

TOWN OF SEABROOK

SELECTMEN'S MEETING

SEPTEMBER 20, 2021

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

10:30AM

Mrs. Brown opened the meeting at 10:40AM.

**MONTHLY MEETING - WATER & SEWER SUPERINTENDENT**

Curtis Slayton was present and briefly went through his reports (see attached). He gave a summary on the Resilience Grant that the town has received from DES. Some modifications do need to be made but the town does not have to agree with everything in the report.

Mrs. Brown asked about the sewer pipe under the Route 286 bridge. Mr. Manzi said they have a proposal from the contractor and waiting on the contract. There is a slight disagreement over the start date, but they are discussing a new date where they were to begin on October 15. It has been difficult as the contractor could not get pricing for some of the components that would be needed for the project.

Ravi suggested looking at coastal flooding in Seabrook in piece mail. If looking at the WWTP for coastal flooding, we should also look at the roadways and what would happen. They will take some time, but they should think about forming a study group to look at all sides of the issue where they could bring a report back to all that are working on the issues. Mr. Manzi commented they would be looking at all sides and will include input from the fire and DPW departments as well.

Maria Brown said the water and sewer fees were increased and the taxpayers were supposed to see a reduction in taxes. Mr. Manzi said they were designed to stop the subsidy from the budget. This was just in operation not capital expenses for the departments. The rate increase has essentially done this for the taxpayers.

**PREVIOUS MINUTES - MAY 20 PUBLIC AND JUNE 8 PUBLIC**

MOTION: Ella M. Brown To adopt the minutes of  
Second: Theresa A. Kyle 5/20 public and 6/8  
Unanimous public.

**ABATEMENTS**

Helen Tsai & Howard Boey - 6 Old New Boston Road - \$31.20

Rita Perkins - 52 Collins Street - \$62.22

MOTION: Ella M. Brown To approve and sign the  
Second: Theresa A. Kyle abatements.

Mrs. Kyle would like to have a discussion on the abatements that come before them as they are out of control. Mrs. Brown agrees it is out of control. Mr. Khan said they have had this for many years, and they have a formula in place to take of this.

Unanimous

#### **REFUNDS**

Philip Franciosa - 3A&3B Almena Way - \$1350 & \$900

MOTION: Ella M. Brown To approve and sign both  
Second: Theresa A. Kyle refunds.  
Unanimous

#### **WATER SERVICE APPLICATIONS**

Robert Watts - 35A Dows Lane - \$1300  
636 Lafayette Road - \$10,700

MOTION: Theresa A. Kyle To approve and sign both  
Second: Ella M. Brown water applications.  
Unanimous

#### **SEWER SERVICE APPLICATIONS**

Robert Watts - 35A Dows Lane - \$800  
Raymond Lawler - 44 Blacksnake Road - \$800  
Richard Bruno - 319 Ashland Street - \$50

MOTION: Theresa A. Kyle To approve and sign all  
Second: Ella M. Brown sewer applications.  
Unanimous

#### **RATE INCREASE - RECREATION PAY SCALE**

Mrs. Kyle would like to table this item until they have some time to review further and to include it in the 2022 budget process. Mr. Manzi said that would be fair and he could bring the acting recreation director to the meeting to discuss in further detail.

Mrs. Kyle commented there have been other inquiries brought forward requesting pay increases that need to be looked into. Mr. Khan said this was done as the Board of Selectmen asked for it when they did the other part time increases. He said they could bring the acting recreation director to the next meeting

for discussion. Mrs. Brown said she is fine with that, but they are having a hard time getting people to apply for positions due to the rate being so low.

Mr. Manzi commented that this was developed as the board asked for it. He said if the board agreed to the pay proposal, he would suggest they implement before the 2022 budget cycle so it could be included in the budget that would go before the voters. He feels if the board was to wait until the next meeting it would be okay, but he would not want to wait until February of 2022 as then it could not be budgeted accordingly. Mr. Manzi said they have to keep the amount within the confines of the budget meaning there is no new money being appropriated.

There was discussion on how many permanent part-time employees this would affect.

