

TOWN OF SEABROOK

BUDGET MEETING

JULY 24, 2008

Present: Don Hawkins  
Peg Weare  
Paula Wood  
Richard Maguire  
Michelle Heywood  
Aboul B. Khan

6:00PM

Mr. Hawkins opened the meeting at 6:00PM.

Mr. Hawkins said he spoke to the Town Manager and the DRA has turned down the request for emergency funding. They suggested using the money within the water fund. He said this would need to go back to the Board of Selectmen to determine what the next step would be.

Mrs. Wood talked about the vote taken not being legal, as Aboul Khan had not been properly appointed by the selectmen as an alternate. Mr. Hawkins said he did obtain a legal opinion that stated the substance of vote is valid.

Mrs. Wood read her letter into the record in response to the legal opinion obtained (see attached).

Mr. Hawkins said at this point it is not an issue as it has been sent back to us rejected and advised to go a different route. It is now up to the selectmen to determine what the next steps are. Mr. Hawkins confirmed that Mrs. Wood's letter was sent to the attorney with her concerns.

Mr. Khan spoke about his taking of the seat and said it was the vote of the budget committee to do so.

Mr. Maguire commended Mrs. Wood for bringing her concerns forward and commended Mr. Hawkins for not drawing conclusions without seeking legal opinion. He assumed Mr. Khan could sit as a representative as did Mr. Moore a couple of meetings ago. He is confident that the vote would have been brought forward regardless. With the information provided tonight it is not necessary to continue to debate as the DRA rejected the request.

MOTION: Richard Maguire To move forward with the  
Second: Michelle Heywood agenda.

Jason Janvrin arrived at 6:27PM.

Mrs. Wood questioned the funding. Mr. Hawkins explained that the money would come from the water capital fund. Her concern is the money in the fund is from a warrant article and is to be used for the water treatment plant. She requested that this be investigated.

Opposed: Paula Wood  
Jason Janvrin

Motion passed 5-2.

#### **PREVIOUS MINUTES - JUNE 26, 2008**

MOTION: Paula Wood To hold and review  
Second: Richard Maguire further.  
Unanimous

#### **BUDGET COMMITTEE SCHEDULE**

Mr. Hawkins spoke about the schedule and said it is workable and would like the committee member's thoughts.

Mrs. Wood commented in the past the Town Manager, Selectmen and Department Heads establish the schedule. She asked where the budget stands. Mr. Khan said they just signed the contract with the new Town Manager and it is his #1 priority.

There was general discussion on the information requests. Mrs. Wood said she would like to see the old format. For example, when requesting a vehicle the departments should give a maintenance log with mileage, etc. Mr. Hawkins suggested having vehicles separate and to advise the department heads as to what they are looking for.

Mrs. Weare would like to see larger print as it was very hard to read last year.

Mr. Janvrin suggested allowing member to look at the vehicles needing to be replaced. He would like warrant articles early even in draft summary. He would also like to know how the articles would be funded.

Mr. Maguire asked if there is a specific amount that an item must be considered as a warrant article. The past practice is leases go in the budget and a purchase goes in as a warrant article. He would like the selectmen to consider and give their rationale.

There was general discussion over the contracts and when they are ratified. Would like clarification on when and how.

Mr. Maguire said if he doesn't have the information he would not vote in favor of the contract. It is very important to have the information.

Mrs. Wood commented that the committee is only advisory and they could request the information but not enforce. She also commented that the previous town manager came to every budget meeting and she hopes the new town manager would attend the meetings.

Mrs. Wood would like to request the finance manager to come into the next meeting if possible to explain what changes were done.

MOTION: Paula Wood To request the finance  
Second: Peg Weare manager attend the next  
Meeting.

Mr. Maguire questioned if it is the budget committee's authority to do so or if the selectmen representative should pursue and report back to the committee.

Unanimous

Mr. Khan said the department heads usually give a summary of their budget before the questions start from the budget committee members.

Mr. Maguire commented they do give some information but they have never been given a formal outline as to what the committee is looking for.

Mrs. Wood requested that each member get a copy of Knowing the Territory. She said they also hold seminars that are very informative.

MOTION: Paula Wood To purchase the books.  
Second: Jason Janvrin  
Unanimous

The question arose as to whether or not the finance manager should be at every meeting. Mr. Maguire suggested if the town manager not available ask the finance manager to be in attendance.

There was general discussion on how the budget discussion would be handled. The meetings will be from 6PM - 8PM with a break halfway. If the committee is in the middle of a budget the will continue until finished.

Mr. Khan asked if there would a limit as to the number of questions asked by one committee member. The chairman can control the meeting. The committee agrees to have everyone speak and ask questions if it would be of assistance to everyone.

Votes will be by majority. Votes by abstaining will be considered as not voting but not a "no" vote.

Mr. Maguire suggested the chairman introduce the presenter for the budget and that person introduce anyone they may have with them.

**RESERVE FUNDS**

The committee would like to know what the selectmen's position is on these funds.

Mrs. Wood asked if the funds are going to offset the tax rate for this fall. Mr. Khan will get the answer for the next meeting.

Mr. Hawkins said he would like to sit down with the town manager and selectmen to get their take on this. He would also like to sit with the school board to discuss. Mrs. Heywood said she would get them on the August agenda.

**HB1408**

This house bill states that all email and telephone conversations must be included within the minutes.

Next meeting is August 21 at 6PM.

<u>MOTION:</u>	Michelle Heywood	To adjourn the meeting
Second:	Richard Maguire	at 8:17PM.
Unanimous		

Meeting adjourned at 8:17PM.  
Minutes taken by Kelly J. O'Connor

Approved and endorsed:

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

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