

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

PRESENT: Paula Wood, Cora Stockbridge, Don Hawkins, Dick Maguire, Gary Pitts, Peg Weare, and Aboul Khan

Meeting opened at 6 PM by P. Wood.

Minutes of 12/10/2009

C. Stockbridge stated that the following changes needed to be made on these minutes:

Page 1, Paragraph 2 – after the word decreased, add, “he is”

Page 1, Last Sentence – add, “put”

Motion: D. Hawkins Accept minutes with the two changes proposed by C.
Second: P. Weare Stockbridge
Yes: D. Hawkins, P. Weare, P. Wood, C. Stockbridge, G. Pitts and A. Khan
Abstain: D. Maguire

Minutes of 12/10/2009 accepted with changes.

Minutes of 12/17/2008 meeting will be held until the next scheduled Budget Committee meeting.

240 EMERGENCY MANAGEMENT

Joe Titone, Director of Emergency Management, appeared on behalf of this budget. He explained that this department deals with weather issues, nuclear drills/emergencies, hazardous materials situations and supports other departments. He stated that he relies on paid volunteers when needed. He said that he had requested \$66,000 from the State of NH to help offset the budget and received \$13,600.

D. Maguire asked about the shared secretary with the Fire Department and the health insurance cost.

J. Titone stated that he did share a secretary and that all the benefits came out of the Fire Department budget, he only covered half the salary.

D. Maguire asked about there being a vehicle allowance.

J. Titone said that the vehicle he had was now being used by the Water Department and he received a monthly stipend to offset the cost of using his personal vehicle.

D. Maguire questioned the 2.1 million dollars that the power plant gives to the State of NH. He wanted to know who was the overseer of this money. He questioned the money going to the towns within the 10-mile radius of the plant/

J. Titone advised it was Homeland Security/Emergency Management for the State of NH. He stated that they were asking for an accounting to see these issues.

D. Maguire pointed out that there was not much money sent to the community that hosts the power plant.

J. Titone said that Seabrook provides the most support for the power plant without funds for the support and services.

D. Maguire, to A. Khan, stated that the town and board of selectmen should look into the funding issues with the State of NH and make them more responsive to Seabrook's needs.

A. Khan stated that this would be brought up at the next Board of Selectmen's meeting.

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

P. Wood asked what funding the town had received from the State of NH in the past.
J. Titone said that it has ranged from \$8,000 to \$26,000 over the years. He stated that he would provide the board of selectmen with a copy of the budget proposal that he recently presented to the State of NH.

P. Weare asked about splitting the cost of the secretary.
J. Titone said that was done with the Fire Department.

C. Stockbridge questioned the health insurance being split between Emergency Management and the Fire Department.
D. Knowles, Finance Manager, stated that all benefits for that position were in the Fire Department budget.

C. Stockbridge questioned no money requested in the part-time employee line.
J. Titone said that money comes from the State of NH and if there is no money, there is no training.

A. Khan stated that Emergency Management had done a good job last year during the Ice Storm in December 2008.
J. Titone thanked him and said it was a team effort.

Motion: D. Maguire Recommend \$122,627 for Emergency Management
Second: G. Pitts
Yes: Unanimous

Budget Committee recommends \$122,627 for 240 Emergency Management 2010 Budget.

470 WELFARE ADMINISTRATION

Bonnie Armentrout, Welfare Director, appeared on behalf of this budget. She stated that this budget covers her running a one-woman office.

D. Maguire asked about the increase in the health insurance costs.
D. Knowles stated that was due to the 2010 rates.

Motion: D. Hawkins Recommend \$86,408 for Welfare Administration
Second: C. Stockbridge
Yes: Unanimous

Budget Committee recommends \$86,408 for 470 Welfare Administration 2010 Budget.

471 WELFARE DEPARTMENT

B. Armentrout appeared on behalf of this budget. She stated that this budget is to assist people in time of need. She said that the assistance is for today, tomorrow but not long term. She advised that this is only temporary assistance. She said that she believes that there will be an increase in 2010 for more assistance because other agencies are not getting funding.

