

TOWN OF SEABROOK

SELECTMEN'S MEETING

MAY 5, 2014

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

10:00AM

Mr. Hess opened the meeting at 10:07AM.

It was stated that the channel 22 equipment and room would be started tomorrow and the hope is to have completed by Friday.

**MEETING - MARY AYLWARD**

Ms. Aylward was present for this meeting regarding her water bill. Curtis Slayton Water Superintendent was also present.

Mr. Hess commented that Robert Brown is also having an issue with his water bill for Lower Collins Street and would like Mr. Slayton to look into it.

Mr. Smith said he has reviewed the report and said it appears that August and September are the heaviest months for water usage consistently going back to 2009.

Mr. Slayton said the water meters were not used until 2012 so they were working with the old system and those issues have been corrected. The bill is not affected by that year so Mr. Slayton said he wouldn't pay too much attention to that year. He explained the billing changed and they went to a tier system so the bill would have increased for those months due to this new system. Mr. Slayton said they have not gone through the summer months with the new meter to be able to compare to the previous year. Mr. Khan asked if the meter could be sent out to another company to be tested if the Board agrees.

There was discussion on the tier rate system and how it works. Mr. Hess asked that Mr. Slayton monitor the bill for July, August and September to see if the water usage is the same. If it is different they will address it at that time. This will allow time to monitor the new meter against the old meter.

MOTION: Aboul B. Khan  
Second: Edward J. Hess, Jr.  
Abstain: Raymond Smith

To deny the request at this time but to review the new meter for the Summer months and send the old meter to another company to test.

Mr. Khan asked when the Board meets with Mr. Slayton for his monthly could they address the service charge and look at putting it into the meter rate. Mr. Manzi said the Board can set the rates anyway they want. Mr. Slayton explained why they have the service charge.

Mr. Khan asked about the backflow tests and how the company is selected to do these tests. He said he feels the town can do the test and take the fee of \$45 as revenue and asked that this be looked at. Mr. Slayton suggested putting it out to bid for a lower rate with the town taking a cut of this rate. He said doing it in-house is not an option at this time due to manpower.

**ABATEMENT - 71 CYNTHIA CIRCLE**

Mr. Slayton said the ordinance does not allow for an abatement to run water to prevent pipes from freezing. Mr. Slayton said it was a tough winter but he has not had many requests with this type of situation.

<u>MOTION:</u> Aboul B. Khan	To deny the request at
Second: Raymond Smith	this time unless
Unanimous	additional information
	comes in.

**MONTHLY - FIRE DEPARTMENT**

Deputy Chief Lawrence "Koko" Perkins was present as the Fire Chief is on vacation. Deputy Chief Perkins went through the report (see attached).

Deputy Chief Perkins explained the construction they would be doing at the fire station if they get the grant from Homeland Security.

A donation from Sears for \$89 was received for the Local Hero Charity Campaign.

<u>MOTION:</u> Edward J. Hess, Jr.	To accept the donation
Second: Raymond Smith	of \$89.
Unanimous	

Mr. Hess asked about the inspections and the Deputy not having time to do them. He asked if they could have some training so they could help him out with the inspections. Deputy Perkins said it would be substantial cost to the town for the training and he wouldn't feel comfortable with them going out without the inspector I certification. There was discussion on the training and if an instructor could come to Seabrook. Deputy Perkins

said he would check into this and come back to the Board with the information.

Robie Beckman asked if there were any firework retail stores on Stard Road and Deputy Perkins said there is not.

Mr. Khan asked for an explanation on the radio system and grant. Deputy Perkins said the grant would come from homeland security and it would be a matching grant. The article approved was for \$75K and was for building maintenance. Mr. Khan feels this is going in a different direction and he cannot support. Mr. Manzi said without having all of the information it is hard for him to comment. Deputy Perkins said there would be \$100K spent in the building if this grant is received but agrees it is a gray area. Mr. Hess asked that the Board of Selectmen be informed of any grants going forward.

Deputy Fire Chief Lawrence Perkins left the meeting at 11:07AM.

#### **MONTHLY MEETING - POLICE CHIEF**

Police Chief Lee Bitomske was present for his monthly and briefly went through the report (see attached).

Chief Bitosmke reported that Officer Maloney graduated from the Police Academy. Road construction at Route 107 and Route 1 has started to pick up again for a short time. He said calls for service are up a little due to the new shopping center but he has no concerns at this time.

Chief Bitomske said the precinct building at the beach will be open again this summer and Officer Jim Deshais will be assigned.

