

**TOWN OF SEABROOK
BUDGET COMMITTEE
NOVEMBER 12, 2009**

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

Meeting opened at 6:04PM by P. Wood.

D. Maguire handed out a list of points that he felt should be reviewed in regards to the memo from the Town Manager dated October 27, 2009 (See attached)

D. Maguire asked if the Board of Selectmen supported the same budget figures as the Town Manager.

A. Khan stated that was correct.

D. Maguire stated the following:

- Salary comparisons came from NH Local Government Center reports
- Solid Waste – needs to be looked at as far as cost versus privatization
- What makes use sure that we can cover the cost of all things?
- Understands the reasoning on budget
- Reduction of budget should show where cuts should be made
- We can make recommendations but the Board of Selectmen makes the spending decisions

B. Brenner stated the following:

- Comparison should look at services provided along with population
- Board of Selectmen & Department Heads have looked at fees
- Seabrook has an extremely high level of services offered to residents

C. Stockbridge stated the following:

- Board of Selectmen and Town Manager appear to have done a good job
- Default budget to the 2010 budget is approximately \$45,000 different
- Seabrook has grown and is fortunate to have water and sewer services
- Residents make the vote
- Can petition for Town Meeting
- Not saying that she is recommending all the budget
- We all have opinions on the budget
- The tax rate is also comprised of the school and county budgets
- The town tries to keep the budget low
- There have been studies on DPW in the past
- We do not want to see the taxes go up

D. Hawkins stated the following:

- There have been two default budgets recently
- The workers have gone multiple years without contracts
- The voters say spend less
- Reduction of services could be discussed

P. Wood stated the following:

- She has reviewed the budget book several times
- Would not recommend moving quickly through the process
- This is a bottom line budget and the Town Manager and Board of Selectmen spend as needs require
- Cuts to services should be at the Board of Selectmen level, not the Budget Committee
- She has personally suggested the Channel 22 funding issues and it can further be discussed at the 12/7 public hearing

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I. Eaton said he resents cutting services.

P. Wood pointed out the following:

There was a letter dated 10/20/09 to department heads for their budget numbers submitted to the town manager – this was for the original numbers they were presented
Intent of request was to receive department heads' original requests, not something created by Finance Department
They are looking for the original requests

B. Brenner stated the following:

Finance department put together the reports for Budget Committee with the original numbers from the department heads

C. Stockbridge stated they were looking for the original forms submitted by the department heads and it was hard to tell what the original requests were.

A. Khan stated that the Board of Selectmen voted not to authorize the Town Manager to supply this information.

P. Wood said that the RSA's allow the Budget Committee to receive this information.

A. Khan asked why the Finance Department put this together if it was requested of the department heads.

C. Stockbridge asked why a request had to have the Board of Selectmen approval.

A. Khan said that the Budget Committee can ask department heads and the Selectmen did not authorize the Finance Department to do this work. He said that he did not know this had been provided.

B. Brenner said that the department heads and Finance Department had done this together.

P. Wood said that she would like a copy of the original paperwork submitted to the Town Manager. She stated that she wanted to see the original requests.

J. Moore asked why this request was made.

D. Maguire stated that he would vote against this request because he did not feel the information would be different.

Motion:	P. Wood	Re-send the letter dated 10/12/2009 requesting budget
Second:	C. Stockbridge	information and add a note making it clear that the request Is for the department heads' original requests
Yes:	P. Wood, C. Stockbridge, and I. Eaton	
No:	D. Maguire, D. Hawkins, and A. Khan	
Abstain:	J. Moore, P. Weare and G. Pitts	

Motion does not pass.

230 Fire Department

Fire Chief Jeff Brown appeared on behalf of this request.

Chief Brown stated the following:

The department performs a variety of services
The perform mutual with towns in the area
Call volume has pretty much remained the same
Expect 5% increase in call volume
Calls for service are getting more serious

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Mutual aid calls are increasing
Total picture for budget is general fund versus revolving fund
Revenue is coming in from ambulance calls
The increase in budget is moving five people from the reserve list to the call firefighter list

D. Maguire asked who made the decision to increase the call firefighter list.
Chief Brown stated he did when he presented the budget to the Town Manager.

P. Weare asked if the call firefighters were qualified.
Chief Brown stated they were fully certified.

D. Hawkins pointed out that through the end of September 2009 they were \$45,000 under budget.
Chief Brown stated the increase is a real number of what he needs for next year. He also stated that he had increased the new equipment line because things need to be upgraded and standardized. He said that he wanted to phase in the equipment rather than purchase it all at once.

P. Wood asked if the thermal imaging camera was a donation. She also asked if there were any grants for this.
Chief Brown said it was a partial donation. He said that he is constantly applying for grants.

