

TOWN OF SEABROOK

SELECTMEN'S MEETING

JUNE 17, 2019

Present: Aboul B. Khan
Theresa A. Kyle
Ella M. Brown
William Manzi

10:00AM

Mr. Khan opened the meeting at 10:17AM. He said Theresa Kyle is out due to a car accident but she is doing well.

MONTHLY MEETING - WATER & ACTING SEWER SUPERINTENDENT

Curtis Slayton was present for his monthly report (see attached). There was some discussion on the water leak on Route 1 from June 3.

Mr. Slayton also gave the report for the sewer department (see attached). Mr. Khan asked for updates on the Route 286 outfall pipe and painting of the water tanks. Mr. Slayton said they have met with the contractor and working out details for the outfall pipe at Blackwater Bridge. He has brought on Wright Pierce to write the specifications for the water tank and hopes to have it out to bid by December. This will allow them to get the pricing as contractors start the work in 2020. He is looking to the SRF for funding on this project, it is not a guarantee but if they get it it's a good deal for the town.

MEETING - FIRING RANGE COMMITTEE REPORT

Mr. Khan said they had this issue at the January 7th meeting and established this committee to get a recommendation on the best possible way to reopen the firing range.

Ollie Carter, Don Felch, Jim Goldthwaite, Bobby Brown and Chief Brett Walker were present for this meeting. The Kensington Selectwoman and Police Chief were also present.

Don Felch spoke and said he is the chairperson of the committee. He said they had about 14 meetings that totaled about 30+ hours to come up with some good ideas to reopen the range. He said they had a great committee and would look to the selectmen to keep this committee going to the project through. Mrs. Brown and Mr. Khan both agree to keep the committee going.

Don Felch spoke to each item the board wanted addressed and presented additional plans, applications, etc. for the board to review (see attached). They found that the Exeter Sportsman Club had the best standards that would work in Seabrook. The committee did discuss purchasing a bullet trap however; it is expensive but would be worth looking into. They would be able

to reclaim about 99% of the lead to help with offsetting the cost to purchase.

There was discussion on having electricity at the location. They have met with Unitil and will have a proposal within about a week. They do have a ballpark figure of about \$40K. The committee feels a \$30 application fee is sufficient and the background check is on the applicant. The conservation commission voted to give the range \$50K to help with reopening the range. The gun range will make future donations to the conservation commission through application fees, donations by users, sponsorship, etc.

Don Felch presented the committee's findings and suggestions to the board (see attached). There was discussion on whether Seabrook residents would take precedent if a club were to come in. Don Felch said after some discussion it was hard to accommodate as it would be opening it up publicly. Both selectmen agree they would like to see language that Seabrook residents would have priority.

Mr. Khan would like to have language added that the committee has permission with the consent from the selectmen to suspend the rights of the club. There was discussion on special events such as a turkey shoot, ham shoot, or poker shoot that generates small revenue. The boards concern is the parking that is available. These special events would come to the board for approval before they actually happened. This could include a parking plan so that the board can determine whether or not they like it. Parking at the water treatment is in addition to the parking, it is not something that will be used all the time.

Kensington Police Chief Kane spoke to the number of members they would allow and only having one target. He feels this is going to mean an expansion at some point. Don Felch said it is going to be a slow process at first they would only allow 100 members at first to see how things are going.

Kensington Selectwoman Vanessa spoke and thanked everyone for including them in the process. The board had submitted a letter addressing the concerns. Mr. Khan said the range was only closed during the construction of the water treatment plant for about 2 years. Hunter education still existed during this time. Kensington would like the town to provide the approval for the shooting range as they have not had the opportunity to review the zoning regulations at the time it began. They would also like to make sure the abutters of the range have their concerns

addressed. They would like to make sure that all state, local and federal laws are followed as well as any environmental implications from NH DES.

