explanation on line 320 legal services. Mr. Garand said when a case comes before the board they would need to consult with an attorney and in the past the town manager has put through the town's legal budget. They are now looking to put the fee in the budget that is using the service. He said they previously used John Anthony Simmons but now they are using Walter Mitchell along with the planning board. The amount he is requesting is the contract fee they had for Simmons.

MOTION: Raymond Smith To move the building
Second: Aboul B. Khan inspection budget in the
Unanimous amount of \$169,392.00.

BUILDING INSPECTION REVENUES

It was explained that the fireworks sales fee and the junkyard license fee is generated by the town manager's office but should be included in the building inspection revenues. Mr. Manzi said the figure they are looking for approval on is \$106,700.

MOTION: Raymond Smith To move the revenues for

Second: Aboul B. Khan building inspection in
Unanimous amount of \$106,700.00.

Mr. Khan asked when the licenses expire for the fireworks licenses. Mr. Garand said those are handled through the selectmen's office and he believes the money is due in March. Mr. Khan would like to address the issue of the fees before renewal of licenses. Mr. Garand explained he does an inspection of the facilities each year at renewal time as does the fire department. Mr. Khan asked Mr. Garand to look at the fees and make a recommendation to the town manager so he can bring it to the Board. There was discussion on the fee that is charged to each business.

HEALTH DEPARTMENT - 410

Mr. Garand explained that this budget is the same as the building budget which includes half of his salary, the secretary salary and his assistant's salary. Mr. Garand explained the minor adjustments within this budget.

Mr. Manzi explained the increase is in the anticipation of retirement and SEA sick bonus.

Mr. Garand explained the prescription drug line item and said the previous town manager took this out but the line is there in case of an emergency and the need to hold a flu clinic in town.

MOTION: Raymond Smith To move the health
Second: Edward J. Hess, Jr. department budget in the
Unanimous amount of \$91,804.00.

HEALTH DEPARTMENT REVENUES

Mr. Garand explained how the revenues are collected. He anticipates an increase for fees to be addressed next year. He explained fees are charged based on square footage.

MOTION: Edward J. Hess, Jr. To move the health
Second: Raymond Smith department revenues in
Unanimous the amount of \$7,500.00.

WELFARE ADMINISTRATION - 470

Bonnie Armentrout was present for her budgets. She explained the variety of services she works with. She said there were 173 applicants that applied this year and only about 42 were not granted assistance due to variety of reasons including non-compliance.

Mr. Khan asked if Ms. Armentrout could make herself available for the human service agencies the next day.

There was discussion on the reduction of the welfare budget. Mr. Hess indicated there were some issues with the department when Ms. Armentrout first came on board but she has straightened those issues out and it is going well.

Mr. Khan asked for explanation on the increase to line 740. Ms. Armentrout explained it was for a safety counter in the office.

Ms. Armentrout said the only other difference in the budget is line 294 car allowance. She asked for \$4800 as a stipend but the town manager did not agree. She explained she uses her own personal vehicle and averages about \$100 every 2 weeks. Mr. Manzi said he was being fair to all and had cut things from other budgets and this is no different. He did indicate it wasn't that she didn't deserve it and had asked that she track her mileage and does a lot of travel.

MOTION: Edward J. Hess, Jr. To add \$3600 to line 294
Second: Raymond Smith
Unanimous

MOTION: Aboul B. Khan To increase line 220 to
Second: Raymond Smith \$4,611.00.
Unanimous

MOTION: Aboul B. Khan To increase line 231 to
Second: Raymond Smith \$2,707.00.
Unanimous

MOTION: Edward J. Hess, Jr. To move the welfare
Second: Raymond Smith administration budget in
Unanimous in the amount of
\$94,793.00.

WELFARE DEPARTMENT - 471

Ms. Armentrout explained this is the budget that actually pays out for the clients.

MOTION: Edward J. Hess, Jr. To move the welfare
Second: Raymond Smith department budget in the
Unanimous amount of \$102,950.00.

WELFARE DEPARTMENT REVENUES

Ms. Armentrout explained the sources of revenues for the department. She stated that it is hard to project as it can

take up to 10-years to get money from a lien that is placed on a property.

MOTION: Raymond Smith To move the welfare
Second: Edward J. Hess, Jr. revenues in the amount
Unanimous of \$1,500.00.

ASSESSING - 160

Angela Silva was present for her budget. She explained what her department does. They keep the inventory of the town as up to date as possible. She is asking for some additional funds to help move along the measure and relist of the properties in town.

Ms. Silva explained the increase in line 510 - other contract services. She said they are looking to get two more licenses for art view so the girls in her office will have access to view maps.

Mr. Hess questioned line 342 - programmers/tech advisors. Ms. Silva said this is the annual fee for the Vision program.

There was discussion on the TSOR that Ms. Silva's assistant receives when she is out.

Mr. Khan asked that she look at her budget to see if there is anything that can wait until 2015. He said all other budgets have been held to the 2013 budget or reduced but this one has increased. He would like to know if the items are essential.

There was discussion on line 390 - other professional services. Ms. Silva said this line was reduced from \$10K to \$5K and said it is needed in case she needs to hire a certified appraiser to defend her case if it goes to court. She only uses this money if it is needed.

MOTION: Edward J. Hess, Jr. To move the assessing
Second: Raymond Smith budget in the amount of
Unanimous \$344,848.00.

COMPUTER TECHNOLOGIES - 180

Brian Murphy was present for his budget.

Mr. Murphy explained what he does in his department and working with all of the departments for their computer needs. He explained the computer needs for departments have been shifted back to each individual department so he will only be addressing the needs that affect the departments as a whole.