The board would like to have the acting recreation director present at the next meeting on October 11 for further discussion.

#### **ELDERLY EXEMPTION CHANGES**

Angela Silva was present and discussed the changes to the elderly exemption for 2022. She discussed the criteria for eligibility. Some would have a large increase due to the valuation and they have very little income. There is no rush on this, but it is something the board should consider for the 2022 warrant. There are 209 exemptions but 82 of them don't pay a bill so about 130 would be affected with the new changes. The board would like to discuss this further at the October 11 meeting.

Mr. Khan said there is some confusion on how the revaluation process works and who mandates it is done every 5 years. Ms. Silva said there was information put on the town website explaining it and AngelJean did an article in the newspaper. Mr. Manzi said they could work on something that could be put on the website and channel 22.

Ravi said he has heard from a lot of residents that the property values have been reassessed several times over the past few years. The question that keeps coming up is why the jump is so big if they are keeping up with the values over, they other years. Ms. Silva said they were at 89% of market value and Vision was hired to come in and bring the values to 100% of market value. The sales of home have been increasing so she has been trying to keep up with the market value.

Maria Brown said the state law says you must reassess every 5 years. If Ms. Silva did not keep up with the market values over the five-year period, the taxpayers would have been hit with a lot larger increase.

**QUESTIONS/COMMENTS**

Mr. Manzi said there is a vacancy on the WHS Budget Committee, and they now have a volunteer for the position. Ravi has volunteered and the board can approve if they so choose.

<u>MOTION:</u>	Aboul B. Khan	To approve the WHS
Second:	Ella M. Brown	Budget Committee
Unanimous		volunteer recommendation of Ravi.

Mr. Manzi will connect Ravi with the school business manager.

Mr. Manzi said the nuclear decommissioning authority will also have a vacancy due to the resignation of Mike Rabideau. When he has the notice of vacancy, he will bring it to the board. Mr. Manzi explained this is a fund that was setup to decommission the closure of the plant. The committee oversees the fund and the process. Mrs. Kyle feels someone with a finance background would better serve Seabrook on this committee and Ravi fits that bill.

Next meeting is October 11 and 25 at 10:30AM.

Maria Brown said that Mrs. Kyle is all for collecting monies for the town. She asked if the board has considered implementing a fee study as they did previously to look at the fees that are due to the town. She would like to know if there is a process and how do we get to a point where someone owes \$20K in taxes without having some type of payment plan set up. If there is no policy, she feels they should adopt one so that all departments are collecting monies due to the town within 90 days or so and it is not paid it gets reported to the board.

Maria Brown would like the board to consider an electronic time clock where employees punch in and out. She believes it would be cost effective if they had a card where they punched in and out. She said the paper timesheet is outdated and with the technology today it should be something that is considered.

Maria Brown would like the board to go over the department hours as the hours have changed due to covid.

Maria Brown told the board she would be interested in serving on the budget committee as a member or alternate if there is an opening.

Michele Knowles spoke about the water billing and said 7% is outstanding out of 2 million dollars which is about \$180K and feels that is not a substantial number. Mrs. Knowles explained the water department does send out letters to residents who are 6 months behind, and it is mostly the same people who fall in this category.

Mr. Manzi said in water and sewer if they do not pay the bill, it is not feasible to not pay for five years as they would be shut off. Mrs. Knowles commented there may be an exception for someone who may have a child that is disabled.

There was discussion on property taxes owed and when the town places a lien on the property and when they take the property. Mrs. Knowles said the property tax is 3% outstanding. Mr. Manzi said if there are repeat offenders the answer is clear the water and sewer gets shut off. When this happens, they pay the bill, and the town gets a reconnection fee. If they do not pay the bill, they would eventually be declared uninhabitable and condemned by the board of health.

Maria Brown said the water and sewer collection is well over the allotted time for payment. She said some are rentals and if they are collecting money for rent they have the money to pay the water bill. She said everyone needs to pay their fair share of things and it should be looked into.

Mr. Manzi said he is going to make a forceful statement and commented the tax office is not doing nothing and it doesn't matter if it's a rental or the owner.

