

TOWN OF SEABROOK

SELECTMEN'S BUDGET MEETING

SEPTEMBER 11, 2019

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

10:00AM

Mr. Khan opened the meeting at 10:15AM.

Mr. Khan explained the budget work sessions and how the department heads make recommendations to the town manager and the town manager's budget is presented to the board. He said the board's budget is what is presented to the budget committee and the budget committee's budget is what goes on the ballot for voter approval.

Mr. Manzi gave an explanation of how the budget was prepared. The board asked for a 0% increase so the budget is level-funded to the fullest extent possible. The board has also asked that no new positions be included in the budget. Mr. Manzi said some of the departments have requested new personnel but he has cut them. However, the department heads will be asking the board to reconsider in those cases. The budget has an increase of about 1.3% which includes 53 pay periods and mainly contractual obligations. He said at this time we are carrying last year's healthcare number as the cost for 2020 has not come in. The budget will be updated with the new figures once they are received. Mr. Khan would like the cost for the 53rd week of payroll in 2020. Mr. Manzi said the fund balance is \$7,600,025 that he received ahead of the independent audit.

Mr. Manzi spoke a little about how the town has been adding yearly to the fund balance even though we have spent over \$5 million from this fund since 2016. They are continuing to gather data on the increase in water and sewer rates. The revenue is only going to reflect 3/4 of the year but he will continue to update as the numbers become available. The CIP is complete and has been submitted to the planning board for adoption. The human service requests have also been completed. Mr. Manzi said the police department and DPW will be looking for new personnel in 2020.

There was discussion on the tax rate and how it is broken down between the school, town and county. About half of the tax rate goes to the school.

There was discussion on merging the water and sewer departments and whether or not it would save the town money. Mr. Manzi said

there is opportunity to save money and there will be further discussions on this going forward.

There was discussion on the warrant articles and if the board could set a total dollar amount that the articles could be for so there would not be any more than that number for articles. The board feels this is one of the reasons the budget does get passed at town meeting. Mr. Khan would like to have a meeting to just talk about the warrant articles and setting a limit.

There was discussion on the requests from the human service agencies and the reduction the board made in 2018. Mr. Khan would like the board to look at the budget and be conservative so that the town does not go to a default budget 2 years in a row.

Mrs. Kyle asked that an elected board member should not be commenting or diminishing a new company coming into town on social media as they are only hurting the taxpayers. She asked that the people stop doing this.

BUILDING 210

Mr. Manzi said there is a reduction in this budget as they are cutting the full-time assistant position to a part-time, 20 hour per week, position.

MOTION: Aboul B. Khan To add line 112 - part
Second: Ella M. Brown time employees for
Unanimous \$12,087.

MOTION: Aboul B. Khan To reduce lines 111 to
Second: Ella M. Brown \$24,450; 155 to \$650;
Unanimous 210 to \$32,890; 211 to
\$4,750; 215 to \$786;
219 to \$2,064; 220 to
\$5,768; 231 to \$2,858;
290 to \$250 and 294 to
\$2,400 for a new bottom
line of \$146,537.

REVENUES 210

MOTION: Ella M. Brown To approve 210 revenues
Second: Theresa A. Kyle at \$68,900.

Carrie Fowler said the numbers are through August and just under \$68K so she would not increase. This does not affect anything with the budget. If it comes in higher it is good for the town.

Unanimous

HEALTH 410

MOTION: Aboul B. Khan To add line 112 - part
Second: Ella M. Brown time employees for
Unanimous \$12,087.

MOTION: Aboul B. Khan To reduce lines 111 to
Second: Ella M. Brown \$24,450; 155 to \$650;
Unanimous 210 to \$32,890; 211 to
\$4,750; 215 to \$786;
219 to \$2,064; 220 to
\$5,818; 231 to \$2,889;
290 to \$250 and 294 to
\$2,400 for a new bottom
line of \$131,588.