There was discussion on the initial concerns with the shooting. Chief Kane said he cannot answer with 100% certainty that the shooting came from the Seabrook range. However, they did review the list where they found convicted felons were shooting. Fish & Game found the broken limbs that led toward the range.

Bobby Brown spoke about how they handle the 100 members coming in. He referred to it like making a tee time. They would get their half hour time of shooting and then the next person would come in. There would not be 100 people showing up at one time.

Don Felch verified for AngelJean that the committee would review the membership applications and oversee until they can get a club up and running. The committee has to be satisfied before they would have the club take over and this could take 6 months or longer.

Jim Goldthwaite has been the hunter education instructor for 50+ years. One requirement is to have a place to go and shoot. They have an upcoming class in September and he will be asking permission to use the range. He said they also hold a turkey shoot during Old Home Days and he hopes they will still be able to hold this event.

Chief Brett Walker said the committee looked at several ways to restrict unauthorized persons out of the area. He feels the committee did a good job on making the recommendations they did based on what the board has asked them to do.

Mr. Manzi said the committee did a terrific job and addressed the concerns of the selectmen. There are some implementation issues they need to work through. They did a good job including the neighboring community. He feels the entire committee deserves recognition for the great job they did. Both board members thanked the committee members for the work they did. The town manager can meet with the committee and have a report to the board for the meeting in July in regards to when they could open the range. Board also thanked the conservation commission for the generous donation to the shooting range. Don Felch said in closing the hunting season will be upon us soon and he would like to see that they can get something up and running early fall.

Board took a 5-minute break at 11:55AM. Board reconvened at 12:16PM.

PREVIOUS MINUTES - APRIL 15 PUBLIC & NON-PUBLIC, MAY 10 PUBLIC AND MAY 20 PUBLIC & NON-PUBLIC

<u>MOTION:</u> Ella M. Brown	To adopt the minutes of
<u>Second:</u> Aboul B. Khan	4/15 public & non-public
Motion passed 2-0	5/10 public and 5/20
	public and non-public.

PREVIOUSLY SIGNED PERMITS

Mr. Khan read the list of signed permits (see attached).

REFUNDS

George Staples Trust - 192A Walton Road - \$588.91
Centro GA Seacoast Shopping Ctr - 270 Lafayette Road - \$1819.09

<u>MOTION:</u> Ella M. Brown	To approve and sign both
<u>Second:</u> Aboul B. Khan	refunds.
Motion passed 2-0	

2018 TAX ABATEMENT REFUNDS

Claire Knowles - 5 Janvrin Drive - \$114.31
Claire Hatem - 255 Lafayette Road #6 - \$154.94
Katherine Leen - 8 Atlantic Avenue - \$532.04
Mark & Beth Schiavello - 2 Violette Lane - \$293.25
Michael Ashwood - 34 Hooksett Street - \$108.31

<u>MOTION:</u> Aboul B. Khan	To approve and sign all
<u>Second:</u> Ella M. Brown	2018 tax abatement
Motion passed 2-0	refunds.

YIELD TIMBER TAX

Batchelder Road - \$400.87

<u>MOTION:</u> Ella M. Brown	To approve and sign the
<u>Second:</u> Aboul B. Khan	yield timber tax.
Motion passed 2-0	

1 ELDERLY EXEMPTION

<u>MOTION:</u> Ella M. Brown	To approve and sign the
<u>Second:</u> Aboul B. Khan	elderly exemption.
Motion passed 2-0	

1 DISABILITY EXEMPTION

MOTION: Ella M. Brown
Second: Aboul B. Khan
Motion passed 2-0

To approve and sign the disability exemption.

HYDRANT FLOW TEST

570 Lafayette Road #901

MOTION: Ella M. Brown
Second: Aboul B. Khan
Motion passed 2-0

To approve and sign the hydrant flow test.

ENCUMBRANCES

Mr. Manzi explained these are a second set of encumbrances that need to be signed for preparing the audit.

