

TOWN OF SEABROOK

SELECTMEN'S MEETING

AUGUST 18, 2014

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

10:00AM

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

**MEETING - FIREMEN ASSOCIATION**

Charles Bagley and Charles Brown were present for this meeting.

Mr. Bagley said they need some help with the plowing of the right of way. The association gave the town the right of way for the water tower and generator.

Mr. Khan said he and the town manager went to the site and spoke to the water department personnel and he feels that this request is valid. Mr. Manzi said they need to map out where the right of way is so to delineate for plowing and he will need a little more time to accomplish this task.

Mr. Hess said it was he and Charlie Bagley that brought this to the town manager. He understands the generator is not within the right of way but a little plowing towards this would be greatly appreciated. Mr. Manzi said he should have this done and before the Selectmen at the next scheduled meeting.

Mr. Smith asked if they could get some feedback from John Starkey. Mr. Manzi said he would have Mr. Starkey present at the next meeting.

MOTION: Aboul B. Khan To table this item until  
Second: Raymond Smith the next meeting.  
Unanimous

**MONTHLY MEETING - POLICE CHIEF**

Chief Lee Bitomske was present for his monthly report (see attached).

Chief Bitomske said calls for service are up over 10,000 and they have taken in \$5K in parking tickets.

Police Details - they are looking to increase the cruiser fee from \$7.50 to \$10 and the administrative fee from 35% to \$20 per hour.

There was discussion on the speed limit signs on River Street and what the DPW has done. Mr. Smith said he has been talking with the State DOT and the lowest speed they can reduce to is 25MPH unless it is within a school zone. Chief Bitomske explained the lowest speed they can enforce is 25MPH but they can do a suggested speed down to about 10MPH.

Mr. Manzi commented back on the police detail fees and said the administrative fee he is recommending is 50% and this would be on the total fee of the detail.

Transformer - the move is going well and they have another move tomorrow night. The State Police are assisting and the fire department is involved as well. Fire Chief Strangman said they have an ambulance at the beach but have not had a fire truck. He said they would get down to the beach by way of Hampton or Salisbury if necessary.

#### **D'ALESSANDRO FUND REQUEST**

Chief Bitomske said he is requesting a couple pieces of equipment. Mr. Hess asked if any grants could be applied for. Chief Bitomske said there are no grant funds available for this equipment. He said if they continue to look for grants it prolongs not having this equipment.

Brian Murphy was present at this time and explained the need for a new server. He said the server was purchased in 2009 and is in need of an upgrade. He would have put it in his budget for next year so it is just coming a few months early. Mr. Murphy said there wasn't a classic competitive bid process for this server but this company gave us a temporary server when ours failed. Mr. Manzi said it doesn't qualify to go out for advertised bids but we will get a few quotes to compare when making this purchase.

Chief Bitomske said his next request is for cameras to be put in the cruisers, which he has been talking about for the past couple years. He is comfortable with the product that is going to be discussed and is happy to recommend it to the taxpayers and Board of Selectmen. He said based on what has been going on within the department he thinks this is going to get the department on target and will help to protect the public and the officers. He hopes this will also help to reduce the town's liability. Mr. Manzi said the town has \$25K threshold and must go out to bid by advertisement. He said he would have a discussion with the Chief after this meeting. Mr. Manzi said after the Selectmen approves the request for funding he will

work with the Chief to devise the procurement which will go by the policy.

**MEETING - WATCHGUARD**

Kevin Coughlin presented this product to the Selectmen. He briefly went over the company history and said he has the New England territory. He said this product accounts for about a third in the country. He showed the presentation and went over the quality of the camera and sound of the video. He said both the camera and display are mounted out of the way so as to not block the officer's view.

There was discussion on the amount of hours it can record. Mr. Coughlin said they are never the least expensive but never the most expensive. He feels they are getting a quality product and the company puts in a lot of funds to get the best product. When an officer starts the cruiser the camera passively records but when the officer hits the lights it is a triggered recording and this is the only recording that gets downloaded to the station.

Mr. Smith asked if you can download the 8-hour shift. Mr. Coughlin said you wouldn't want to download an 8-hour shift but you could if you needed to. He said this would be a large file but you would have the capability to go back and record it after the fact which is considered the "family jewel" of their product.

Mr. Khan asked if the officers are aware of this product. Chief Bitomske said for the most part yes they are aware it could be a future item of the department. Training will be provided to the officers when the equipment is purchased.