D. Hawkins asked what percentage of ambulance fees are recouped. He said that there was not a lot of upside in future money collected.
Chief Brown said approximately 60 percent is and that the other 40 percent usually do not require transport. He said that it all depends on the number of calls.

I. Eaton questioned the fire alarm system.
Chief Brown said that there are still four call boxes throughout the town.

C. Stockbridge questioned the following:
If the tuition/education money was coming from the revolving fund and why there was an increase
Why there was an increase in contractual services for \$4,800
If there would be a warrant article for the money from general fund to fund the ambulance

Chief Brown stated the following:
The increase was due to paramedic classes
Revenue was up and the billing company for ambulance fees gets 7%

B. Brenner said that the ambulance would probably be on the ballot.

C. Stockbridge stated that she did not understand the 2009 figures in the revolving account that were set when it was created.

B. Brenner stated that that was the proposal from Chief Brown on July 1, 2009.

C. Stockbridge asked for an explanation of the director's salary in the revolving account.
Chief Brown stated that was a misprint and it was overtime for callbacks.

C. Stockbridge wanted to know why there was not a big increase in health insurance.
Chief Brown stated it was because of the type of insurance and what the employee needed.

B. Brenner stated that there was a 7.3% increase on all insurance plans. He said that STD had decreased, LTD and Life Insurance had remained the same and there was a 5.5% increase in dental insurance.

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C. Stockbridge said that she would like to see the results of the insurance study committee.
B. Brenner said that they are still working on the study.

P. Weare asked about the maintenance for the gas pumps. She also questioned some of the line items only having \$1 in them.

Chief Brown stated they were working well. He said that was due to the fact that these lines were used less but needed to be kept active.

P. Wood asked about there being only \$1 in the mile line.

B. Brenner said that was because of the default budget.

P. Wood pointed out that not all default figures were actual.

B. Brenner stated that was as of a discussion with the Budget Committee.

D. Maguire asked if mileage for training would be coming from the revolving account.

Chief Brown said at some point it could.

Motion: I. Eaton Recommend \$2,785,892 for Fire Department Budget

Second: P. Wood

Yes: Unanimous

Budget Committee recommends \$2,785,892 for 230 Fire Department Budget for 2010.

D. Maguire stated that he was in support of this motion, however, he reserved the right to revisit this at a later date.

231 Fire Hire

Chief Brown stated that this was an account for details and training that was reimbursed. He pointed out that 99% of this was training at Seabrook Station.

D. Maguire asked if this would be spent by December. He also asked if this could be reduced.

Chief Brown said that there were two more training sessions before the end of the year. He said that it could be, but there were two major drills in 2010.

Motion: C. Stockbridge Recommend \$12,843 for Fire Hire Budget

Second: J. Moore

Yes: C. Stockbridge, J. Moore, P. Wood, I. Eaton, G. Pitts, P. Weare, A. Khan, and D. Hawkins

No: D. Maguire

Budget Committee recommends \$12,843 for 231 Fire Hire Budget for 2010.

P. Wood, to D. Maguire, asked if when budget were revisited the department heads would be invited.

D. Maguire stated that would depend on whether or not they chose to attend the public hearing.

235 Fire Station

Chief Brown pointed out that there was a \$5,000 increase in this budget for custodial supplies and cleaners.

C. Stockbridge asked about the justification for building maintenance.

Chief Brown stated it was for the overhead doors.

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Motion: P. Wood Recommend \$55,652 for Fire Station Budget
Second: I. Eaton
Yes: Unanimous

Budget Committee recommends \$55,652 for 235 Fire Station Budget for 2010.

Revenue

D. Hawkins asked if the \$7,500 for review of plans was authorized.
Chief Brown stated that the Planning Board had already approved and applicants would be notified that there would be a fee for review of plans.

B. Brenner stated that the Board of Selectmen set the fees after a public hearing.

D. Hawkins asked if the fees for the review should be for all departments who review the plans.
Chief Brown stated that the revenue they receive may be higher than projected.

D. Hawkins asked how the billing would be done.
Chief Brown stated that the Planning Board Secretary would collect at the time the plans were submitted.

Motion: P. Wood Recommend \$7,5000 for Revenue
Second: D. Hawkins
Yes: Unanimous

Budget Committee recommends Revenue Account.

Chief Brown stated that in the CIP there was a 2010 purchase of an ambulance from the ambulance fees.

D. Hawkins asked if this would be similar to the ladder truck spread out over three years in a separate warrant article.

B. Brenner said that there were several different ways to do this.

Chief Brown stated that he was hoping for impact fees at some point.

D. Maguire asked about the number of calls for the ladder truck this past year.
Chief Brown said that it was up this year at 60 calls and 20 mutual aid calls.

BUDGET COMMITTEE MEETING SUSPENDED FOR 10 MINUTES AT 8PM FOR A BREAK.