MOTION: Aboul B. Khan
Second: Ella M. Brown
Motion passed 2-0

To approve and sign the encumbrances.

WATER SERVICE APPLICATIONS

Nathan Mawson - 49 Pages Lane - \$1300
Dennis Nugent - 244 Ashland Street - \$100
Woods Construction - 325 Lafayette Road Suite 3A - \$10,700
Paul Lepere - 31 Rocks Road - \$1300
Salem Manufactured Homes LLC - 180 Orchard Street - \$50
Salem Manufactured Homes LLC - 156 Staples Street - \$50
Salem Manufactured Homes LLC - 171 Staples Street - \$50
Raymond Hill - 281 South Main Street - \$100

MOTION: Ella M. Brown
Second: Aboul B. Khan
Motion passed 2-0

To approve and sign all water applications.

SEWER SERVICE APPLICATIONS

Nathan Mawson - 49 Pages Lane - \$800
Woods Construction Inc. - 325 Lafayette Road Suite 3A - \$6,200
Salem Manufactured Homes LLC - 180 Orchard Street - \$50
Salem Manufactured Homes LLC - 156 Staples Street - \$50
Salem Manufactured Homes LLC - 171 Staples Street - \$50
Raymond Hill - 281 South Main Street - \$50
Salt LLC - 73A Foggs Lane - \$800
Salt LLC - 73B Foggs Lane - \$800

MOTION: Ella M. Brown
Second: Aboul B. Khan
Motion passed 2-0

To approve and sign all sewer applications.

HAWKERS & PEDDLERS LICENSE

Dean Manemanus - Ice Cream Truck

MOTION: Ella M. Brown To approve and sign the
Second: Aboul B. Khan hawkers & peddlers
Motion passed 2-0 license.

QUITCLAIM DEED - HILLSIDE CEMETERY

Keziah Dow - Section 28 Plots 43, 44 70 & 71

MOTION: Ella M. Brown To approve and sign the
Second: Aboul B. Khan quitclaim deed.
Motion passed 2-0

BUY-BACK CEMETERY PLOTS

Blair & Audine Donahue - Wildwood Cemetery

MOTION: Aboul B. Khan To approve and sign the
Second: Ella M. Brown buy-back at the purchase
Motion passed 2-0 price in 1987.

REQUEST TO CLOSE TOWN HALL - JULY 5

MOTION: Ella M. Brown To approve the request
Second: Aboul B. Khan to close the town hall
Motion passed 2-0 on July 5.

BOARD OF SELECTMEN'S SUMMER SCHEDULE

July 15 at 10AM, August 19 at 10AM and September 16 at 10AM.
Mr. Khan said they would hold a special meeting if needed.

MOTION: Ella M. Brown To approve the board of
Second: Aboul B. Khan selectmen's summer
Motion passed 2-0 schedule.

Mr. Manzi said the meetings will be posted, put on the website and channel 22 and the media will be notified.

QUESTIONS/COMMENTS

Mrs. Brown said she filled in on the planning board for Aboul Khan. The residents that abut the recycling company on Walton Road will be coming to the selectmen's meeting at a future meeting. The recycling company is not doing what they said they would be doing. Mr. Manzi said he is receiving complaints and he is keeping a file on them so when it comes to the board. The planning board has set conditions on the site plan but that is not in the board's authority. He will prepare a letter to the

planning board and Mr. Khan will bring to them as the representative.

Mr. Khan apologized to the Lion's Club members as he did not make the meeting at the dog track. Mrs. Brown also apologized as she was not feeling well. The board was represented as both Theresa Kyle and Bill Manzi attended.

Mr. Khan commented on the employee handbook that was distributed. Mr. Manzi read the memo (see attached). Mr. Manzi said this is a vital document for the employees.