REVENUES 410

MOTION: Ella M. Brown To approve revenues at
Second: Theresa A. Kyle \$7,500.
Unanimous

WELFARE 470

Bonnie Armentrout was present and gave a brief overview of her department. She said the biggest challenge is trying to place individuals in apartments or shelters.

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$117,523.
Unanimous

WELFARE DEPARTMENT 471

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$88,300.
Unanimous

REVENUES 471

MOTION: Aboul B. Khan To approve revenues at
Second: Theresa A. Kyle \$1,500.
Unanimous

TREASURER 131

Oliver Carter was present and said the only change is due to the 53rd week of pay.

MOTION: Aboul B. Khan To approve the budget at
Second: Ella M. Brown \$113,397.
Unanimous

REVENUES 131

MOTION: Ella M. Brown To approve revenues at
Second: Theresa A. Kyle \$207,000.
Unanimous

TOWN CLERK 140

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$397,604.
Unanimous

REVENUES 140

MOTION: Aboul B. Khan To approve revenues at
Second: Theresa A. Kyle \$1,466,720.
Unanimous

ELECTION & REGISTRATION 142

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$45,987.
Unanimous

ASSESSING 160

Line 390 - other professional services is used for a second assessor if needed. Line 510 - other contract services is for more contractual like services such as the GIS and the re-measure that is done every few years.

MOTION: Aboul B. Khan To approve the budget at
Second: Theresa A. Kyle \$320,986.
Unanimous

FINANCE 130

Line 390 - other professional services is for the CPA and was used more in 2019 due to the audit for the inventory of capital assets. Mr. Manzi believes the CPA will be used less but the line should be increased from \$2,000 to \$6,000.

MOTION: Theresa A. Kyle To increase line 390 to
Second: Ella M. Brown \$6,000 for a new bottom
 Unanimous line budget of \$240,481.

TAX 150

The increase is the health cost going from a single plan to a family plan for 2 individuals.

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$226,799.
 Unanimous

REVENUES 150

MOTION: Ella M. Brown To approve revenues at
Second: Theresa A. Kyle \$135,000.
 Unanimous

RECREATION 460

Mr. Manzi said this has about a 3% increase and other than contractual the increase is in the overtime line. Mr. Khan asked if the board could meet with the recreation director as they do with the other department heads. The town manager will get her into the rotation.

There was discussion on the vehicle allowance and what the new contract offers in order to get this out of the contract.

MOTION: Ella M. Brown To approve the budget at
Second: Aboul B. Khan \$763,903.
 Unanimous

REVENUE 460

MOTION: Ella M. Brown To approve revenues at
Second: Theresa A. Kyle \$62,542.
 Unanimous

Board took a break at 12:15PM. Board reconvened at 1:25PM.

MEMORIAL DAY 462

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$9,300.
 Unanimous

OLD HOME DAY 463

There is a small increase to add a new entertainer/vendor to this event.

MOTION: Aboul B. Khan To increase line 510 to
Second: Ella M. Brown \$13,421.
Unanimous

MOTION: Aboul B. Khan To approve the budget at
Second: Ella M. Brown \$32,801.
Unanimous

REVENUE 463

MOTION: Ella M. Brown To approve revenues at
Second: Theresa A. Kyle \$1,600.
Unanimous

COMMUNITY CENTER 465

Line 435 - Building Maintenance increased by \$5,000 and the rest is contractual. There was discussion on the ground maintenance and why they are not being taken care of.

MOTION: Aboul B. Khan To approve the budget at
Second: Ella M. Brown \$236,242.
Unanimous

REVENUE 465

MOTION: Theresa A. Kyle To approve revenues at
Second: Ella M. Brown \$220.
Unanimous

REVOLVING 16

There was discussion on what goes in and what comes out of this account.

MOTION: Aboul B. Khan To approve revenues at
Second: Ella M. Brown \$62,852.
Unanimous

MOTION: Theresa A. Kyle To approve expenditures
Second: Ella M. Brown at \$60,852.
Unanimous

LIBRARY 480

Eric Small was present and said the budget has increased by 1.3% due to an increase in wages for the employees.