Mr. Khan said the only time something is written off is for the ambulance billing and it is when they cannot find a person or an address. The taxes and water and sewer billings are collected 100% of the time.

Mrs. Kyle said the company doing the ambulance billing when she first got on the board was not doing their job and we had over \$800K uncollected revenue. She said there are a lot of things that can be looked at.

Mrs. Kyle said they went to a meeting at the WWTP discussing a lot on the coastal flooding projects with the congressman who

was present. The fishing industry was discussed, and it was a good connection.

Mrs. Kyle said she is fully against the wind turbines. Mrs. Brown agrees and is against them as well. Mrs. Kyle said they are floating wind turbines, and they are not American they are foreign companies.

**NON-PUBLIC SESSION**

<u>MOTION:</u>	Theresa A. Kyle	To go into non-public
Second:	Ella M. Brown	session under RSA 91-A:3
Unanimous		II (c) welfare liens &
		tax deed and (e)
		negotiations at 12:42PM.

Roll call:  
 Mrs. Brown - yes  
 Mr. Khan - yes  
 Mrs. Kyle - yes

<u>MOTION:</u>	Ella M. Brown	To adjourn the meeting
Second:	Theresa A. Kyle	at 3:30PM.
Unanimous		

Minutes taken by Kelly J. O'Connor.

Approved and endorsed:

\_\_\_\_\_  
Theresa A. Kyle, Clerk

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

# Seabrook Water & Sewer 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 & Sewer Superintendent

Date: September 1, 2021

Subject: Monthly Report from May 21<sup>st</sup> to Date

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

### WATER

- Responded to 133 requests for service to include water turn on/off, inspections and meter repairs.
- Responded to 310 dig safe requests.
- 31,173,000 gallons of treated water was pumped into the distribution system in May, 38,308,000 gallons in June, 34,761,000 gallons in July and 34,795,000 gallons in August.
- The water tank painting project was completed at the end of May. Both tanks are back in service.
- T Mobile continues to install cell phone equipment on and around the 286 tank.
- Meter reads were completed the first of every month.
- 1 of the 3 monitoring wells are in the voluntary water restricts range. It is our recommendation the voluntary restrictions remain at this time.
- Attended weekly video meetings with Seabrook Station.
- Attended zoom and site meetings on Weare land.
- Filled part time clerk position.
- The Department of Labor safety list was completed.
- Rob Moore, Harry Perkins and Randy Littlefield completed the 2 day competent person excavation training class
- Hydrants 1031, 3003, 5009 and 6010 were replaced.
- Raw water hydrant 7012 was repaired

- Summer hydrant painting
- Emergency water leak repair out in front of the fire station on Centennial Street. The bolts rusted away on a gate valve. Also had a leak in the 12-inch raw water main that feeds the treatment facility.
- Small meter testing
- CIP and Budget completed
- Bacteria samples were completed the first two weeks of the month. One sample taken at the fire station was positive for total coliform bacteria and was cleared when we resampled the station and up and down stream of the station.
- GIS work is ongoing.
- Quarterly water and sewer bills went out at the end of July
- Water Chief Operator and Superintendent attended the Seacoast Commission Meeting in June
- Water Department held month safety meetings on 6/4 and 7/2
- Renewed FCC radio license WPSZ936
- Meter Bench was calibrated by In-Cal
- Grounds keeping
- Backflow testing of town owned devices.
- Crack sealing parking lot at water treatment facility
- Hauled 12,000 gallons of sludge to Berwick Maine
- Yearly lead and copper testing is near completion.
- Replaced sample station at in front of 312 South Main Street.
- Part-time employee, Marcee Souther, passed the distribution 1 test and is scheduled for the treatment 1 testing.