C. Stockbridge stated that 235 Revenue line had not been addressed.

Motion: C. Stockbridge Recommend \$17,803 for Revenue
Second: P. Wood
Yes: Unanimous

Budget Committee recommends \$17,803 for 235 Revenue Budget for 2010.

220 Police Department

Deputy Chief Lee Bitomske and Lieutenant Gallagher appeared on behalf of this budget.

Deputy Chief Bitomske stated that he appreciated being allowed to present this budget. He said that he had looked at last year's proposal and kept it in line for this year except for contractual items.

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D. Hawkins pointed out the following:

Current spending versus next year's proposal
Department head line was pretty much the same
Full time expense was jumped \$300,000

B. Brenner said that the current Chief's pay would remain the same and the STD had been used here this year.

Deputy Chief Bitomske stated the following:

There was money from Worker's Comp last year due to two injuries
One officer is overseas

C. Stockbridge asked if there were any added positions.

Deputy Chief Bitomske said there were no additional positions.

B. Brenner stated that the wages are listed and that overtime is almost expended due to turnover and disability.

D. Hawkins said that overtime is decreasing and there is a big increase in the full time line.

B. Brenner stated that it used to be Police Hire and is now in the Revolving Account.

D. Hawkins stated that there was \$150,000 in the Revolving Account.

B. Brenner stated that the detail pay is reimbursed by whoever hires the police detail.

P. Wood stated that should would like a printout to show the expenditures in 229 Police Hire for 2009.

D. Hawkins stated that there were 100's of thousands not accounted for.

B. Brenner stated that there was \$227,000 in Police Hire for 2009. He said that the details are less likely now because of the economy.

D. Hawkins asked to have Finance Manager Debra Knowles show detail figures with all the full time employees so they could look at 2009 versus 2010.

C. Stockbridge said that the Police Hire/Revolving Account was remote from the Operating Budget.

D. Hawkins said that they only had six months in the Police Hire budget and the rest was in the Revolving Account. He wanted to see the rate of spending today versus the request. He also said there was a large increase in the part-time employees.

B. Brenner pointed out the printout of the default budget.

C. Stockbridge stated that the number of overtime hours was down.

Deputy Chief Bitomske said that the default numbers were used.

C. Stockbridge stated that the health insurance costs were up in the Police Department \$210,675.

Deputy Chief Bitomske stated that was due to health and NH Retirement.

C. Stockbridge said that FICA numbers were fluctuating.

B. Brenner said that the only change in this budget was based on compensation.

C. Stockbridge asked what "All In One" was under Other Professional Services.

Deputy Chief Bitomske stated this was for dry cleaning of blankets for the prisoners.

C. Stockbridge asked about the following:

\$10,000 for vehicle maintenance
How many vehicles
Lease to purchase vehicles – 2 still have a couple more years

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Why so many new cameras
First and second floor offices
Any discussion on sending someone to the Drug Task Force
If they were no longer in the task force why not asked to budget that person

Deputy Chief Bitomske said:

He went with last year's numbers for maintenance
He listed all the department vehicles
Police Department is running 24/7 and equipment is always in need of replacement
They wanted to supply each officer with a digital camera
Services is on second floor and officers are on first floor
There was some discussion the task force
He was not sure on the budgeting for a person for the task force

P. Weare asked if the department had a dog.

Deputy Chief Bitomske said a dog was assigned to one officer.

P. Wood stated the following:

If the voter's voted in new vehicles \$35,000 should not be needed for maintenance
Is there a bid process on the vehicle maintenance

Deputy Chief Bitomske replied:

The voters did not always approve the new vehicles
There is a lot of wear and tear on the vehicles as they are used 24/7
Right now Sullivan Tire has the government pricing

D. Maguire revisited the health insurance stating there was a \$90,000 gap.

D. Knowles said that there were vacancies that did not go into the budget.

D. Maguire questioned the following:

Fill time contractual for patrol sergeant
What is the town's exposure of all employees bought back sick time
400 hours of part-time
Overtime line also shows beach patrol
Memorial Day to Labor Day coverage
Boat coverage
Is the boat used
Is there a regular boat schedule
10 paid holidays

Deputy Chief Bitomske said:

This is when the senior patrolmen is in charge where no sergeant is on shift
The cost of buy back could be large
Those hours are part-time patrol for beach coverage in the summer
Overtime is if a full-time officer fills the shift
Memorial Day to Labor Day all shifts have to be filled
Summer in the harbor and beach front and for training
There have been a few calls where the boat was needed
No regular schedule for boat patrol

B. Brenner read the scheduled holidays and explained the procedure for payment.

D. Maguire asked about the following:

Lease on motorcycle
International Conferences for Police Chief and Chaplain

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Deputy Chief Bitomske stated:
Motorcycle leased yearly
Locations of the conferences changes yearly

D. Maguire stated he did not feel comfortable with today's economy sending people to International Conferences.

Motion: D. Maguire Reduce Police Department budget by \$15,000
Second: D. Hawkins
Yes: D. Maguire, D. Hawkins and G. Pitts
No: A. Khan, J. Moore, P. Wood, I. Eaton and P. Weare
Present: C. Stockbridge

Motion did not pass.