Mr. Khan asked about the parking area for the boat ramp and how the new parking regulations will affect it. It was stated that the Board of Selectmen did not address this area but would need to before committing to the changes for next year.

Police Chief Lee Bitomske left the meeting at 11:15AM.

#### **PREVIOUS MINUTES - APRIL 11 PUBLIC, APRIL 21 NON-PUBLIC AND APRIL 24 PUBLIC**

MOTION:	Aboul B. Khan	To adopt the minutes of
Second:	Raymond Smith	4/11 public, 4/21 non-
Unanimous		public and 4/24 public.

#### **PREVIOUSLY SIGNED PERMITS**

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

MOTION: Aboul B. Khan To approve the permits.  
 Second: Raymond Smith  
 Unanimous

**4 ELDERLY EXEMPTIONS**

MOTION: Raymond Smith To approve and sign all  
 Second: Aboul B. Khan elderly exemptions.  
 Unanimous

**5 DISABILITY EXEMPTIONS**

MOTION: Raymond Smith To approve and sign all  
 Second: Aboul B. Khan disability exemptions.  
 Unanimous

**ABATEMENT**

Jeffrey Richter & Katielynn Franklin - 13 Birch Court - \$15

MOTION: Raymond Smith To approve and sign the  
 Second: Aboul B. Khan abatement.  
 Unanimous

**YIELD TAX LEVY - \$69**

MOTION: Aboul B. Khan To approve and sign the  
 Second: Raymond Smith yield tax levy.  
 Unanimous

**WATER SERVICE APPLICATIONS**

- Elidio Moreira - 25A Brooks Road Extension - \$400
- Elidio Moreira - 25B Brooks Road Extension - \$50
- Waterstone Retail - 570 Lafayette Road #1 - \$1200
- Waterstone Retail - 570 Lafayette Road #2 - \$1200
- Waterstone Retail - 570 Lafayette Road #3&4 - \$1200
- Waterstone Retail - 570 Lafayette Road #5&6 - \$1200
- Waterstone Retail - 570 Lafayette Road #7,8&9 - \$1200
- Waterstone Retail - 570 Lafayette Road #10 - \$1200
- Waterstone Retail - Provident Way Connection - \$700
- Waterstone Retail - Lafayette Road Connection - \$700

MOTION: Aboul B. Khan To approve and sign all  
 Second: Raymond Smith water applications for  
 Unanimous Lafayette Road units.

MOTION: Aboul B. Khan To approve and sign both  
 Second: Raymond Smith water applications for  
 Unanimous Provident Way and

Lafayette Road  
connections.

**SEWER SERVICE APPLICATIONS**

Elidio Moreira - 25 Brooks Road Extension - \$100

Waterstone Retail - 570 Lafayette Road - \$2200

MOTION: Aboul B. Khan To approve and sign both  
Second: Raymond Smith sewer applications.  
Unanimous

**BID AWARD ANNUAL AUDIT - PLODZIK & SANDERSON**

Mr. Manzi said both he and Carrie Fowler are recommending Plodzik & Sanderson for the annual audit. Ms. Fowler said they had the best timeline for the Town. She said it follows where she would like to see the department go this year as well as being able to set the tax rate in a more efficient manner. Mr. Manzi commented they would be more in line where the Town is accustomed to being.

Mr. Manzi said the independent audit is almost complete and the books will be brought up to current status for moving forward.

Mr. Hess said he has been observing the staff and everyone is working together and when something needs to get done they all pitch in and help one another.

MOTION: Raymond Smith To approve the bid award  
Second: Aboul B. Khan to Plodzik & Sanderson.  
Unanimous

**SURPLUS VEHICLE - DPW**

Mr. Hess said that going forward everything that is in the Town will be labeled and tracked.

Mr. Manzi said that surplus items were approved by the Board of Selectmen but within the past few years it was stopped. His intent going forward is to have the Board of Selectmen approve anything that is surplus. He said they need to look at the value threshold. The draft policy he submitted today includes a central purchasing agent.

Mr. Khan said the Town has had a policy that when one vehicle comes in another goes out. He asked if the policy address this. Mr. Manzi said he would look into it and report back to the Board.

Mr. Manzi explained the sealed bid process and said they would then award to the highest bidder.

There was discussion on moving vehicles between departments. The department would still need to surplus the item and then another department would have the opportunity to take ownership of that item.

