

TOWN OF SEABROOK

SELECTMEN'S MEETING

JULY 10, 2023

Srinivasa "Ravi" Ravikumar
Theresa A. Kyle
Harold F. Eaton
William M. Manzi, III

Ravi opened the meeting at 9:00AM.

NEW BUSINESS LICENSES

Beach Deck Bar & Grill - Joe & Grace Saffie were present and spoke to the business.

MOTION: Ravi To approve and sign the
Second: Theresa A. Kyle business license.
Unanimous

Shore Point Technology - Greg Raso was present and spoke to the business.

MOTION: Ravi To approve and sign the
Second: Harold F. Eaton business license.
Unanimous

MONTHLY MEETING - FIRE CHIEF

Fire Chief William Edwards was present for his monthly report (see attached). Mr. Eaton commented on how important it is for community involvement and he thanked the Chief and his department for the hard work they do in this area.

There was a discussion on the number of engine runs. Mr. Manzi said there are quarterly anomalies, and they will probably see a shift in the engine runs for next quarter. There was discussion on how the ambulance runs and engine runs related to each other. The apartment complexes are considered residential but if they were to take those calls out of the equation the number would probably change significantly. Mr. Eaton stated he is interested in knowing how many service calls are put into these large apartment complexes for public safety.

There was discussion on employee injuries and how long the employee may be out of work.

Mr. Eaton asked if they could monitor the incoming calls for apartment complexes to get an idea what the calls coming in are for in this area. Chief Edwards said it is for a wide range of services. He said the most common age group for ambulance service is 60+ years. He would need to look back to see what types of calls they are receiving for ambulance and engine

service calls. Ravi said it is good to know the types of calls that are coming in to better manage the services and costs to the residents.

Fire fees were distributed to the board. The board commented they would take some time to review the list of fees. Chief Edwards went over the fees they currently charge and the ones they should look at. Chief Edwards commented that they are always looking at ways to do their job more efficiently.

Chief Edwards said 2 employees are out with injuries currently. He feels the injuries have continued to increase every year, but it is hard to determine what may or may not happen and the level of the injury.

There was discussion on the number of hours an employee is paid for when they are called back to the station. There was discussion on the increase in calls for service with limited manpower that has not increased and with that employees are breaking down and more injuries are happening. There was discussion on the call volume compared to surrounding towns. It was stated we are a busy community that is a border town and people come to spend money and they have accidents and need service. Seabrook goes out with 3 employees on a call for service where other communities go out with 5-7 employees. Our employees are doing the same work with less manpower.

PREVIOUS MINUTES - MAY 1 NON-PUBLIC, JUNE 12 PUBLIC AND JUNE 19 PUBLIC

<u>MOTION:</u>	Ravi	To adopt the minutes of
<u>Second:</u>	Harold F. Eaton	5/1 non-public, 6/12
<u>Abstain:</u>	Theresa A. Kyle	public & 6/19 public.

WATER SERVICE APPLICATIONS

BG Corey Landscaping LLC. - 319 NH Route 286
 Bruce Brown - 35 Norman Road
 Jean Drive NH LLC. - 32&36 Jean Drive
 Cote & Foster Cont. - 312 Atlantic Avenue

<u>MOTION:</u>	Ravi	To approve and sign all
<u>Second:</u>	Theresa A. Kyle	water applications.
<u>Unanimous</u>		

SEWER SERVICE APPLICATIONS

BG Corey Landscaping LLC. - 319 NH Route 286
 Jean Drive NH LLC. - 32&36 Jean Drive
 Cote & Foster Cont. - 312 Atlantic Avenue

MOTION: Ravi To approve and sign all
Second: Theresa A. Kyle sewer applications.
Unanimous

ENTERTAINMENT PERMIT

Red's Kitchen & Tavern - July 25 2PM - 10PM

MOTION: Ravi To approve and sign the
Second: Harold F. Eaton entertainment permit.
Unanimous

DPW FEES

Mr. Manzi said they have submitted an increase in fees for cemetery plots. Mr. Starkey said that full burials are at about 35% where cremations are up to about 65%. There was discussion on who handles the burial of cremated remains and in Seabrook most of them are done by DPW employees and no fee is charged. Mr. Starkey recommends the board adopt the fee schedule (see attached) that is charged by Charles Hayes for cremations.

Ravi stated the last time they met on fees Mr. Brown was present and spoke as to how the land was given to the town for burials especially for the "poor" so they could have a place to bury their loved one. These fees would only be for the cost incurred for the actual burial not the plot.

The board agreed to take this into consideration during the overall fee discussion.

Mr. Starkey presented the fees that they charge at the transfer station (see attached). He said compared to Georgetown, MA that has privatized the transfer station we are much lower in fees. Mr. Manzi said he did provide a memo to the board that includes the existing fee structure. There was discussion on the Freon charge to be removed from items and that cost is about \$7-8.

WATER & SEWER PRICING UPDATE

Mr. Manzi said he would be providing a report to the Board and should be a discussion item on the next agenda.