There was discussion on the fishing regulations and the signs that really mean nothing to the fishermen as they fish below the high water mark. The law is unenforceable as it is not often the fish above the high water mark. The beach residents would be happy if the signs came down. The board would like a recommendation from the town manager and hold this item until the next meeting when there is a full board.

Mr. Manzi read a letter from Mrs. Kyle (see attached). The board would like to congratulate Robert Quinn for his appointment as commissioner. Mr. Manzi said he has sent a letter asking when he could attend a meeting and he is awaiting a response.

NON-PUBLIC SESSION

MOTION:	Ella M. Brown	To go into non-public
Second:	Aboul B. Khan	session under RSA 91-A:3
Motion passed	2-0	II (c) personnel at
		1:00PM.

Roll call:

Mr. Khan - yes
Mrs. Brown - yes

MOTION:	Ella M. Brown	To seal the minutes of
Second:	Aboul B. Khan	6/17/19 as recommended
		by the town manager.

MOTION:	Ella M. Brown	To adjourn the meeting
Second:	Aboul B. Khan	at 1:49PM.
Unanimous		

Approved and endorsed

Ella M. Brown, Clerk

Date: _____

Seabrook Water Department

PO Box 456
Seabrook, NH 03874
(603)-474-9921

MEMORANDUM

To: Board of Selectmen

Cc: William Manzi III; Town Manager

From: Curtis Slayton; Water Superintendent

Date: June 3, 2019

Subject: Monthly Report for March 23rd to Date

Below is a list of activities ongoing and completed by the Water Department staff since the last report.

- Responded to 263 requests for service to include water turn on/off, inspections and meter repairs.
- Responded to 192 dig safe requests.
- 31 work orders were completed.
- 27,351,721 gallons of treated water was pumped into the distribution system in March, 27,164,000 gallons in April and 32,061,000 in May.
- During the months of April and May the water distribution system including raw watermains were completely flushed. Water Department staff worked a combination of days and nights and use 2.7 million gallons of water. This task is completed once every 2 years.
- Fire hydrant at 27 Stard Road has been replaced due to a car accident and the driver's auto insurance has been billed. Hydrants on Washington Street and Beckman's Landing failed during flushing and have been repaired. 3 more are still out of operation waiting on parts. One at the police station, one on South Main Street and one raw water hydrant at well #5.
- The Water Department supported NHDOT and the Town of Seabrook DPW in the 2019 paving operations.
- Water leak repaired on Route 1 in front of #441 on June 3rd
- Developed 2 water leaks at the same time on April 12th. The first one was at 171 Route 107 and the second one was at 242 Route 107. We requested assistance from Jamco Excavators on the second leak.

- A new gate valve was installed on Woodworkers Way. This will allow the water to be turned off for 35 Woodworkers Way, without interfering with the other businesses.
- Water Department personnel have been and will continue to locate Water Department infrastructure with the GIS equipment. This month the interconnections between Hampton and Salisbury were added to the GIS maps.
- Water and sewer bills containing the yearly consumer confidence report were mailed out the last week in April.
- Department staff repaired the roof at well #1
- Variable frequency drive was repaired at well #5
- Water Department personnel have been taking classes for certification renewal.
- Meter reads were completed the first of every month.
- Meter testing of small meters at well #5
- Bacteria samples were completed the first two weeks of the month.
- Mowing WTF, wells and tanks
- Hydrant painting

Respectfully submitted



Curtis Slayton, Water Superintendent

SEABROOK WATER DEPARTMENT

Water Delivered

Year: 2019 Month: March

Gravel Packed Wells

1: 0

3: 4,087,000

7: 33,721

Plant: 23,231,000

Total: 27,351,721

Previous Month / Year Mar-18 Total 28,527,000

Previous Month / Year 2017March Total 26,402,000

Respectfully submitted: George M. Eaton Chief Op

Date: 4/2/2019

SEABROOK WATER DEPARTMENT

Water Delivered

Year: 2019 Month: April

Gravel Packed Wells

1: 14,000

3: 5,201,000

7: 181,000

Plant: 21,768,000

Total: 27,164,000

Previous Month / Year	<u>Apr-18</u>	Total	<u>27,646,000</u>
Previous Month / Year	<u>2017 April</u>	Total	<u>28,354,000</u>

