

**TOWN OF SEABROOK
BUDGET COMMITTEE
MAY 21, 2009**

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

ABSENT: Jon Moore

Meeting opened at 6:07PM by P. Wood.

Minutes of 3/12/2009 Meeting

Motion: A. Khan Approve minutes as presented
Second: D. Hawkins
Yes: A. Khan, D. Hawkins, P. Wood, D. Maguire, I. Eaton and P. Weare
Abstain: C. Stockbridge and G. Pitts

Minutes of 3/12/2009 approved as presented.

Minutes of 4/16/2009 Meeting

It was decided to hold these minutes for the next scheduled meeting in order for the members to have more time to read them.

P. Wood stated she had a list that she had compiled after the last meeting of the items that the committee was looking for. She also stated that she had current copies of the latest labor contracts and would get them to all members.

D. Hawkins said that a big issue they needed to be concerned with was the worker's compensation. He felt that this needed to be presented earlier to the committee and needed to be obtained earlier from the insurance company.

D. Maguire pointed out that the committee needed to request all sidebar agreements to contracts from administration.

P. Wood stated that she had copies of the costs relating to BioTech up to April 7, 2009. She asked how the committee wished to handle requests to the town manager. She questioned whether they wanted to put the requests in a letter or several smaller letters.

C. Stockbridge suggested one letter requesting review of the default budget and another with the rest of the questions.

D. Hawkins also stated one letter for default budget questions and another for the general information the committee needed.

P. Wood pointed out the copy of the memo from Chief Manthorn to the Board of Selectmen regarding the second floor of the police station.

D. Hawkins stated that Chief Manthorn had laid out good detail. He pointed out that inside a budget the department head can spend as he sees fit and there would be question of if it was overspent.

C. Stockbridge stated that the police department turned back \$200,000 from the 2008 budget.

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D. Hawkins agreed that this department was under budget.

C. Stockbridge stated the following:

Chief Manthorn took this issue to the newspapers
She learned of the building permit when it was listed in the Daily News
She questioned him about the renovations and was told they were done and the
detectives had moved up there
She questioned the warrant article not passing and was advised by the Chief that there
would be nothing for downstairs and if it passed there would be new purchases
She pointed out that the intent of the warrant article is in question
She pointed out that he told the BOS in October 2008 about the renovations
She said that the committee has not received a response from the town manager on this

P. Wood said that she also had concerns with the intent of the warrant article.

D. Maguire stated that the warrant article had not shown new furnishing and equipment. He said that information is not being sent to the budget committee. He wanted to table this discussion until a formal response was sent from the town manager.

A. Khan stated the following:

He thought Chief Manthorn's response was to all
Maybe the town manager should write a letter to the budget committee
Day after the last meeting he visited the police station for an already scheduled
visit and met with the chief and deputy chief
He was shown the upstairs and advised the job was done in-house
He had no doubt that all work donations were done well

D. Hawkins stated this had been reviewed at the meeting with the board of selectmen.

I. Eaton pointed out that the budget committee asked the town manager for an explanation not the police chief.

P. Weare said that the business was done and the furniture and equipment were never discussed.

C. Stockbridge said that the police chief had stated prior to the warrant article that he had used downstairs to furnish upstairs and must replace.

D. Hawkins stated that they should ask the town manager for clarification and intent of the warrant article because the two may be different. He said a follow-up request to the town manager on the warrant article and items purchased should be done.

P. Wood said this could be done at the June 2009 meeting with the town manager.

D. Hawkins stated they needed to make sure the town manager would be at the June meeting.

P. Wood asked if the town manager was requested to be at the budget committee meetings.

D. Hawkins stated that he was and maybe they should request him again.

C. Stockbridge handed out paperwork with a comparison of the budget since SB2 had passed in Seabrook. (See Attachment #1). She explained her figures to the members.

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P. Wood asked for a copy of the list from C. Stockbridge of what was left out of the figures for the 2008 default budget.

C. Stockbridge stated that there was approximately \$492,000 left out of the 2008 default budget from what she could figure. She did say that she had not spoke to the town manager or finance department about this yet.

P. Wood stated that the issue is the default budget.

C. Stockbridge stated that she had looked at the increase and made some questions. (See Attachment #2).

D. Hawkins stated that any item with a default should have a contract for the budget committee to look at. He pointed out that all questions that the budget committee has about the default budget should be discussed and handed over to P. Wood to put together for the town manager. He had the following questions about the default budget:

- Why is part-time increased?
- Why is overtime increased?
- Telephones – cell phone contracts
- Other professional services
- Electric/Gasoline/Propane – contracts
- Mileage/Tolls – should not be contractual

P. Weare stated that Other Professional Services could be a lot of things such as people that need to be hired to do certain things.

D. Hawkins said that these things should not increase under a default budget.

D. Maguire read from RSA 40 XIII 9B referencing default budgets and what they can and cannot include.

P. Wood stated that contracts would help with costs.

D. Hawkins stated his questions would be concerning the following:

- Salt
- Testing
- Audit Services
- Equipment Rental
- Dues/Memberships

P. Wood had questions about the following:

- Increase in uniforms
- Assessing – education
- Postage accounts in budgets
- New Equipment in department 465 – if purchased why there
- Computer Technologies – Programmer/Tech and Maintenance – Contracts

C. Stockbridge had questions in full time and new positions in department 520 and 521.

I. Eaton stated that in 521 the position was removed.

P. Wood wanted to know more about equipment leases in department 460.

G. Pitts wanted to see receipts and contracts for the police department second floor.

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P. Weare stated that she was unsure where the default figures came from and wanted figures pertaining to the current year.

C. Stockbridge questioned why the library budget continued to increase with a default budget.

D. Maguire stated that the budget committee should send a separate request to the town manager for more information and description from the library.

D. Hawkins stated that he believed the town manager had the defaults from the library.

A. Khan stated that he did not have any questions for the town manager on the budget. He said that he felt the board of selectmen worked hard to bring forward a good budget.

P. Wood wants to know if the fire department regional haz mat line is contractual.

C. Stockbridge suggested that one letter be sent to the town manager for the major issues and one for the smaller issues.

D. Hawkins suggested the first issue be 2009 default budget issues and then seeing all contracts involved with the figures.

P. Wood said she would like to see current contracts. She pointed out that items that are department specific also need to be addressed.

D. Maguire stated that these are issues for the town manager and he should be the one to respond.

P. Wood stated that the letter should state the issues that needed to be covered with the town manager at the June 18, 2009 meeting. This would included attending the June 18th meeting, requesting library information and contracts for the default figures. She also stated that she would give the copies of the contracts she has for Kelly to copy for the members.

It was discussed by the budget committee members that the contracts they would like to have copies of are:

- Police Chief
- Fire Chief
- Town Manager
- Town Manager Secretary
- SEA
- SSEA
- SPA
- SPD
- Planning Board Secretary
- All Sidebar agreements for all contracts

I. Eaton suggested that if the town manager does not respond then the budget committee should request the board of selectmen to direct the town manager to respond.

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D. Maguire pointed out that recently an article in the Hampton Union discussed our previous town manager trying to change the Hampton fiscal year to July 1 through June 30 rather than January 1 to December 31. He suggested that Seabrook might look into this. He also questioned out-sourcing trash pick-up.

C. Stockbridge stated that she believed trash pick-up was covered by a warrant article and would try to locate it.

Motion: D. Maguire Adjourn
Second: C. Stockbridge
Yes: Unanimous

Meeting adjourned at 7:50PM.

Signed: _____
Paula Wood, Chairman