RFP 2024 TOWN WIDE REVALUATION

Ravi gave an overview of the discussion the Board has had regarding revaluation based on areas they felt needed adjustments. The board is looking for a statistical update and that means some of the issues in the existing assessment would not get carried over and not everyone would be able to challenge the assessed value. Mr. Manzi said he doesn't feel they need to do a full measure and list as it would be more costly. He

suggested bringing the winning bidder to a meeting and have them give an opinion on the need for a full measure and list.

MOTION: Ravi To approve the RFP with
Second: Harold F. Eaton minor edits to bring it
Unanimous current.

TOWN PIER PARKING - TRUCK & TRAILER PARKING ONLY

Mr. Eaton had a conversation with a town fisherman who couldn't be here today but has provided a statement that he read (see attached). Mr. Eaton said he is asking for the parking spots for truck and trailer parking be reserved for commercial fisherman only. Mr. Eaton feels his request is honorable as he is providing for his family and relies on this parking area to do so. Ravi said the first 6 parking pots are clearly marked and easily identified and would like to keep them this way. He said what Dwight Souther is asking for is a distinction for commercial fishermen and this should be discussed.

Police Chief Brett Walker said that if it is not properly marked, they wouldn't be ticketed. He said it comes down to a policy decision of the board. Mrs. Kyle said a prior board voted to keep those spots for the fishermen and the other parking spots were for town residents who had boats. She said they had instructed the police department to ticket anyone who violated the policy. Ravi said he is in agreement of making them all for the fishermen but if the signage is not accurate, they need to correct it so there is no confusion. Chief Walker said if there is signage in front of the space that is sufficient. Mrs. Kyle said the enforcement has not changed they have been through this with 2 previous boards, and it was voted on by both boards.

John Starkey said he has heard from a couple of commercial fishermen that said some are taking up 2 spaces and they would like to see those ticketed as well as they are ruining a space for someone else.

Deb Lima spoke and said on June 18 employees from the Tuna Stryker received tickets for parking in resident only parking spots as it was not properly noticed. She also indicated the website is not clearly updated. Chief Walker asked her to see him after the meeting about the tickets they received. The board asked that all spots be clearly marked for truck and trailer parking.

Chief Walker said he would go and review the area and signage with John Starkey. The board would like to have a report back as to what changes were made. Ravi asked if the agents issuing tickets could count how many spots are being used and at what time of day, they could review the data.

Mr. Eaton commented that parking for the fishermen is going to be based on which fishing season they are in. He said there may be times when spots are empty but then full especially say during tuna fishing season.

ANDOVER STREET RIGHT OF WAY DISCUSSION

There was a letter submitted to the town by Sergio Bonilla on behalf of the town before permitting takes place in this area. Mrs. Kyle said they had a meeting with a previous board that Sergio Bonilla was in attendance for, Sergio Bonilla denies he attended. Mr. Bonilla said restoration of the dune grass would be better served by removal of the tree, but it is up to the board. Mrs. Kyle said they had already voted to not remove the tree.

Mr. Eaton said there are pine trees to the north and south of this location. He said they do choose to remove the trees they are setting a precedent and someone else can come in and ask to remove those trees that are located in the sand dunes where they are considered non-native species. Ravi commented that if someone comes to the board and requests to remove a non-native species and is willing to incur the cost, they should consider the request. He said otherwise in the future it could be an expense to the town.

Mr. Eaton said he is trying to understand how they came to such a drastic change from the meeting. He said he did some research, and this tree has shallow roots which could potentially spiral into something completely different. Ravi commented that what has changed since the meeting is that the residents have come before the board and the owners on the south and north side of the walkway have asked to remove the tree and they would incur the cost for removal and restoration of the dune. These are benefits to the town and he feels that it made sense to bring it forward for further consideration.

Len Ichtou - asked if the dune is a better property with or without the tree. Sergio Bonilla said the dune would not be for planting trees if they were building a dune. It would be a better vegetation and protect the environment from erosion and the tree would have no value to this.

Doris Sweet - said the eastern red cedar is native but the Australian pine is not. She said the owners were not concerned with that when they were using 3000ft. of town owned property. Sergio Bonilla replied about the trees and said he was referring more to the eastern red cedar.

TOWN POLICY - HAWKERS & PEDDLERS

Mr. Eaton commented he did not have prior information or knowledge as he was not on the board, so he went and did some research. He met with different department heads, one being John Starkey who had valid concerns with vendors in this area. John Starkey would be okay if the vendor were to provide their own trash receptacle and dispose of the trash. He met with the fire chief who had no concerns or complaints prior to this. Mr. Eaton met with the police chief who had no incidents with this area and vendors, however, he asked they not be located near the entrance or exit of this area for safety. Mr. Eaton said based on this information and after speaking with some residents he feels this is something they should look at changing as there is really no impact. He would be in favor of accepting this if they had a policy set in place limiting the number of vendors. He also does not want to see a food truck and they should take it on a case-by-case basis.

Mrs. Kyle said she is in favor of supporting the policy set by the previous board. She said a business owner came to a meeting and spoke for over 45 minutes and now is in favor of supporting this vendor. The north side of the parking is owned by the state, but the state has left maintenance and control of this area to Seabrook. She said this is not a hot dog cart, it is larger than what was previously there, and they lack sufficient parking and have had numerous complaints.