Respectfully submitted: George M. Eaton Chief Op

Date: 5/1/2019

SEABROOK WATER DEPARTMENT

Water Delivered

Year: 2019 Month: May

Gravel Packed Wells

1: 4,322,000

3: 119,000

7: 3,808,000

Plant: 23,812,000

Total: 32,061,000

Previous Month / Year May-18 Total 32,195,000

Previous Month / Year 2017 May Total 31,922,000

Respectfully submitted: George M. Eaton Chief Op

Date: 6/3/2019

DOWS LN		17 WTR-Distri Service Box Raise/Lower	19-Apr-19
PEMBROKE ST		61 WTR-Distri Service Box Repair	28-May-19
WOODWORKERS W		35 WTR-Distri Gate Installation	15-May-19
ATLANTIC AVE		251 WTR-Distri Service Box Raise/Lower	9-Apr-19
MAIN ST		5 WTR-Distri Service Box Cover Replacement/f	19-Apr-19
LAFAYETTE RD		115 WTR-Distri Locate Curbstop	25-Mar-19
FARM LN		133 WTR-Distri Service Repair	26-Mar-19
LEDGE RD	50A	WTR-Distri Gate Box Cover Replacement/Rej	9-Apr-19
WALTON RD		180 WTR-Distri Service Box Cover Replacement/f	26-Mar-19
Internal		WTR-Distri Gate Box Repair	26-Mar-19
METHUEN ST		1 WTR-Distri Service Box Cover Replacement/f	28-May-19
WORTHLEY AVE		56 WTR-Hydr: Hydrant Replacement	16-Apr-19
FOLLY MILL RD		30 WTR-Hydr: Hydrant Replacement	16-Apr-19
STARD RD		27 WTR-Hydr: Hydrant Replacement	16-Apr-19
VIOLA CIRCLE		23 WTR-Distri Service Box Raise/Lower	26-Mar-19
FARM LN		125 WTR-Distri Water Service Location	4-Apr-19
BATCHELDER RD		24 WTR-Distri Service Repair	25-Mar-19
LAFAYETTE RD		180 WTR-Distri Service Repair	25-Mar-19
SOUTH MAIN ST		5 WTR-Distri Gate Box Repair	9-Apr-19
ADDER LN		19 WTR-Mete Meter Receptacle Repair/Replac	11-Apr-19
VIRGINIA LN		9 WTR-Distri Locate Curbstop	28-May-19
VIOLA CIRCLE		2 WTR-Distri Service Box Cover Replacement/f	9-Apr-19
ANDYS PK		WTR-Distri Service Box Repair	28-May-19
MARSHVIEW CIR		26 WTR-Distri Service Box Cover Replacement/f	28-May-19
RAILROAD AVE		35 WTR-Distri Main PSI Testing	19-Apr-19
IRENES WAY		17 WTR-Distri Service Shut Down	22-Apr-19
BORDER WINDS AVE		36 WTR-Distri Other	6-May-19
PORTSMOUTH AVE		266 WTR-Distribution	15-May-19
PORTSMOUTH AVE		415 WTR-Distri Service Box Raise/Lower	30-May-19
ATLANTIC AVE		1 WTR-Distri Gate Box Cover Replacement/Rej	30-May-19
BATCHELDER RD	11A	WTR-Distri Gate Box Cover Replacement/Rej	30-May-19

TOWN OF SEABROOK
SEWER DEPARTMENT
274 RTE 286 • PO BOX 456
WRIGHT'S ISLAND
SEABROOK, NEW HAMPSHIRE 03874



REPORT OF THE SEWER DEPARTMENT

June 11, 2019

To: Board of Selectmen; William Manzi – Town Manager

From: Curtis Slayton – Acting Sewer Superintendent

This report contains contributions from each division within the sewer department as follows: Operations, Collections, Industrial Pre-treatment and Administration.