MOTION: Aboul B. Khan To approve the surplus  
Second: Raymond Smith vehicle for DPW.  
Unanimous

**SELECTMEN'S POLICY - BEACH PARKING**

MOTION: Aboul B. Khan To approve the policy  
Second: Raymond Smith with the amendment for  
Unanimous no duplicate copies to  
be made.

**DRAFT POLICY - PURCHASING**

Mr. Manzi said he submitted a draft policy on centralized purchasing for the Board to review. He thanked Shaylia Marquis for her hard work in getting this policy drafted for the Board. Mr. Hess said that state has many bids out there that the Town can take advantage of that will save the Town money. Mr. Manzi said they would solicit for competitive bids even when it is below the threshold in order to get the best price.

Mr. Khan said this is a big item for the Board of Selectmen and the Town Manager. He would like some bullet items as to what this will do to change the Town from they are doing today and discuss it at the next meeting.

**APPOINTMENT - SCHOLARSHIP COMMITTEE - FRANCES EATON**

Mr. Hess read the letter from Vernon Small who has resigned from the committee. Mr. Hess thanked Mr. Small for all of his work on the committees and asked that the Board send a letter to him thanking him for his work.

MOTION: Aboul B. Khan To approve and sign the  
Second: Raymond Smith appointment.  
Unanimous

**INTENT TO CUT - ROCKS ROAD**

Mr. Khan requested the memo from the Code Enforcement Officer be included in the approval (see attached memo).

MOTION: Aboul B. Khan To approve and sign the

Second: Raymond Smith  
Unanimous

intent to cut with the conditions recommended by Code Enforcement Officer.

**JUNKYARD PERMIT**

Fogg's Auto Recycling - 45 Stard Road

Mr. Smith read the conditions into the minutes (see attached).

MOTION: Aboul B. Khan  
Second: Raymond Smith  
Unanimous

To table this item until owner agrees to the conditions recommended Code Enforcement.

**TAX EXEMPT STATUS**

Healing Rain Ministries - 49 New Zealand Road

Mr. Khan asked if the Town has other churches under this same exempt status. Mr. Manzi said he would look into this and get the information for the Board.

AngelJean asked if they had a federal tax exempt status on file with the Town. Mr. Manzi read the letter requesting the tax exempt status (see attached).

MOTION: Aboul B. Khan  
Second: Raymond Smith  
Unanimous

To table this item for further information.

**QUITCLAIM DEED - HILLSIDE CEMETERY**

Frank Walton - Section 28 Plot 16  
Kimberlee Hanley - Section 22 Plots 1 & 1A  
Deborah Wever - Section 28 Plot 15

MOTION: Aboul B. Khan  
Second: Raymond Smith  
Unanimous

To approve and sign all quitclaim deeds.

**PUBLIC HEARING - TRANSFER STATION FEES**

Mr. Hess read the memo into the record (see attached). It was stated these fees for would be for everyone (residential and commercial).

MOTION: Raymond Smith  
Second: Aboul B. Khan  
Unanimous

To approve holding a public hearing on the transfer station fees on May 19 at 10AM.

Board took a 5-minute break at 12:10PM. Board reconvened at 12:20PM.

Mr. Hess said he would like to hold a night meeting at the beach if they allow it. Mr. Smith said he has no problem with having a meeting at the beach but unless there is a specific purpose he would not be inclined to have it at night. Mr. Khan said he has no issue when they a meeting. There was discussion on the time for the meeting.

MOTION: Edward J. Hess, Jr. To hold a night meeting  
Second: Aboul B. Khan the 1<sup>st</sup> meeting in June  
Opposed: Raymond Smith at 6:30PM.

MOTION: Raymond Smith To establish meeting  
Second: Aboul B. Khan schedule for summer of  
Unanimous 1<sup>st</sup> & 3<sup>rd</sup> Monday in June  
and 3<sup>rd</sup> Monday in July,  
August & September.

**NON-PUBLIC SESSION**

MOTION: Raymond Smith To go into non-public  
Second: Aboul B. Khan session at 12:30PM under  
Motion passed RSA 91-A: 3, II, (a)  
personnel, (c) tax lien  
and welfare lien.

Roll call:  
Mr. Hess - yes  
Mr. Smith - yes  
Mr. Khan - yes

Board reconvened in public session at 2:58PM.

MOTION: Raymond Smith To adjourn the meeting  
Second: Aboul B. Khan at 2:58PM.  
Unanimous

Meeting adjourned at 2:58PM.  
Minutes taken by Kelly J. O'Connor

Approved and endorsed

\_\_\_\_\_  
Aboul B. Khan, Clerk

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