Ravi said his position has always been that they are elected by Seabrook residents, and they are here to serve them. When they come and make a request it is up to the board to do what they can to support the request and if they need to put provisions around it, so they don't affect the other residents. He said they can establish a fee to level the playing field with other local businesses. Ravi is in support of the recent application with strict provisions in place and if they violate those provisions the license would be revoked.

Mrs. Kyle said she is not in favor of this application as it is incomplete. Ravi disagrees and said if the father is running this business with help from his teenage son he doesn't feel the son needs to complete a background check. Ravi said they can put a size limit on the vehicle.

Mr. Eaton said the applicant did go on social media and bash him but when he took his oath, he said he wouldn't make decisions on personal preferences but would base his decision on what is good for the community. Although the applicant did do all of those things, he can't base his decision on that.

MOTION: Harold F. Eaton To approve the application with strict provisions.

Mrs. Kyle stated she is not basing her decision on what was said by the applicant but rather on what was previously voted on and upholding that decision based on complaints received.

Second: Ravi To add the vendor be responsible for trash, adhere to 20X10' in size, no overnight, no blocking of entrance and exit and no driving vehicle.
Opposed: Theresa A. Kyle

MUNICIPAL REGISTRATION AGENT MOTOR VEHICLES & BOATS

This is for new town clerk Shayna Merrill and Ravi read the letter (see attached).

MOTION: Ravi To approve and sign the appointment.
Second: Harold F. Eaton
Unanimous

PRESENTATION OF ORGANIZATIONAL CHART

Mr. Manzi presented the org chart that he completed through Visio. There was discussion on the part time hours allowed by the Obama care mandate. Mr. Manzi said in line with this org chart they have also put forth Bamboo software to manager HR functions which will include the job descriptions. It was stated that no employee currently holding a position will be affected by any certifications or education that may be needed to perform the job function they are currently holding.

Ravi said they need to schedule a meeting to discuss the fees. Mr. Manzi said if the board is meeting next week, they would need a non-public session to set the rules for negotiations. Mrs. Kyle said they changed the meeting from 9AM to 9:30AM and Mr. Manzi indicated he missed it this week.

QUESTIONS/COMMENTS

Len Ichtou - spoke to his request for removal of the tree. He said when he arrived at his home the dunes were under restoration to bring it back to its natural habitat. Once they realized this was happening, they felt it was great and they would now have a view. Then the trees were introduced to be removed with costs being borne by the property owners. The trees were planted for someone's own personal interest, and they are now requesting removal of the trees for their own personal interest. He doesn't quite understand the outcome. He hopes they will look at this again and if it means removal of the root system so be it. This will help the residents of the town with future needs. He feels like it was a quick decision and wasn't done objectionably or fairly.

Joe Guiffre - said he understands the concern and how it started but then morphed into something more. He said the dunes protect the town from the wind and water.

Ravi said he attended a planning board meeting and was just normal course of business and he will be attending the meeting this evening for the planning board.

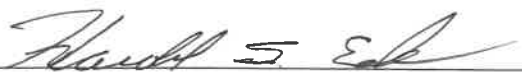
Next meeting is Monday, July 17 at 9:30AM.

MOTION: Ravi To adjourn the meeting
Second: Theresa A. Kyle at 12:43PM.
Unanimous

Meeting adjourned at 12:43PM.

Minutes taken by Kelly J. O'Connor.

Approved and endorsed:


Harold F. Eaton,
Clerk

Date: AUGUST 7, 2023

TOWN OF SEABROOK BOARD OF SELECTMEN

AGENDA

July 10, 2023

Open Meeting at 9:00 A.M.

**TURN CELL PHONES TO VIBRATE OR OFF PLEASE
PLEDGE OF ALLEGIANCE**

MEETING

- 1.) New Business Licenses – Shore Point Technology, LLC., Beach Deck Bar & Grill and Kentucky Fried Chicken/Taco Bell
- 2.) Monthly Meeting – Fire Chief
- 3.) Fire Fee Discussion

NEW BUSINESS

- 1.) Question of approving previous minutes of May 1 non-public, June 12 public and June 19 public.
- 2.) Question of approving water service applications for BG Corey Landscaping LLC. – 319 NH-286, Bruce Brown – 35 Norman Road, Jean Dr NH LLC. – 32&36 Jean Drive and Cote & Foster Cont. – 312 Atlantic Avenue.
- 3.) Question of approving sewer service applications BG Corey Landscaping LLC. – 319 NH-286, Jean Drive NH LLC. – 32&36 Jean Drive and Cote & Foster Cont. – 312 Atlantic Avenue.
- 4.) Question of approving entertainment permit for Red's Kitchen & Tavern – July 25 2PM to 10PM.
- 5.) Question of DPW Fees
- 6.) Question of Water and Sewer Pricing Update
- 7.) Question of Approval of RFP for 2024 Town Wide Revaluation Services
- 8.) Question of Town Pier Parking- Slots Reserved for Truck or Trailer Parking Only- Discussion
- 9.) Question of Letter by Sergio Bonilla- Andover Street Right of Way-Discussion
- 10.) Question of Town Policy- Food Vendors-Town Owned Lot Route 1A
- 11.) Question of Approval of Town Clerk Shayna Merrill as Municipal Registration Agent- Motor Vehicles and Boats
- 12.) Question of Presentation of Town Org. Chart