Each section describes activities that were completed, are ongoing or in the planning phase since the last status report.

OPERATIONS

PLANT OPERATIONS MAY 2019

Throughout the month of May the Wastewater Plant continued to meet permit and produce quality effluent. Since our last report the department staff has decreased with the resignation of one operator. We are currently looking for qualified operators to fill the position. Some of the other notable activities include:

- Major repairs to the plant water system
- Working with Hach and contracted electricians on the installation of the DO probes approved by warrant article

Information submitted by Nils Larson – Chief Operator

COLLECTIONS

COLLECTION SYSTEM ACTIVITIES

- Degreased major wet wells throughout town
- Performed routine weekly preventive maintenance inspections as required of all sewage pumping stations including all periodic maintenance as scheduled within work order system. 166 Preventive Work Orders – 6 Corrective Work Orders
- Responded to routine Dig Safes
- Completed inspections on new and replacement sewer services
- Performed a radiator replacement on the generator at the Causeway St pump station
- Replaced a simplex pump at the Collins St simplex station

Information submitted by Collections Foreman Garret Murphy & Mechanic Daumanic Fucile

TOWN OF SEABROOK
SEWER DEPARTMENT
274 RTE 286 • PO BOX 456
WRIGHT'S ISLAND
SEABROOK, NEW HAMPSHIRE 03874



INDUSTRIAL PRE-TREATMENT

- **Business verifications:** Verified three (3) business locations and updated files with corrections/additional information.
- **Food Service Establishments:** Inspected grease interceptors at four (4) food service establishments resulting in zero (0) Notice of Violations.
- **Inspections:** Conducted seven (7) inspections to ensure dischargers adhered to permit requirements.
- **Renewal Notices:** Issued one (1) renewal notice to an existing business.
- **Business License Applications:** Approved nineteen (19) submitted license applications
- **Permits:** Issued two (2) permit renewals
- **Other:** Attended TRC Meetings on 04/09, 04/22 & 05/14. Escorted the Homeland Security representative on a site walk in anticipation of a grant award.

Information submitted by IPP Manager Mario Leclerc

ADMINISTRATION

- Processed fifteen (15) sewer service applications with the new fee structure
- Worked on updating asset information for both the Wastewater & Stormwater systems as part of Phase 1 of the town's Asset Management Program.
- Assisted AECOM with MS4 mapping updates as well as helping to identify priority outfalls for permit compliance.
- Continued the process of data collection with Process Energy Services LLC in conjunction with the Chief Operator to apply for state funding for improvements/upgrades.
- Collected data for the HLS grant at the WWTF.
- Worked with PeopleGIS in conjunction with Lacey Fowler, Code Enforcement Officer, to begin establishing a workflow for the business license permitting process.

Information submitted by Secretary Jamie McDonald

Respectfully Submitted,

 6/12/19
Curtis Slayton
Acting Sewer Superintendent

**LIST OF ITEMS SIGNED BY BOARD OF SELECTMEN
FOR MEETING ON JUNE 17, 2019**

PARADE/MEETING PERMIT

William Moriarty - June 15 6PM to 9PM

Elizabeth Owens - September 21 2PM to 8PM

NEW BUSINESS LICENSES

Henkel US Operations Corporation - 167 Batchelder Road

RENEWAL BUSINESS LICENSES

4 renewal business licenses

Seabrook Code
Article IV
Beach Rules and Regulations
Fishing Restrictions
Section 202-15a

"Fishing from shore above the high water mark is only permitted from 8:00 p.m. until 1:00 a.m. from thirty (30) minutes before sunrise until 8:00 a.m."