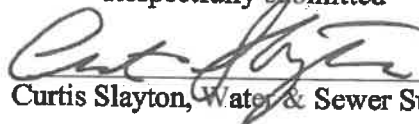
## SEWER

- \* 55 million gallons of wastewater treated.
- \* Vertical assets addition to GIS at the WWTF with and Hoyle and Tanner engineering and Peoples GIS are ongoing.
- \* Superintendent attended numerous video meetings to include sea rise resiliency grant project, Blackwater Bridge, and training classes for license renewal.
- \* We are having weekly Blackwater bridge meetings with the engineer. They are currently updating the drawings, working on permits and contract documents. The Sea Rise Resiliency grant project has been completed. The final report has been reviewed and the sewer department CIP has been adjusted to meet the future needs of the facility.
- \* Completed the safety list from the Department of Labor.
- \* Cleaning of the wet wells of the sewer pump stations is finished for the year.



- \*Sewer main cleaning is ongoing.
- \*Installation of the new outside camera system has been completed. We are working to close out the grant at this time
- \* Sewer Department had Safety Meetings on 6/24 and 8/4.
- \*Wonderware software company was in to fix ongoing issues with the SCADA system.
- \* We have pilot tested 2 more sludge dewatering systems, the Centrisys and PW Tech.
- \* The WWTF now has an active storm water permit from EPA.
- \* CIP and Budget completed
- \*Grounds keeping at Wastewater facility and pump stations
- \* B.O.D. lab testing now being done in house.
- \* Joe Walker left the sewer department to take a position at the Portsmouth Naval Shipyard
- \* Branden Moore promoted to Mechanic 1
- \* Rebuilt Rotor 1 assembly replaced gear box and motor.
- \* Semiannual bio solids testing done
- \* 2 new HVAC units installed in the operations building by staff.
- \* Rebuilt 1 simplex station at 150A Farm Lane
- \* Installed new carbon filter units at Rocks Road pump station for odor control.
- \* Patched leaking gate in the contact tank
- \* Patched leaks in the vault at 286.
- \* Replaced exhaust fan and lighting in Dechlor building.
- \* Swapped oxidation tanks for maintenance and cleaning.
- \* Radiator change out on Ledge Road gen set.
- \* Painted exhaust stack for gen set at WWTF.
- \* 6 Manholes repaired on Batchelder Road

Respectfully submitted

  
Curtis Slayton, Water & Sewer Superintendent

**SEABROOK WATER DEPARTMENT**

**Water Delivered**

Year: 2021      Month: May

**Gravel Packed Wells**

1: 2,432,000

3: 1,127,000

7: 2,257,000

Plant: 25,357,000

Total: 31,173,000

Previous Month / Year May-20      Total 31,429,000

Previous Month / Year May-19      Total 32,061,000

Respectfully submitted: George M. Eaton Chief Op

Date: 6/1/2021

**SEABROOK WATER DEPARTMENT**

**Water Delivered**

Year: 2021      Month: June

**Gravel Packed Wells**

1: 5,675,000

3: 6,398,000

7: 328,000

Plant: 25,907,000

Total: 38,308,000

Previous Month / Year Jun-20      Total 39,261,000

Previous Month / Year Jun-19      Total 31,983,000

Respectfully submitted: George M. Eaton Chief Op

Date: 7/1/2020

**SEABROOK WATER DEPARTMENT**

**Water Delivered**

Year: 2021      Month: July

**Gravel Packed Wells**

1: 5,342,000

3: 2,186,000

7: 3,776,000

Plant: 23,457,000

Total: 34,761,000

Previous Month / Year	<u>Jul-20</u>	Total	<u>37,658,000</u>
Previous Month / Year	<u>Jul-19</u>	Total	<u>38,345,000</u>

Respectfully submitted: George M. Eaton Chief Op

Date: 8/2/2021

**SEABROOK WATER DEPARTMENT**

**Water Delivered**

Year: 2021      Month: August

**Gravel Packed Wells**

1: 5,492,000

3: 7,315,000

7: 0

Plant: 21,988,000

Total: 34,795,000

Previous Month / Year	<u>Aug-20</u>	Total	<u>35,987,000</u>
Previous Month / Year	<u>Aug-19</u>	Total	<u>37,390,000</u>

Respectfully submitted: George M. Eaton Chief Op

Date: 9/2/2021