QUESTIONS/COMMENTS

Board of Selectmen on any boards and/or committee meetings they have attended

PUBLIC PARTICIPATION



SEABROOK FIRE DEPARTMENT

**87 Centennial Street
Seabrook, NH 03874**

**Phone: 603-474-2611 Fax: 603-474-5187
seabrooknh.info**



*William J Edwards
Fire Chief
603-474-3880*

*Lawrence "Koko" Perkins
Deputy Fire Chief
603-474-5300*

Report of The Fire Department

Date: July 10, 2023

To: The Board of Selectmen
and William Manzi, Town Manager

Prepared By: William J Edwards, Fire Chief

Hello, at my last meeting with the board I was asked to review and submit fire alarm fee potential changes. I've submitted that as a separate memo attached.

Below you will see our run data, you can see an increase of 16% in ambulance runs versus last year and an increase of 26% for engine runs.

Our department participated in Senior Day at the Rec, Memorial Day Parade, ACERT meetings for the School, FD vs Rockingham Village pick up basketball game, a pair of Captains went to the FDIC conference, learned some new training techniques they are putting together for our department.

Congratulations to Bryan Wittman and Tiah Eaton for completing their Paramedic programs, Tiah needs to complete her clinical time but will be done with that shortly and become fully certified.

July 18th there will be a touch the truck event at the library, times will be posted to our FB Page.

Tuesday July 25th Reds Kitchen will be hosting Christmas in July. This is on the behalf of Seabrook Firefighters Toy Bank. They'll have Live music, raffles, and photos with Santa, and also Ray Bourque will be on hand.



SEABROOK FIRE DEPARTMENT

**87 Centennial Street
Seabrook, NH 03874**

**Phone: 603-474-2611 Fax: 603-474-5187
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William J Edwards
Fire Chief
603-474-3880

Lawrence "Koko" Perkins
Deputy Fire Chief
603-474-5300

2023 Year to Date Ambulance Calls for Service - 1,256 (+16%)
2023 Year to Date Engine Calls for Service - 741 (+26%)

2022 Year to Date Ambulance Calls for Service - 1,063
2022 Year to Date Engine Calls for Service - 549

In the last quarter our ambulance responded to 341 residential calls and 108 business calls. Our Engine responded to 189 residential calls and 80 business calls for service. This data was hand counted by secretary Kelly McDonald and our alarm operators, taking roughly 4-5 hours to pull together. This is roughly a 3 to 1 ratio ambulance calls for residential addresses and 2 to 1 for business addresses.

Firefighter Absentees for the First Half of 2023 - Thus far in 2023 we have had to cover 1,592 hours of overtime for injury coverage. This covers 13 firefighters, of our 20, that have been out due to an injury at least once in 2023. One FF was covered by short term, the other 12 covered by workers comp.

Respectfully,

William J Edwards
Fire Chief



SEABROOK FIRE DEPARTMENT

87 Centennial Street

Seabrook, NH 03874

Phone: 603-474-2611 Fax: 603-474-5187

seabrooknh.info

William J Edwards
Fire Chief
603-474-3880

Lawrence "Koko" Perkins
Deputy Fire Chief
603-474-5300

Date: June 28, 2023

To: William Manzi, Town Manager

From: William J Edwards, Fire Chief

Re: Fire Fee Schedule

At the last Board meeting I was asked to review the town's fire fee schedule by the Board of Selectmen. Our fees were last updated in 2018, I've attached a sheet showing our current fees and also the current fees of Exeter, Salem, Portsmouth, and Dover. After reviewing these neighboring communities' fees, I'd recommend leaving our fees as they currently are. We are very similar in most cases.

These other communities have some fees that Seabrook does not have like a Hotel inspection fee for example. This would be a fee specific to hotels only. We currently do not have such a fee, but also do not have the staffing to conduct these inspections. Inspections take a lot of time to walk through each building or business, then apply the code the correct way, meet with business owners and or maintenance personnel and explain the code violations.

After finding a violation and reporting it, we need to follow up and ensure the violations have been remedied. So having just the one person to handle all of this is taxing.

Our Fire Prevention is conducted by our Deputy Fire Chief, Koko Perkins. We handle all the state required inspections, like fireworks, schools and places of assembly. We typically only conduct non required inspections after receiving a complaint.

New construction is also a huge part of the inspections we conduct. Both commercial and residential. We are apart of most of the steps from the initial plan review at the tech review meetings though the final approval to open and operate or to occupy a household.



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We do send our duty crew out to try and help with inspections but these are mostly checklist inspections that we are able to squeeze in around the shifts busy call volume.

If the board would like to add fees or increase fees we are not opposed to doing this. I would however ask that these fees be put into a special account that the Fire Department can utilize to put back into fire prevention. We would like to add a part time fire inspector to assist with inspections. This position could easily be paid for by the fees we currently generate, along with the increased fees we would be able to assess with the part time person conducting inspections.