P. Wood questioned level funding with the current economy.
B. Armentrout said that unemployment will begin to run out. She also advised that gasoline is higher due to the number of clients that need assistance to get to another agency to get the needed long-term help.

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

D. Hawkins asked what typical client assistance was.
B. Armentrout stated it was short-term assistance. She said that the people who come to see her are usually about to be evicted. She said that she will help with one month rental, if they are eligible, then refer them to Community Action to go to NH Housing.

D. Hawkins questioned rental assistance.
B. Armentrout said some of the assistance is to help with home foreclosures.

D. Hawkins questioned spending all the money given the large number requested for building rental. He said that she is good in referring people to other agencies and this would be hard to forecast a large need.

B. Armentrout stated she was not sure if she would reach the requested amount and agreed that it is hard to forecast.

P. Wood asked what would happen if other agencies did not get their requested funding.
B. Armentrout stated if she is dealing with an eviction she would try to work something out with the landlord.

D. Maguire said that he concurred with D. Hawkins with B. Armentrout doing a spectacular job. His question was whom does the Welfare Director answer to.
B. Armentrout stated that K. O'Connor deals with clients if she is out but she answers to the Town Manager. She pointed out that the Town Manager is also the Fair Hearings Officer if someone wants to dispute her decisions. She said that she can't involve the Town Manager with her decisions because of his being the Fair Hearings Officer. She said that she answers to the Town Manager and Board of Selectmen.

There was question about \$130,000 in the Building Rental line.

D. Knowles handed the Budget Committee members copies of the budget and actual numbers for this department for 2002 through 2009. She said that she was unsure where the \$130,000 figure came from.

D. Hawkins asked about what happened in 2005.
B. Armentrout stated that she was not working for the town at that time and she did rely on other agencies for help with building rental.

D. Maguire stated that the budget was commendable. He did feel that a reduction in this was in order.

C. Stockbridge stated that Welfare is legally mandated to be administered.

P. Wood said she is concerned with cutting any money given today's economy.
B. Armentrout stated that she tries to keep people in their apartments/rentals if she can.

D. Maguire stated that historically the figures showed no reason for the spike and feels that this budget could be reduced by \$29,000 to \$148,950.

B. Armentrout stated she was comfortable with that figure.

C. Stockbridge stated that if the money for this department the town has to find it somewhere.

Motion: D. Maguire Recommend \$148,950 for Welfare Administration
Second: D. Hawkins
Yes: Unanimous

Budget Committee recommends \$148,950 for 471 Welfare Administration 2010 Budget.

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

160 ASSESSING DEPARTMENT

Angie Silva, Assessing Department Head, appeared on behalf of this budget. She stated that the health insurance had increased. She said that the annual maintenance program for the Vision Appraisal program that has 10 licenses has increased.

D. Hawkins questioned the appraisal upgrades taking two years.
A. Silva stated it should begin in November 2010.

P. Wood asked about line 670 Books & Subscriptions increasing.
A. Silva said that there have been increases but there has been default budgets for a few years.

D. Maguire questioned line 510 Other Contract Services.
A. Silva stated that \$60,000 was for the first part of the appraisals that are mandated to be done by the State of NH every few years.

D. Maguire asked if the \$60,000 would be encumbered for the next year if the budget passes.
A. Silva stated that it would be with a contract and purchase order.

C. Stockbridge asked the Utility/Tech Appraisal.
A. Silva said that \$15,000 was for the power plant, \$15,000 for PSNH and \$10,000 for negotiation assistance.

D. Maguire asked about Utility/Tech Appraisal services.
A. Silva said that there are people who do this, however Sansoucy has been working with the Town of Seabrook for a long time and understands the system.

A. Khan asked if she shopped around for prices.
A. Silva stated that she could.

D. Hawkins asked what would happen if \$30,000 was taken out of the budget.
A. Silva stated she would have to ask for \$90,000 next year.

C. Stockbridge stated that she was not in favor of this cut because this project still has to be done in 20011. She feels that it would jam up the budget if the money is cut.