Mr. Coughlin said the company offers a 6-month money back guarantee if the town is not happy with the product. There is a toll free 24-hour service and most problems can be resolved phone. He said service hours are 8AM-6PM EST and after hours you leave a message but there is an emergency number that goes to a cell phone.

Chief Bitomske said compared to other products he feels this is the best product and would not be presenting to the Selectmen if he didn't feel so. Mr. Khan asked if the company would loan out the equipment to the department to test while going through the bidding process. Mr. Coughlin said they would loan one and have done so numerous times with other towns. The expectation is the system would last about 7 years before it is outdated.

Mr. Manzi commented that they would work out a bid spec and advertise as required.

Angeljean asked for the cost of the system. Chief Bitomske said for the camera system it is \$43,915 for 7 systems and would go into every marked cruiser. Mr. Coughlin said it does also include a back camera. There is software to be purchased to organize the videos that are downloaded. Mr. Murphy said they would have to purchase additional storage space and these things would be needed no matter what system they purchased.

Mr. Khan asked what would be the annual maintenance cost for the system. Mr. Coughlin said the warranty cost is \$100/car for the first year; \$200/car for second year; \$325/car for the third year and \$450/car after third year. If town pays for warranty upfront the cost is \$1000/car for a 5-year warranty.

MOTION: Aboul B. Khan To approve \$15,210 for  
Second: Raymond Smith the purchase of a  
Unanimous server.

MOTION: Raymond Smith To approve \$43,915 for  
the purpose to purchase  
the cameras for the  
cruisers.

Mr. Hess said he would not vote for this due to the policy the town has to go out to bid.

Second: Aboul B. Khan  
Unanimous

Board took a 5-minute break at 11:21AM. Board reconvened at 11:40AM.

#### **MONTHLY MEETING - FIRE CHIEF**

Chief Everett Strangman was present for his monthly report (see attached). He briefly went through his report. No questions were asked at this time.

#### **PREVIOUS MINUTES - JULY 21 & 23 PUBLIC**

MOTION: Raymond Smith To adopt the minutes of  
Second: Aboul B. Khan 7/21 & 7/23 public.  
Unanimous

#### **PREVIOUSLY SIGNED PERMITS**

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

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

**MS-1 EXTENSION FORM**

Mr. Manzi said this is a request from the Assessor so that she can file the assessment for the town and he concurs with her recommendation.

MOTION: Aboul B. Khan To approve and sign the  
Second: Raymond Smith MS-1 Extension Form.  
Unanimous

**2013 TAX ABATEMENT REFUNDS**

Blanchard Family Trust - 103 Farm Lane - \$809  
Yankee Greyhound Racing - 319 Route 107 - \$54,227

Ms. Silva was present for discussion on Yankee Greyhound. She said she been speaking with the owners who have been trying to sell the property but not able to. The market data was submitted and she has reviewed. She said there is money put aside to cover this refund for 2013 and then the value would be lowered for 2014.

Mr. Manzi commented there was no independent appraisal done but it is fair to say that the amount of dollars is a function of the value and unfortunately for the town it is not what it used to be. He said if an independent value was done we might find that the value is much lower then we have here before us today. He stated there are some zoning challenges in that area as well.

Mr. Khan requested that when doing the budgets everyone should be aware of this and that the assessments and tax base are going down quite a bit. If the town doesn't approve this they will appeal it and it will cost the town additional money.

Ms. Silva commented that she has spent a few weeks looking at the market and what was submitted by the owners before making her recommendation.

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

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

**ABATEMENTS/REFUNDS**

Elizabeth Marquis - 33A Boynton Lane - \$16.30  
Seabrook Beach Cooperative - 25 Perkins Avenue - \$373.79  
ASKJA Real Estate Holdings LLC - Chevy Chase Road - \$30

MOTION: Aboul B. Khan To approve and sign all  
Second: Raymond Smith abatements/refunds.  
Unanimous

**WATER SERVICE APPLICATIONS**

Thomas Flinn - 10 Dows Lane  
Shirley Clocher - 21 Raymond Drive  
Richard Christopher - 19 Fowlers Court  
Leo Stephen - 159 Walton Road

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

Mr. Smith requested the number of applications approved for water service this year.