Respectfully,

William J Edwards

Fire Chief

Town of Seabrook Currently Adopted Fire Fees

Type of Permit or Inspection	Processing Fee	Additional Fee	Exeter, NH	Salem, NH	Portsmouth, NH	Dover, NH
Fire Alarm Systems						
New System	\$50.00	\$0.05 per Gross sq. ft. of Protected Area	\$50 / #of Devices	\$50 + \$0.05 Per s.f.	\$15 per \$1,000 value	
Modification	\$50.00	\$0.05 per Gross sq. ft. of Modified Protected Area	\$50 / #of Devices	\$50 + \$0.05 Per s.f.	\$15 per \$1,000 value	
Sprinklers	\$50.00	\$0.05 per Gross sq. ft. of Protected Area	\$50 / \$70per hr to Inspect	\$50 + \$0.05 Per s.f.	\$15 per \$1,000 value	
New System Modification	\$50.00	\$0.05 per Gross sq. ft. of Modified Protected Area	\$50 / \$70per hr to Inspect	\$50 + \$0.05 Per s.f.	\$15 per \$1,000 value	
Alternative Fire Suppression System (Ex. FM-200)						
Flood Suppression System	\$100.00	100.00, re-inspection for any system that fails any time	\$70 per hour	\$300/\$400/\$500	\$250	
Fire Alarm System Maintenance	\$100.00	Annually				
Radio Controlled Fire Alarm Box	\$300.00	Annually				
Master Fire Alarm Box	\$300.00	At Time of Certificate of Occupancy				
Alarm Hook Ups	Cost plus \$200.00					
Plan Reviews						
Commercial / Industrial Site Plan Review	\$200.00		\$150 (large projects Fee per 3rd party)		\$75 per hour (2hr min)	
Prinkler / Fire Alarm Permit Plan Review	\$300.00		\$150 (large projects Fee per 3rd party)		\$75 per hour (2hr min)	
Building Plan Review	\$200.00		\$150 (large projects Fee per 3rd party)		\$75 per hour (2hr min)	
Life Safety						
Permit of Assembly	\$100.00	Permit Issued Upon Satisfactory Completion of Life Safety Inspection (twice a year)		0 based on # of People	\$200	
Site Inspections	\$60.00	Hourly Basis \$100.00 Minimum			\$75 per hour (2hr min)	
Occupancies w/Liquor Licenses	\$100.00	Annually				
Site Plan Review	\$200.00					
Oil Burner Permit						
Installation	\$50.00		\$50			
Tank Installation/Removal	\$50.00					
Liquid Propane Gas (LP) Above/Under ground	\$50.00					
Welding Permit	\$200.00					
Day Care Inspections	\$100.00		200/400/600		\$200	
Fire Investigation Report	\$25.00	Property Owners or Insurance Companies Only			\$100	
Non-Emergency Stand-By Personnel	\$50.00 per person plus \$100.00 per Apparatus	4 Hour Minimum			\$10	
False Alarms						
Blocking Fire Lane	\$0.00, \$100.00, \$500.00, \$500.00	Escalating Fees F/A Per Calendar Year		\$200/\$300	Actual Cost	
Blocking Hydrant	\$500.00	Blocking Hydrant				
Late Fees						
Industry Standard						



June 28, 2023

Office of the Select Board
Town of Seabrook
99 Lafayette Road
Seabrook, NH 03874

**Re: Andover Street Town of Seabrook Right-of-Way
Andover Street (Tax Map 21 Lot 22-23)
Seabrook, New Hampshire 03874**

Dear Members of the Town of Seabrook Select Board:

Mission Wetland and Ecological Services, LLC (Mission), on behalf of the Town of Seabrook, is hereby submitting this letter to support the impending Andover Street Town Right of Way (ROW) sand dune restoration permitting and above-referenced duly approved sand dune habitat restoration efforts in this vicinity. Several past Seabrook sand dune habitat restoration projects have already been completed and there are several in the pipeline so it should come as no surprise that the coastal Seabrook sand dune ecosystem is an invaluable Seabrook landmark and resource. As you know, on behalf of the Town of Seabrook and in association with Henry Boyd, Jr., LLS of Millennium Engineering, Inc (MEI), Mission will be undertaking the required permitting efforts for the Andover Street Town Right-of-Way (ROW) on a pro-bono basis, again, to complement and optimize the approved sand dune habitat restoration efforts to improve and enhance the function and value of this sand dune ecosystem in this quaint coastal neighborhood for decades to come. As you are aware, the two projects located to the north (Lot 14) and south (Lot 9) of the Andover Street ROW have been fully vetted, endorsed, and approved by Local and State regulatory authorities.