There was discussion on line 343 - software & licensing. Mr. Khan asked Mr. Murphy who utilizes this software. Mr. Murphy said it includes Microsoft and Munismart, etc. Mr. Khan said when this position was created it was for \$120K and each year it has increase by \$40K or more and this budget looked bad due to the increases by equipment and software, etc. He feels it is artificially inflated as this budget affects all town departments.

There was discussion on bulk licensing. Mr. Murphy explained the costs of licensing and how the licenses work for the town. This would eliminate purchasing a computer with Microsoft on it and reduce the cost by about \$160 per unit. Mr. Manzi explained that over time they will see a savings and feels they will have a better product. Mr. Murphy explained the rest of the licenses and what the cost was that account for the \$74K.

Mr. Murphy explained the 2 new projects for 2014 he is looking to have implemented. Mr. Khan asked if these could wait for another year. Mr. Smith commented that a better plan would be to spread it out over a couple years. He also asked about the backup system. Mr. Manzi said if the board is looking to reduce costs he would recommend cutting the enterprise license and doc star management license.

Mr. Murphy explained the backup system, which utilizes an old server and a tape is made every night. Those tapes are then stored off-site so there is a record of the town's financial data. He said it is a very reliable system but is not the best backup system available. There was discussion on a new backup system and what the benefits would be.

The Board requested the 2 items discussed be put into the CIP as a warrant article. Mr. Khan feels it gains importance if it is in the CIP by the voters. Mr. Manzi said he would recommend adding \$10K to line 740 - new equipment if the Board eliminates these other 2 items. He said it is due to the fact that some equipment was not accounted for due to having new systems and licenses in place. This would still keep this budget under FY2013 budget.

There was discussion on how important the computer technology department is to keep the town running.

Mr. Khan mentioned the work Mr. Murphy had done at the police station for the dispatch center and the money that was saved utilizing his skills.

Mr. Murphy asked if they were cutting line 343 if they would consider increasing line 510 - other contract services as he reduced this due to the licensing needs.

MOTION: Edward J. Hess, Jr. To reduce line 343 to
Second: Raymond Smith \$30,400.00.
Unanimous

MOTION: Edward J. Hess, Jr. To increase line 510 to
Second: Raymond Smith \$15,600.00.
Unanimous

MOTION: Edward J. Hess, Jr. To increase line 740 to
Second: Raymond Smith \$36,000.00.
Unanimous

MOTION: Edward J. Hess, Jr. To move the computer
Second: Raymond Smith technology budget in the
Unanimous amount of \$184,702.00.

Board took a five minute break.

FINANCE DEPARTMENT - 130

Lilli Gilligan was present for her budget. Ms. Gilligan explained what her department does for the town. She discussed the RFP's she conducted to cut costs and improve services. Ms. Gilligan expressed her need for an assistant finance manager and why it hadn't been posted previously. She explained the cut made by the town manager for this position.

Ms. Gilligan explained the request in line 740 - new equipment. She said there is one computer that is running windows XP that needs to be replaced and a printer for the clerk. The printer is for checks that uses a special toner called microtoner and is very expensive.

Mr. Khan asked about the request for a full-time treasurer. Ms. Gilligan said if they hired a full-time assistant finance manager and kept the treasurer part-time it would cost \$8K more than increasing the treasurer to full-time and not filling the assistant position.

There was discussion on the cost of the auditing firm and the decrease in line 301.

MOTION: Edward J. Hess, Jr. To reduce line 215 to
Second: Raymond Smith \$1,384.00.
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 219 to
Second: Raymond Smith \$1,820.00.
Unanimous

MOTION: Edward J. Hess, Jr. To reduce line 245 to
Second: Raymond Smith \$1,600.00.
Unanimous

MOTION: Edward J. Hess, Jr. To move the finance
Second: Raymond Smith department budget at
Unanimous \$186,507.00.

TREASURER - 131

Oliver Carter was present for his budget. The main increase in the budget is the treasurer going to full-time status.

Mr. Carter explained his reasons for going to full-time in order to keep the department running efficiently. He explained when Suzanne Griggs was the deputy she worked in the finance department and did a lot of the treasurer work for him. Without that luxury he needs to process all that work. He said he does have a deputy within the town hall but she works in a different department.

Mr. Manzi said he agrees and recommends the treasurer be a full time position.

Mr. Hess asked if he would be working forty hours. Mr. Carter said he would and could put in up to 60 hours a week. Mr. Hess said ultimately it is left up to the voters.

Mr. Khan said if for any reason the budget does not pass he would like to have the money allocated within the default budget for a full time treasurer. He said it is up to the Board of Selectmen whether it is part-time or full-time.

Mr. Carter said the other increase in the budget is line 740 - new equipment and it is to upgrade the computer system.

MOTION: Raymond Smith To move the treasurer
Second: Aboul B. Khan department budget at
Unanimous \$98,909.00.

TREASURER REVENUES

MOTION: Raymond Smith To move the treasurer
Second: Aboul B. Khan revenues at
Unanimous \$120,000.00.

Mr. Khan asked that they try to do all of the budgets scheduled for Thursday is done in the morning and have the Town Manager's account on Thursday afternoon to clear the schedule on Friday. If they do not finish they will meet on Friday to finish the budgets.

MOTION: Raymond Smith To adjourn at 3:50PM.
Second: Edward J. Hess, Jr.
Unanimous

Meeting adjourned at 3:50PM.

Minutes taken by Kelly J. O'Connor

Approved and endorsed

Raymond Smith, Clerk

Date: _____