D. Maguire said that he did not feel this cut would jam up the budget. He said that the work was scheduled to begin in November 2011. He feels that the town could shop around for better prices.

P. Wood stated that this appraisal was mandatory work.

P. Weare stated that this work is not easy and does not believe that experience and cost can be matched.

D. Maguire stated that his motivation for a cut is not to find another company, but trying to reduce the budget and not put 50% of the cost in the budget this year.

A. Khan stated that department heads should be supported on their budgets but can still shop around for prices.

D. Hawkins stated that he thought the town required bids on items over a certain amount.
A. Khan stated that was correct but this cost was not contracted yet and only an estimate.

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

Motion: D. Maguire Recommend \$332,353 for Assessing Budget reducing \$30,000
Second: D. Hawkins for Vision Appraisal and maybe add it in 2011
Yes: D. Maguire, D. Hawkins and G. Pitts
No: C. Stockbridge, P. Wood, P. Weare and A. Khan

Motion does not pass.

Motion: P. Wood Recommend \$362,353 for Assessing Department
Second: A. Khan
Yes: P. Wood, A. Khan, P. Weare and C. Stockbridge
No: D. Hawkins, D. Maguire and G. Pitts

Budget Committee recommends \$362,353 for 160 Assessing Department 2010 Budget.

131 TOWN TREASURER

Oliver Carter, Jr., Treasurer, appeared on behalf of this budget.

D. Maguire asked if anything had been spent in 2009 in line 561 Meetings and Conferences.
O. Carter stated that was for the NH Government Finance Officers meetings.

D. Maguire asked about line 740 New Equipment.
O. Carter stated that was for a printer.

Motion: D. Hawkins Recommend \$22,280 Town Treasurer budget
Second: D. Maguire
Yes: Unanimous

Budget Committee recommends \$22,280 for 131 Town Treasurer 2010 Budget.

130 FINANCE DEPARTMENT

Debra Knowles, Finance Manager, appeared on behalf of this budget. She stated that there are five people in the Finance Department and that they handle payroll, accounts payable, accounts receivable, general ledger, financials and work with the auditors. She stated that there are 2 GASB reports that had to be done this year.

D. Hawkins asked what was considered a Capital Asset.
D. Knowles stated that was anything that was valued at \$10,000 or more and also had a life span of more than one year.

C. Stockbridge asked about the budget reduction of \$27,000.
D. Knowles stated that was part of the default budget.

D. Maguire questioned no money in line 112 Part Time.
D. Knowles stated that they had re-evaluated work loads in the department.

D. Maguire asked about he Assistant Finance Manager also being the Deputy Treasurer.
O. Carter stated that the Deputy Treasurer has been in that position for some time. He pointed out that the board of selectmen and town manager had changed the structure of the department and the two positions are being held by the same person.

D. Maguire asked if that person left the next one would automatically be in those positions.
O. Carter stated that the Deputy Treasurer position is dictated by state statute and is picked by the Treasurer.

**TOWN OF SEABROOK
BUDGET COMMITTEE
DECEMBER 29, 2009**

C. Stockbridge mentioned that the auditor's report had frowned on the same person in both positions.

D. Knowles stated that she and the town manager would be responding to that issue.

A. Khan asked when the auditor's report would be ready.

D. Knowles said that the 2008 draft was finished and they were looking for legal letter and town manager review. She thinks the final 2008 report will be ready by the end of January 2010.

Motion: P. Wood Recommend \$352,324 Finance Department budget
Second: C. Stockbridge
Yes: Unanimous

Budget Committee recommends \$352,324 130 Finance Department 2010 Budget.

P. Wood stated that she had met with the people from Virtual Town Hall for the new town website. She spoke to them about what should be included on the Budget Committee page. She said that she would get a printout of the page to all members so that everyone would have some input into the information.

Next meeting is Thursday, January 7, 2010 at 6PM.

Motion: P. Wood Adjourn
Second: C. Stockbridge
Yes: Unanimous

Meeting adjourned at 7:45PM.

Minutes taken by Jo-Anne Page

Signed: _____
Paula Wood, Chairman

Date: _____