

TOWN OF SEABROOK

BUDGET MEETING

NOVEMBER 20, 2008

Present: Don Hawkins
Peg Weare
Paula Wood
Richard Maguire
Aboul B. Khan
Ivan Eaton
Barry Brenner

6:00PM

Mr. Hawkins opened the meeting at 6:03PM.

Ms. Wood said she had received a copy of the yellow lined paper she spoke of last week. She will share the information later via copies to each member.

CONSERVATION COMMISSION - 430

Sue Foote was present for this budget. She gave a brief overview of the projects they are working on and what the charge of the commission is. The majority of the expenses come from the Conservation Commission Fund.

Michelle Heywood arrived at 6:10PM.

There was general discussion on whether a line item needs to reflect \$1 to keep it open. Mr. Brenner said only if the computer software requires it and ours does not.

Mr. Maguire asked why the increase in lines 112 & 140. Ms. Foote explained some due to going to a default budget. The recording secretary was a part-time employee and not a full-time employee so receives overtime rate.

Mr. Maguire asked if the Town would be subscribing to a website service. Mr. Brenner said he is looking into it. Ms. Foote said she came up with a figure by taking the cost and dividing it among all departments. Mr. Brenner explained the Town's website and that it is not being utilized to the full extent. Ms. Foote said they are mandated by the State to put information on a public website to comply with the grants. There was general discussion over using virtual town hall services.

MOTION: Don Hawkins To move the figure of
Second: Richard Maguire \$5,592.00.
Opposed: Paula Wood

Ms. Wood is opposed, as she would like more information on the webpage.

PLANNING BOARD - 170

Sue Foote was present for this budget. She gave an overview of the projects. She also said they were victorious over the DDR project, however they cannot recover the \$32K it cost to win the case. She explained the office is responsible for the land use regulations. It is a busy office and is getting busier with the new regulations and mandates that must be done.

Ms. Wood questioned why the part-time and overtime line items are up by 51%. Ms. Foote said the employee received about 75 hours in overtime. She explained the need for the employee to work the hours. The increase in the part-time line truly reflects the hours it takes to run the office. The cost increase is due to the hours and a step increase the employee receives.

Ms. Weare questioned if the employee works 32(+) hours shouldn't she be considered full-time. Mr. Khan commented that Ms. Foote did come to the Selectmen and asked to increase the position to full-time. The Selectmen did not agree at this time with the economy situation. This would be something they would look at in the future.

Mr. Hawkins discussed how the planning board looked at charging application fees to recover costs. He said the work is based on the type of projects that comes in. Ms. Foote said they are working on rates for all types and sizes of projects.

Mr. Brenner commented that the Town historically hired part-time employees who did full-time work.

Ms. Wood asked if the planning board is working on article for impact fees. Ms. Foote said no and that the bulk of the impact fees should have been done 25-years ago. She explained if fees are not used within 6-years the money has to be returned. Impact fees cannot be assessed for equipment we already have. Can only be assessed for new capital. It cannot be used to hire employees. Ms. Foote said it couldn't be specified only to businesses it has to be across the board.

Mr. Eaton asked if the employee who is working full-time but only paid as a part-time employee goes to the state labor board where does it leave the Town. Mr. Brenner said it has been past practice of the Town to hire part-time. All employees including part-timers who work more than 40-hours per week get paid overtime.

Mr. Hawkins said he would be abstaining on this budget as he worked on putting the budget together.

MOTION: Michelle Heywood To move the figure of
Second: Aboul B. Khan \$79,745.00.
Opposed: Paula Wood
Present: Ivan Eaton
Motion passed.

Committee took a 5-minute break at 7:07PM.
Committee reconvened at 7:15PM.

RECREATION DEPARTMENT - 460

Sandy Beaudoin was present for her budget. She went over the department and the service offered. The only program that is not run through the recreation department is baseball and it has been like that since day 1. She said they do budget for \$6K to run this program.

Mr. Hawkins asked if statistical data is kept on the programs and which ones decrease or increase. Ms. Beaudoin said they have all increased in some way but it is hard to track, as there are multiple programs at one time.

