

TOWN OF SEABROOK

BUDGET MEETING

DECEMBER 1, 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 6:02PM.

**PREVIOUS MINUTES - NOVEMBER 13, 2008**

Minutes held until next meeting.

**TOWN CLERK - 140**

Bonnie Fowler was present for her budget. She gave a brief overview of the office and what services are offered.

Mr. Maguire questioned the new equipment line. Ms. Fowler explained her printer went about 5 days before the election so she had to purchase a new one this year so the amount of the printer was taken out of the budget for next year.

MOTION: Richard Maguire To move the figure of  
Second: Paula Wood \$345,938.00.  
Unanimous

There was general discussion over the new hours and the new system.

**TAX COLLECTOR - 150**

Lillian Knowles was present for her budget. She gave a brief overview of the office and what services are offered. There was general discussion on the tax bills for December 2008.

Ms. Wood questioned the overtime. Ms. Knowles said she strives to use very little overtime. She said they have an hour in the morning to catch-up on the work. Ms. Wood also asked about the new equipment line item and said hardly any money had been used. Ms. Knowles said she would need to replace the calculators and the printer is old. The cost to replace the printer is about \$1800 and has already been repaired once. There is money in the meetings and conference line in case the deputy wants to go to a conference or training session. Ms. Wood questioned the part-time line. Ms. Knowles said she has been lucky enough to use the clerks in the office but she does have one part-time employee she is now training.

There was general discussion over the budget and whether or it could be reduced. Ms. Knowles stated that the RSA is very specific and says she could be removed from office if she goes over her budget.

MOTION: Ivan Eaton To move the figure of  
Second: Peg Weare \$185,226.00.  
Opposed: Paula Wood  
Motion passed.

#### **POLICE DEPARTMENT - 220**

Chief Pat Manthorn was present for his budget. He gave a brief overview of the department. He also gave a highlight of the increases in the budget.

Ms. Wood questioned the drug task force officer. Chief Manthorn said he is now on the Seabrook force. He came back when Gallagher was promoted to Lieutenant and the need for a detective came up. Chief Manthorn believes he is of more use here then for the State and has a lot of good contacts. The grant was only for \$30K and the Town picked up the remaining costs. Mr. Khan explained it is the Chief's decision to put the officer on the drug task force or not. The Chief made it clear that the program has not been abandoned we are just utilizing his services in the Town more.

Ms. Wood questioned the funds taken from the warrant article. Both Debra Knowles and Chief Manthorn explained funds were for the equipment and/or markings of the new cruisers.

Chief Manthorn said the vacant patrol position has been filled and they have 2 vacant dispatch positions to be filled.

There was general discussion on the boat and its use.

Chief Manthorn explained the overtime is mostly driven by the patrol during the summer months. Also if a shift goes below 2 patrol officers then they would need to fill the shift. He also explained the sick time buyback for the officers.

Chief Manthorn said he would have 2 warrant articles this year. One is for 2 new cruisers and the other is to furnish the upstairs office space.

Chief Manthorn explained that line 645 is for replacement of equipment.

Mr. Maguire said a concern for the Town is workers compensation and asked if the Chief had any concerns within his department. Chief Manthorn said he is doing well in that area and they do not have many claims.

Chief Manthorn said they have 6 employees doing administrative work and 2 vehicles are taken home, one by him and one by the Deputy.

Mr. Maguire said he would be interested in knowing the value of the boat and its use by the Town. He said he has concerns with line 561 meeting and conferences and has in the past. He feels when looking to cut costs this is one area to review. He is also concerned with line 111 and from 2007 to now there's a 12% increase. Chief Manthorn explained that a lot of that is from step increases and shifts that are not filled and it is contractual.

There was general discussion on the office space conversion on the 2<sup>nd</sup> floor. Chief Manthorn explained the item looking to use would be covered in the warrant article.

MOTION: Don Hawkins To move the figure of  
Second: Ivan Eaton \$3,245,953.00.  
Unanimous

Committee took a 5-minute break at 7:10PM.  
Committee reconvened at 7:18PM.

#### **POLICE STATION - 225**

Chief Pat Manthorn was present for his budget. He explained the increases and overages for 2008 in lines 140 and 510.

Ms. Wood questioned lines 210, 215 and 219. Chief Manthorn said these are the rates received and is not sure why they increased or decreased.

MOTION: Richard Maguire To move the figure of  
Second: Ivan Eaton \$147,767.00.  
Unanimous

#### **POLICE HIRE - 229**

Chief Manthorn was present for his budget. He explained what the account is for and how it is billed. He is looking to have a warrant article to establish a revolving account.

Mr. Hawkins said the revenue only shows the 227,420 and it should include the 20% administrative fee. Mr. Brenner said he would look into it.

Ms. Wood questioned the hourly rate increase and asked if it should have been done in an open public meeting. Mr. Brenner said it was during non-public session and if it wasn't reported in a public meeting it should be. He will check the minutes.