There are few items that we would like to undertake as part of the impending permitting associated with the Town of Seabrook ROW sand dune restoration components of the Andover Street ROW. Specifically, the removal of a subject eastern red cedar (*Juniperus virginiana*) tree, several other non-native Austrian pines (*Pinus nigra*), and other invasive plants located on the Town of Seabrook sand dune area and ROW will optimize the available resources to increase the probability of greater success of this sand dune habitat restoration and the adjacent restoration efforts. During the site walk held with Henry Boyd of MEI and the Town of Seabrook Select Board in the Spring of 2023, a few members of the Select Board expressed their desire to keep these trees remaining in the ROW. However, it is Mission's opinion that the removal of the eastern red cedar tree and those non-native Austrian pine trees will allocate full solar and spatial resources and optimize infiltration rates for greater success and rapid germination and subsequent propagation by rhizomatous tissue (root networks) of the American beachgrass (*Ammophila breviligulata*) plantings. This will effectively allow for increased armoring of these plants during coastal storm events with heavy wind and rain and allow the American beachgrass to capitalize on their function to buffer coastal storm events and attenuate forceful winds to the sand dune itself. Lastly, the removal thereof will also decrease the potential for property damage to the homeowners in the area. The property damage may result from coastal storm events and winds

uprooting these very shallow-rooted trees and subsequently falling onto refurbished dwellings in the vicinity.

The removal of this non-native vegetation and their root systems will facilitate proliferation of flourishing American beachgrass community and promote full solar radiation as well as other resources to optimize vegetative growth. While I appreciate that the removal of these subject trees may temporarily displace frequently encountered suburban songbirds, this work can be conducted at a time outside of the nesting season, as to not compromise the viability of any eggs and/or rearing of any chicks. Not only will the removal of the trees facilitate the establishment of a flourishing American beachgrass community, as is typically the case with these sand dune restoration projects, Mission anticipates recruits and volunteers of protected rare, threatened, and endangered plant species may colonize these areas given the adjacent seed source. Thus, in turn this habitat may become breeding, nesting, feeding, rearing, and/or foraging habitat for some of the frequently encountered shorebirds.

In summary, it is the position of Mission that the functions and values of these restored sand dune habitat areas will be fully realized with the removal of the subject eastern red cedar tree and the non-native Austrian pine trees in the Andover Street ROW. The NHDES has already approved the removal of the invasive, non-native Austrian pines to the rear of Lot 9 on Town property, an area that will flourish with the sand dune habitat restoration and advancement of the protected species plant communities in what will become open sand dune habitat mixed with American beachgrass. The aesthetic values, storm buffering capacity, and wildlife habitat will enhance the food chain dynamics of this area of the Town property. These sand dune habitat restoration efforts located to the (Lot 14) and south (Lot 9) are substantial efforts to give back to the Town invaluable sand dune habitat, so it makes ecological and logistical sense to thread these two approved coastal sand dune restoration efforts together with the impending sand dune habitat restoration efforts of the Andover Street ROW, including the removal of these trees. Moreover, this may alleviate a potential safety and property damage issue.

Please feel free to reach out with any questions or if you require any additional information. We appreciate your time, consideration, and patience and look forward to your approval to remove these subject trees.

Respectfully Submitted,
Mission Wetland & Ecological Services, LLC



Sergio Bonilla, PWS, CWS, CESSWI
Principal Wetland Ecologist

Cc: Eben Lewis, Southeast Region Supervisor – NHDES Wetlands Bureau
Ashley Litwinenko, Environmental Reviewer – Natural Heritage Bureau
Judie Walker, Seabrook Conservation Commission – Town of Seabrook

Town of Seabrook

Memorandum

To: Board of Selectmen

From: Town Manager

CC: Kelly O'Connor

Reval RFP

July 5, 2023

I have attached a copy of the last RFP for a full town wide reval. As mentioned this document is dated, and needs some obvious updates. If approved for form and substance I will update the applicable dates and inventory numbers and put the bid out in approximately 30 days. The attachment here has been redlined by Ravi.

REQUEST FOR PROPOSALS
COMPLETE STATISTICAL REVALUATION OF THE TOWN OF SEABROOK, NH
RFP #B2020-AD-06

Town of Seabrook, New Hampshire
Assessing Department



REQUEST FOR PROPOSALS# B2020-AD-06

You are cordially invited to submit a proposal for the complete statistical revaluation of the Town of Seabrook, New Hampshire, in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

Three (3) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

RFP # B2020-AD-06
Town Managers Office
Town of Seabrook
Clo Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874

*All proposals/bids must be received by January 7th, 2021, at 2:00 pm EST.
And will be opened publicly immediately after the deadline.*

REQUEST FOR PROPOSALS
COMPLETE STATISTICAL REVALUATION OF THE TOWN OF SEABROOK, NH
RFP #B2020-AD-06

I. INTRODUCTION

The Town of Seabrook seeks proposals for the complete statistical reappraisal of all taxable, non-taxable, and exempt properties situated within the Town of Seabrook, New Hampshire. The Proposer must utilize the Town's current CAMA system for the fiscal year 2024 to meet the New Hampshire Department of Revenue requirements for the Five-year Revaluation. The effective date of value for the revaluation shall be April 1st, 2024.