**SEWER SERVICE APPLICATION**

Patten for Property LLC - 11&13 Moore's Lane

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

**2 ELDERLY EXEMPTIONS**

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

**QUITCLAIM DEEDS - HILLSIDE CEMETERY**

Thomas Poulin - Section 22 Plots 1&1A  
Virginia Call - Section 31 Plots 25&26

MOTION: Aboul B. Khan To approve and sign both  
Second: Raymond Smith quitclaim deeds.  
Unanimous

**APPOINTMENT - ZONING BOARD ALTERNATE - MARK PRESTON**

MOTION: Raymond Smith To approve and sign the  
Second: Aboul B. Khan appointment for Mark  
Unanimous Preston as alternate ZBA

**MANAGEMENT REVIEW RESPONSE**

Mr. Manzi said the management study was presented to the Board of Selectmen and his response to their findings. He said the Selectmen have adopted some of the findings before it was presented to Board such as the purchasing policy, IT policy and a draft of the new personnel policy. The financial reporting has changed a lot and Mr. Manzi said the reconciliations are caught up and the Selectmen will receive revenue, expenditure and a cash flow analysis report on a monthly basis. He said it does not look like the Selectmen will need to apply for a TAN this year.

Mr. Manzi said there is a credit card policy but he is looking to update it. He said the treasurer is looking into a "p-card" system and has met with the bank and Carrie Fowler on this. The cards will be distributed by employee not departments and all store credit cards will go away. He commented there is a cash back component to the town with this system.

The report says that all job descriptions are stale or incomplete and Mr. Manzi agrees. He is looking into a human resource package so that job descriptions can be digitized rather than paper. Timesheets are currently manual and it would be nice to have those digitized as well. Annual evaluations are not done and should be considered a best practice but should not be implemented unless it is bargained for with the unions.

Petty cash accounts are not accounted for. The finance department has pulled in all of the accounts and is now managing them in the accounting system.

Mr. Khan requested the Selectmen read this report in its entirety and discuss at the next meeting.

Mr. Manzi said he agrees with the ambulance fund and will be recommending separating the two at the next budget cycle.

Mr. Smith commented that it seems as though a lot of this is updating policies and feels as though we have done a lot to accomplish this. Mr. Manzi said he is looking to review the internal control policy and possibly update. In order to finish this task he is looking at a six month timeframe.

MOTION: Aboul B. Khan

Second: Raymond Smith

Unanimous

To table this item until  
the next meeting.

Mr. Hess said he received a letter from the State of NH on the budget for emergency management. He said we have received \$27K while other towns receive over \$100K. With a power plant in town he thinks something should change but Joe Titone said this is all the town is going to get. Mr. Hess said the town is also receiving a highway block grant in the amount of up to \$149K.

Senator Stile was recognized for being at the meeting today and was thanked for all the work she has done.

Mr. Smith said he attended the memorial for Ted Pickard and said it went well.

Mr. Khan commented that he attended the memorial as well and also the Jr. Miss Seabrook pageant where they presented a plaque to Margaret Fogg. He said Ms. Fogg served 30 years with 28 years being chairman of the committee. He commented he was happy to be at the ceremony as it was a very moving ceremony.

Mr. Khan said he also attended a ribbon cutting ceremony at the DDR project. He said he realizes a lot of people are suffering with the traffic congestion and the town manager has an update. Mr. Manzi said the State of NH has sent out notices to the property owners to secure property for the widening of Route 1.

Mr. Khan said he would like to have the speed signs looked at and set up due to the traffic congestion. He said he thinks people are trying to make up time after sitting in the traffic.

Mark Kaiser spoke about Beckman Woods and the drainage issue they are experiencing. Mr. Manzi said John Starkey is working with the engineer Jim Kerivan on this issue. There is a punch list of items to be completed before the town will accept this as a town road. Mr. Khan explained that the Selectmen would not accept the road until everyone is completely satisfied that the road is completed to specification. He advised Mr. Kaiser to speak with the planning board secretary to be on the next agenda. Mr. Manzi said he would pose the question to Mr. Starkey about the final paving and where it stands.

#### **NON-PUBLIC SESSION**

MOTION: Raymond Smith  
Second: Aboul B. Khan  
Unanimous

To go into non-public session at 12:45PM under RSA 91-A:3, II (a) personnel and (c) welfare liens.

Roll call:

Mr. Hess - yes  
Mr. Smith - yes  
Mr. Khan - yes

Board reconvened in public session at 2:45PM.

Meeting adjourned at 2:45PM.

Minutes taken by Kelly J. O'Connor

Approved and endorsed

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

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