Ms. Weare asked if the company has to hire from our Town for the detail. Chief Manthorn said they do go through us first.

MOTION: Don Hawkins To move the figure of  
Second: Ivan Eaton \$227,420.00.  
Opposed: Paula Wood

Ms. Wood is opposed due to the increase not being announced at a public meeting.

#### **ANIMAL CONTROL - 420**

Chief Manthorn was present for his budget. He explained the increases in the budget. He said they do have revenues for this account but it is very minimal.

MOTION: Paula Wood To move the figure of  
Second: Aboul B. Khan \$73,008.00.  
Unanimous

#### **TRUSTEE OF THE TRUST FUND - 135**

MOTION: Richard Maguire To move the figure of  
Second: Paula Wood \$603.00.  
Unanimous

#### **ELECTION & REGISTRATION - 142**

There was discussion over the number of elections and the cost for part-time employees and elected officials.

MOTION: Richard Maguire To move the figure of  
Second: Don Hawkins \$11,514 by removing  
\$2500 from line 112 and  
\$250 from line 625.

Opposed: Paula Wood  
Ivan Eaton  
Peg Weare

Motion denied.

MOTION: Paula Wood To move the figure of

Second: Ivan Eaton \$14,264.00.

Opposed: Don Hawkins  
Richard Maguire  
Aboul B. Khan

Motion denied.

MOTION: Aboul B. Khan To hold this budget and  
Second: Paula Wood request a representative  
Unanimous come into the next  
meeting to discuss.

#### **BOARD OF ADJUSTMENT - 172**

Increase is due to the recording secretary receiving overtime pay. Also the food/meals line increased as they added additional gift certificates for members of the committee.

MOTION: Richard Maguire To move the figure of  
Second: Don Hawkins \$4,854.00.  
Unanimous

#### **COMPUTER TECHNOLOGY - 180**

Mr. Brenner explained the computer system and the services provided by the private vendor. He said there is no in-house technical support so he is proposing hiring a new employee mid-year. Mr. Brenner said the cost for the virtual town hall website is \$6500 for the start-up cost and \$3500 annually. There was general discussion over how to get the money in the budget to cover the virtual town hall cost.

Ms. Wood questioned if the new position would be in the union. Mr. Brenner said the cost is an estimate and would be a union position. A job description would still need to be established.

Mr. Maguire commented that as it sits right now lines 111 through 231 total \$36K, would be looking at about \$73K in 2010. There was general discussion over the need for a computer support person at the town hall and other departments.

Ms. Wood does not feel in these economic times we should be adding a new position to the budget. Mr. Brenner said the alternative would be to eliminate the position but add the true cost for the programmers/tech advisors.

Ms. Knowles commented that a lot of the computer support falls on the finance office and they cannot accomplish the finance functions.

Mr. Khan said it needs to start somewhere and maybe we should consider hiring part-time.

MOTION: Richard Maguire To move the figure of  
Second: Aboul B. Khan \$76,686.00.  
Mr. Hawkins said he would be in favor if they could move \$5K  
from line 111 to line 740 to cover the cost of the website.  
Opposed: Paula Wood  
Motion passed.

#### **CHANNEL 22 - 181**

Mr. Brenner explained this is an existing budget but only for \$5. The costs from the Town Manager's budget were moved to this account to actually reflect the cost to operate the system. This budget is a continuation of existing equipment.

Mr. Brenner explained the current franchise fees go to the scholarship fund. The agreement is up for renewal so can negotiate the fees to go to channel 22. Can also negotiate new equipment and/or repairs to be paid by the cable company.

MOTION: Richard Maguire To move the figure of  
Second: Peg Weare \$10,355.00.  
Unanimous

#### **TOWN HALL - 510**

Mr. Brenner explained the department and that there is 1 full-time employee. He addressed the line items that had increases.

There was discussion on line 219 - dental insurance. It was explained there was a change in the employees plan.

MOTION: Richard Maguire To move the figure of  
Second: Don Hawkins \$118,322 by decreasing  
line 140 by \$400 and  
by decreasing line 435  
by \$2000.

Opposed: Paula Wood  
Ivan Eaton  
Aboul B. Khan  
Peg Weare

Motion denied.

MOTION: Paula Wood To move the figure of  
Second: Aboul B. Khan \$120,822.00.  
Opposed: Richard Maguire  
Don Hawkins

Motion passed.

Mr. Maguire commented about the papers received this evening. Ms. Wood said they are just informational.

Mr. Maguire also commented about the committee member who has missed 4 consecutive meetings. Mr. Hawkins said he would like to hold until the next meeting.

The next meeting is scheduled for December 4 at 6PM.

MOTION: Don Hawkins To adjourn the meeting  
Second: Paula Wood at 9:02PM.  
Unanimous

Meeting adjourned at 9:02PM.  
Minutes taken by Kelly J. O'Connor

Approved and endorsed:

\_\_\_\_\_  
Don Hawkins, Chairman

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