Seabrook covers approximately nine (9) square miles, with four thousand four hundred fourteen (4,414) parcels. The following is a breakdown of the parcel count:

Single Family Homes	2085
Mobile Homes on land	348
Multi-Family Homes (2-4 Family)	105
Condominiums	441
Mobile Homes in Park	756
Apartments	10
Commercial	209
Industrial	126
Improved Exempt	176
Vacant Land	158

Seabrook's last statistical revaluation was conducted in 2021. The Town's assessing information is currently contained on cards produced by the Vision Appraisal CAMA software.

The conditions for project award and signing of the Contract are outlined in the enclosed minimum specifications. Each Proposer shall meet all requirements and instructions. Failure to meet any conditions, instructions, or minimum specifications may disqualify the Proposer.

All completed and deliverable products shall be turned over to the Town no later than August 15th, 2023.

Liquidated damages for late completion shall be based upon the date of August 15th, 2023.

II. GENERAL REQUIREMENTS

Applicants must submit a complete qualification package for review by the Owner that demonstrates successful performance on similar projects. Candidates making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by the specific Project. Any additional information or tasks that the responding firm feels to be relevant should be

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included together with the submittal requirements. The bidders must include at least three references that may be contacted by the Town of Seabrook concerning past performance. Each Proposal shall consist of the following:

- a) Cover letter with contact information
- b) The Contract of the successful Proposer shall be submitted to the NH. Department of Revenue Administration for review and comment prior to its execution.
- c) Description of qualifications and experience; identifying the number of years engaged as a Company, corporation, partnership, or individual specializing in governmental tax revaluation services and references from at least three (3) municipalities.
- d) Assigned personnel. The applicant will submit the written qualifications of all personnel assigned to this Project in the form of a resume.
- e) Include a schedule of project completion, specifying the Project's basic stages, and an estimated cost and percentage of the Project that each stage contributes to the project's cost.
- f) Certificate of insurance showing general liability, automotive, and worker's compensation coverage.
- g) Proposal bond or certified check for ten (10) percent of the Proposal submitted.
- h) Copy of the Proposer's financial statement for the last three (3) fiscal years.
- i) Complete Project Proposal Form

All questions concerning the request for proposals shall be made in writing, no later than seven (7) days before the RFP due date in order to be considered, to the Chief Procurement Officer, Shaylia Marquis, who may be contacted at (603) 474-5601 or by email at smarquis@seabrooknh.org. Written responses will be posted on the Town website at seabrooknh.info/procurement.

The Town of Seabrook reserves the right to accept or reject any, and all proposals in whole or in part received as a result of the RFP. If a bid is selected, it will be the most advantageous regarding price, quality of service, qualifications, and capabilities to provide the specific service. The Town reserves the right to waive informalities and technicalities.

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Project Proposal Form

The following form must be completed and submitted with the Proposal for the statistical update of all properties situated within the Town of Seabrook's municipal boundaries, NH, effective valuation date of April 1st, 2021.

The undersigned Proposer affirms and declares:

1. As the NH Department of Revenue Administration requires a standard State contract, the Town desires that each Proposer submit a separate instrument outlining a specific scope of services consistent with the Proposers method of performing statistical evaluations.
2. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT, including all specifications contained within, enclosed with the Request for Proposals for the subject Project.
3. That should this Proposal be accepted in writing by the Town of Seabrook, said Proposer shall furnish the services for which this Proposal is submitted at the price submitted and comply with state laws, rules, and the provisions of said Contract.
4. That the Proposer or his/her representative has visited the Town of Seabrook; is familiar with its geography, character of development; and has made himself or herself knowledgeable of those matters and conditions in the Town of Seabrook which would influence this bid proposal and subsequent efforts in the execution of the Project.
5. That all items, documents, and information required to accompany this Proposal of the aforesaid Contract are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject Project in accordance with the aforesaid Contract for the following amount:
\$ _____
7. That the Proposer proposes to perform appraisals on those parcels that exceed the base parcel count on the following prorated basis:
\$ _____
8. That the Proposer proposes to provide services in the defense of values generated from the Project in excess of the Contract specifications on the following basis:
\$ _____ per hour\diem (choose one)

REQUEST FOR PROPOSALS
COMPLETE STATISTICAL REVALUATION OF THE TOWN, OF SEABROOK, NH
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9. That the Proposer understands that the Town of Seabrook has installed Munismart tax billing software and that the Proposer will, on occasion as needed, interface the CAMA software with the tax billing software to ensure integration and that said cooperation was a consideration in the development of the bid price.
10. That the Proposer understands that any Contract the Town accepts in regard to revaluation services will include the RFP, including this section and that the wording in the RFP shall govern in all matters of conflict between the Contract and the RFP.
11. That the Proposer has the experience and qualified personnel to execute the aforesaid Contract in a timely and professional manner.
12. That the Proposer fully understands and shall comply with all Statutes and Administrative Rules that govern or come to bear upon revaluations and valuations for ad valorem purposes in the State of New Hampshire.
13. That the Proposer understands and accepts that although the proposed price is a significant factor in the determination of the selected vendor, the Town reserves the right to award the Contract to other than the low-cost Proposer and that considerations other than low cost will come to bear in the Town's deliberations and selection process.
14. That the undersigned is a duly authorized officer of the Proposer and has the authority to enter into binding discussions and Agreements with the Town.
15. That the quoted price is valid for 90 days after the date proposals are due.