Motion: I. Eaton Recommend \$3,414,303 for Police Department Budget
Second: A. Khan
Yes: I. Eaton, A. Khan, P. Wood, J. Moore, G. Pitts and P. Weare
No: C. Stockbridge, D. Maguire and D. Hawkins

Budget Committee recommends \$3,414,303 for 220 Police Department Budget for 2010.

225 Police Station

Deputy Chief Bitomske stated that this was completely the same as last year with the contractual items added in.

P. Wood asked about the overtime.
Deputy Chief Bitomske stated it was the same as last year.

D. Hawkins questioned duties and using outside services.
Deputy Chief Bitomske stated that it was building maintenance inside and outside. He pointed out that this is a union position.

D. Maguire suggested combining lines 490 and 651 in the future and asked if the new equipment line was new or replacements.
Deputy Chief Bitomske said that two of the three were replacements.

Motion: P. Wood Recommend \$144,715 for Police Station Budget
Second: I. Eaton
Yes: P. Wood, I. Eaton, A. Khan, J. Moore, D. Hawkins, G. Pitts and P. Weare
No: C. Stockbridge

Budget Committee recommends \$144,715 for 225 Police Station Budget for 2010.

229 Police Hire/Revolving Account

C. Stockbridge stated the following:
July 1, 2009 \$173,710 was transferred from budget to revolving account
\$227,420 – transferred where
How transfer done
What remains in 229
Is money used to base tax rate
\$184,000 in 229 and \$113,000 to revolving account

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B. Brenner stated:

Nothing transferred – expenditures to this line only
Department set up budget
Revolving account is 7/1/9 to 12/31/9
Money from general fund to revolving account
Expense of \$44,000 from 1/1/8 through 6/30/9
Balance of \$184,000
Rate set at town meeting – this account has nothing to do with the tax rate
Original Police Hire had \$227,420 – amount spent as of 6/30/9 was \$43,753 and the remaining \$184,000 to revolving account on 7/1/9

P. Wood pointed out that there is \$184,000 in the Police Hire budget now. Would like a printout of Police Hire 229 as of June 30, 2009.

B. Brenner said that was correct but would go for the bottom line budget in general fund, not for details. He said he would get a printout.

C. Stockbridge asked about the administrative fees.

B. Brenner said they are in the revolving account and general fund.

P. Wood asked if at the end of the year 25% going to the general fund would need a vote.

B. Brenner stated that by the RSA's the Board of Selectmen can do this.

C. Stockbridge stated that she did not feel the Revolving Account was set up correctly. She does not agree with the increase in detail pay.

D. Hawkins asked if the person asking for the detail officer made the decision of police cruiser or personal vehicle.

Deputy Chief Bitomske stated that decision was made at the time of the detail.

220 Revenue

P. Wood asked if the \$50,000 was a percentage of the school resource officer pay.

J. Moore stated that was the salary for the officer.

Motion: P. Wood Recommend \$59,000 Police Revenue
Second: D. Maguire
Yes: Unanimous

Budget Committee recommends \$59,000 for Police Revenue for 2010.

420 Animal Control

P. Wood questioned the office supply line for 2009. She questioned film in the photography supply line.

Deputy Chief Bitomske stated it was the same for 2009 and 2010. He stated that the Animal Control Officer still uses a 35 mm camera.

Motion: J. Moore Recommend \$74,260 for Animal Control budget
Second: P. Wood
Yes: Unanimous

Budget Committee recommends \$74,260 for 420 Animal Control Budget for 2010.

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CIP

Deputy Chief Bitomske stated that the thought is to replace three cruisers and office equipment over the next few years.

B. Brenner stated that the cruisers were on the 2009 warrant and turned down by the voters. He said that the department is behind on replacing the fleet.

D. Hawkins questioned the mileage on the vehicles at the end of their life.
Deputy Chief Bitomske stated that they are well over 100,000 miles.

P. Wood passed out an email that she had and read it into the record regarding the school vote on December 2nd. (See attached)

D. Maguire stated that this issue is not part of the Committee and there should be no action taken.

C. Stockbridge asked J. Moore if the first Wednesday of the month was the usual Parent/Teacher Meetings.

J. Moore stated he was not sure.

Motion: D. Maguire Adjourn
Second: J. Moore
Yes: Unanimous

Meeting adjourned at 10:00 PM.

Minutes taken by Jo-Anne Page

Signed: _____
Paula Wood, Chairman

Date: _____