MOTION: Aboul B. Khan To approve the budget at
Second: Theresa A. Kyle \$506,772.
Unanimous

COMPUTER TECHNOLOGY 180

Brian Murphy was present and briefly explained his department. There was discussion on line 343 - Software & Licensing which is for \$36,000 for Munismart that all employees utilize. Line 740 - New Equipment has increased in order to replace the server.

MOTION: Theresa A. Kyle To approve the budget at
Second: Aboul B. Khan \$264,062.
Unanimous

CHANNEL 22 181

Brian Murphy was present and indicated that this budget has a new full-time employee. This employee has done a tremendous job in taking over channel 22, the website, facebook and other social media sites. There was discussion on the audio for channel 22 and that this is the biggest complaint the board receives.

MOTION: Ella M. Brown To approve the budget at
Second: Theresa A. Kyle \$124,461.
Unanimous

REVENUES 181

MOTION: Theresa A. Kyle To approve revenues at
Second: Ella M. Brown \$60,000.
Unanimous

PLANNING BOARD 170

There was discussion on line 390 - other professional services and line 391 - billable services and what is charged to each line. Line 391 - billable services are fees that are billed to the applicant to reimburse the town. There was discussion why the town pays the engineering fees that the applicant is responsible for.

MOTION: Aboul B. Khan To approve the budget at
Second: Ella M. Brown \$60,992.
Abstain: Theresa A. Kyle

REVENUES 170

MOTION: Aboul B. Khan To approve revenues at
Second: Theresa A. Kyle \$130,500.

Unanimous

SELECTMEN 110

MOTION: Aboul B. Khan To approve the budget at
 Second: Ella M. Brown \$18,094.
 Unanimous

BUDGET COMMITTEE 112

MOTION: Ella M. Brown To approve the budget at
 Second: Theresa A. Kyle \$1,676.
 Unanimous

RISK MANAGEMENT 121

MOTION: Ella M. Brown To approve the budget at
 Second: Theresa A. Kyle \$663,654.
 Unanimous

LEGAL 122

Mr. Manzi feels that next year this budget could potentially be reduced by about \$50,000 as the utility cases will be decreasing which will help to reduce the legal costs.

MOTION: Ella M. Brown To approve the budget at
 Second: Theresa A. Kyle \$220,000.
 Unanimous

TRUSTEE OF THE TRUST FUNDS 135

MOTION: Ella M. Brown To approve the budget at
 Second: Theresa A. Kyle \$653.
 Unanimous

REVENUES 135

MOTION: Ella M. Brown To approve revenues at
 Second: Theresa A. Kyle \$400.
 Unanimous

BOARD OF ADJUSTMENT 172

MOTION: Aboul B. Khan To approve the budget at
 Second: Ella M. Brown \$8,250.
 Unanimous

REVENUE 172

MOTION: Theresa A. Kyle To approve revenues at
Second: Ella M. Brown \$3,800.
 Unanimous

CONSERVATION COMMISSION 430

MOTION: Aboul B. Khan To approve the budget at
Second: Ella M. Brown \$3,618.
 Unanimous

The board would like to have information in regards to the money the commission receives and what is available to them. Mrs. Kyle asked why the town is paying the bills if they have money coming in.

DEBT 800

Mr. Manzi explained there are 3 notes outstanding that are all for the water treatment plant. He said the town is scheduled to float debt for the water towers and also the pier.

MOTION: Theresa A. Kyle To approve the budget at
Second: Ella M. Brown \$549,119.
 Unanimous

The board feels that Seabrook has done very well in being conservative with all of the services that are provided. The surrounding towns do not have half of the services and the taxes are greater than Seabrook's.

Mr. Manzi said in his financial report he tried to break out how much the budget was and how much the warrant articles are each year.

MOTION: Aboul B. Khan To adjourn the meeting
Second: Theresa A. Kyle at 3:11PM.
 Unanimous

Approved and endorsed

 Ella M. Brown, Clerk

Date: _____