Ms. Beaudoin said she has received good positive feedback on the teen adventure leadership program that is run by Forest Carter Jr.

Ms. Beaudoin handed out a revenue sheet to the committee. Mr. Hawkins asked about the revenue for next year. Ms. Beaudoin said last year it was \$71K. Projection for 2009 is \$55K.

Ms. Wood questioned the health insurance costs and the fact they decreased and there is no justification. Ms. Beaudoin said it all depends on the employee on which plan they choose. There was general discussion on how the numbers were derived, as this is a contractual item. Mr. Brenner said the numbers for the 2009 budget are accurate and he cannot speak to the numbers for 2008. Mrs. Wood commented again why this is why she is not comfortable working on the 2009 budget with questions unanswered from the 2008 budget.

Mr. Hawkins commented that the 2008 numbers are what they are and cannot be changed. He believes the focus should be on the 2009 budget and making sure the numbers are accurate.

Ms. Heywood asked why line 440 was increased by the Selectmen from what the Town Manager recommended. Mr. Brenner explained

it is due to a warrant article that passed in 2008 and to be funded by surplus funds. He said you must show the expenditure but a transfer from the surplus fund balance would offset it.

Mr. Eaton commented that is with the chairman 100% to move forward with the 2009 budget. Mrs. Wood said she too would like to move forward but has asked for the information and has now found 4 sheets of information and hope that it all will turn up somewhere.

Mr. Maguire said the revenues have not increased as much as the expenditures. He would ask in the future that the number of attendees be kept to see that the services are in demand.

Mr. Hawkins commented that the recreation center is under budget by \$39K and asked if she though she would spend the \$39K plus the \$16K the budget increased for 2009. Ms. Beaudoin explained they are over budget on the full-time line item but has some expenses coming in by the end of the year. Also the departments were asked not to make purchases if not essential.

There was general discussion on whether this budget should increase or be kept the same as last year. Ms. Wood said she for one would not support decreasing the budget. Ms. Weare agrees it should be kept as is. Mr. Eaton commented about the salary being high and using other lines to cover and he doesn't like that but agreed the programs are excellent. Ms. Beaudoin explained how they have used part-time employees to run the programs rather than contract them out.

Mr. Maguire believes if looking to hold the line this would be the type of budget to look at.

Mr. Khan said he asked a lot of hard questions of Ms. Beaudoin during the Selectmen's session and he fully supports this budget.

MOTION: Michelle Heywood To move the figure of
Second: Paula Wood \$547,196.00.

Opposed: Don Hawkins & Richard Maguire

Mr. Hawkins said he is opposed not because of the programs only looking at it as discretionary. Ms. Beaudoin said she could look at increasing the user fees.

MEMORIAL DAY - 462

Sandy Beaudoin was present for her budget. She said the increase is to add a second band.

MOTION: Paula Wood To move the figure of
Second: Ivan Eaton \$9,362.00.

Mr. Maguire asked if any more money would be expended from this account. Ms. Beaudoin said she would have to check not sure if there is any outstanding bills.

Unanimous

OLD HOME DAYS - 463

Sandy Beaudoin was present for her budget. She said the increase is to repair the stage.

MOTION: Ivan Eaton To move the figure of
Second: Paula Wood \$23,064.00.

Unanimous

COMMUNITY CENTER - 465

Sandy Beaudoin was present for her budget. She said the increase in electricity is due to the air condition approved at 2008 Town Meeting. She gave a handout on the utility expenses. Mr. Brenner said the air condition is not a priority at this time but he will have the specifications for April. Mr. Hawkins asked what happens if we go to a default budget. Mr. Brenner said we would have an air conditioning unit but it could not be run, as it is a change in equipment/service then what we have in the current fiscal year.

The part-time employee line increase is due to having the current employee work 20 weeks per year versus the 16 as it is currently.

Mr. Maguire commented there are some discrepancies with the electricity between the sheet handed out and the actual budget sheet summary. He also commented that this is a prime example when a warrant article says no impact on the tax rate when this air conditioning unit will affect the cost paid for electricity.

MOTION: Ivan Eaton To move the figure of
Second: Paula Wood \$183,031.00.
Abstain: Richard Maguire

Mr. Maguire abstained as his company is involved in this budget.

WARRANT ARTICLE

Ms. Beaudoin gave a copy of the warrant article she is proposing. The article is for the heating/air conditioning unit in the game room that is not working.

Ms. Foote said she has an addendum to the C.I.P. It is for the master plan for \$10K. Mr. Brenner said the Selectmen have not met on the C.I.P. This is just informational so the committee would have everything the Selectmen have.

Police Department budgets have been moved to December 1 at 6PM.

SELECTMEN - 110

Barry Brenner was present for this budget. He explained the budget and the increases. He said the Selectmen are entitled to health insurance and one does utilize while the other 2 get reimbursed for their expenses on their own plans.

Ms. Wood said she has a hard time paying health and dental insurance for elected officials.

MOTION: Ivan Eaton To move the figure of
Second: Don Hawkins \$62,872.00.
Opposed: Paula Wood & Richard Maguire
Abstain: Peg Weare
Motion passed.

BUDGET COMMITTEE - 112

There was discussion on voting a budget that you prepared and it is all on preference of the individual.

Ms. Wood questioned the cost of the books and asked if money should be put back in to purchase them next year.

MOTION: Paula Wood To add \$166 to line 670
Second: Ivan Eaton to purchase books for
Unanimous 2009.

MOTION: Ivan Eaton To move the new figure
Second: Paula Wood of \$2,446.00.
Unanimous

TOWN MANAGER - 120

Barry Brenner was present for his budget. He explained the budget has a 1% increase. He explained the increase and the contractual obligations.

The audit line increased and is due to GASB34. There was general discussion over the audit services provided. Mr. Brenner said copies of the audit would be provided to the Selectmen and Budget Committee members. A meeting will also be scheduled with the auditors so questions can be asked about the report.

Mr. Brenner explained the increase in postage and equipment rental. The other professional services decreased as some of those costs were transferred to the Channel 22 budget.

Mr. Maguire questioned line 561 - meetings & conferences. Mr. Brenner said the largest portion is to cover his meetings per his contract and there is some money for the staff to attend training and meetings.

Ms. Wood questioned line 230 & 231 - NH Retirement and deferred compensation. Mr. Brenner explained NH Retirement is for his enrollment per his contract and deferred compensation is for the other staff and his employment contract.

MOTION: Michelle Heywood To move the figure of
Second: Don Hawkins \$479,228.00.
Opposed: Paula Wood

RISK MANAGEMENT - 121

Barry Brenner was present for this budget. He explained the insurance this budget covers. Workers compensation increased 13% for 2009. He explained how Primex derives the increase.

Mr. Hawkins commented there seem to be a well-structured plan to resolve this issue. Mr. Brenner said they would be attending the next Selectmen's meeting to discuss.

Ms. Wood questioned the increase in unemployment insurance. Mr. Brenner explained they are looking at the default budget amount and the 2007 & 2008 increase was not included. There was general discussion on how rates and increases are calculated.

MOTION: Don Hawkins To move the figure of
Second: Richard Maguire \$547,145.00.
Opposed: Paula Wood

LEGAL - 122

Barry Brenner was present for this budget. He explained this budget is level funded. Bills are still coming in but doesn't anticipate over-expenditure this year and nowhere near it for next year. This cost does cover the negotiation with the power plant. He explained there are several attorney's/firms representing the Town for different situations.

MOTION: Michelle Heywood To move the figure of
Second: Aboul B. Khan \$175,000.00.
Unanimous

The next meeting is scheduled for December 1 at 6PM.

Mr. Hawkins said he had a request from the school to move the public hearing from January 19, as it is a holiday. Mr. Maguire suggested taking it under advisement and make a recommendation mid-December.

MOTION: Michelle Heywood To adjourn the meeting
Second: Don Hawkins at 9:45PM.
Unanimous

Meeting adjourned at 9:45PM.
Minutes taken by Kelly J. O'Connor

Approved and endorsed:

Don Hawkins, Chairman

Date: _____