FIRM'S NAME: _____

SIGNATURE: _____

NAME WRITTEN: _____

TITLE: _____

DATE: _____

TELEPHONE #: _____

FAX#: _____

E-MAIL: _____

REQUEST FOR PROPOSALS
COMPLETE STATISTICAL REVALUATION OF THE TOWN OF SEABROOK, NH
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iii. **GENERAL GUIDELINES**

1. Criteria For Selection: Proposals will be evaluated in accordance with the following criteria:
 - a) Company's understanding of the project, it's purpose and scope as shown by the overall work-plan
 - b) Availability and competence of personnel proposed for the Project;
 - c) Responsiveness to the specifications contained within the RFP;
 - d) Competitiveness of proposed cost.

2. Financial Responsibility: Contracts will be awarded only to responsible offerers. In order to qualify, the Proposer must be prepared to present documentation that they meet the following criterion:
 - a) Have adequate financial resources for performance;
 - b) Have the necessary experience, organization, technical qualifications, skills, and facilities;
 - c) Have a satisfactory record of performance.

3. Limitations: This request for proposals (RFP) does not commit the Town of Seabrook to award a contract or pay any costs incurred in preparing a proposal. The Town reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in entirety this RFP if it is deemed by the Town to be in its best interest to do so.

4. Proposal Preparation and Submission:
 - a) The Proposal shall contain the firm fixed price of the proposed effort, which Proposal shall be complete in its entirety.
 - b) Any special services, considerations, or contract terms not contained in the RFP shall be referenced in specific detail, along with the total and fixed costs for these services.
 - c) Intent to utilize subcontractors in the execution of the Contract shall be disclosed in the Proposal, sub-contractors to be named specifically, and will show the total fixed costs of such assistance.

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5. Revisions and Modifications:

- a) In the event it becomes necessary to revise any part of the RFP, addenda will be provided and made available on the Town website at **www.seabrooknh.info/procurement**. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

6. The Contract:

- a) The Town may award a Contract, based upon offers received, without additional submissions from the Proposer. Accordingly, the Proposal should be submitted on the most favorable terms, from all aspects, which the Proposer can submit. The Town reserves the right to request additional information, either orally or in writing or additional presentations, to support written proposals. Nonetheless, the Proposer is cautioned that the Proposal shall be subject to acceptance without further clarification.
- b) The Town reserves the right to incorporate minor modifications, which may be required. The Proposer shall include these changes at no additional costs.
- c) The successful Proposer shall adhere to the Contract Minimum Specifications, defined further within this RFP. However, the Proposer is encouraged to append and expand upon these minimum specifications.

7. Town-Contractor Relationship:

- a) Disagreements and disputes, if any, arising under the terms of this agreement, either at law, equity, or by arbitration shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which State this agreement shall be deemed to have been executed.
- b) Indemnification - The Contractor shall indemnify the Town and hold its officers, agents, servants, and employees harmless from any and all claims, actions, causes of action(s), suit judgments, costs, and expenses caused or arising out of the acts or omissions of the Contractor or any of its independent contractors, agents, or employees. Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of the immunity of the Town, which immunity is hereby reserved to the Town. All data, materials, installed software, documentation, and work product of any kind pursuant to this Contract shall belong exclusively to the Town.

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IV. CONTRACT MINIMUM SPECIFICATIONS

The Town of Seabrook would like the Proposer to formulate the Contract in a manner consistent with the nature and scope of their particular services and operations and with the Administrative Rules that govern or come to bear upon revaluation Contracts in the State of New Hampshire. However, the following minimum specifications will be addressed specifically within the Contract in order for the Proposal to be considered as a qualified offer:

1. Identify the Company and its principal place of business.
2. A statement that the Company agrees to provide all services, support, personnel, records, forms, labor, materials, and equipment to perform the statistical revaluation that is the subject of the Contract.
3. Employees: Identify all key personnel expected to perform the work of the Contract and affix current resumes of the same.
4. Project Milestones: State with specificity the start date, the turnover date (no later than August 15th, 2021), and define all key milestones as to the progress plan of the Project, including, but not limited to the following events:
 - Clerical startup operations
 - Measure and List of current Sale Properties.
 - File maintenance timeline
 - Sales analysis startup and completion
 - Modeling and calibration startup and completion
 - Generation of preliminary valuations
 - Final field reviews
 - Turnover of reviewed preliminary valuations for Monitor review
 - Notice to taxpayers of preliminary valuations
 - Informal hearings schedule
 - Request for Project Review
5. Compensation: State the total sum of compensation for the statistical revaluation effort and the manner in which invoices will be submitted to the Town, accompanied by an itemized account of the nature and extent of the work performed that is represented in the invoice. A clause that will serve to withhold 10% of each invoice as a surety to the satisfactory completion of the Contract, which funds will be released within 30 days of satisfactory delivery of all specified deliverable products.
6. Relationship and Indemnification: State that the relationship between Contractor and Town shall be as an Independent Contractor, and that the Contractor shall hold the Town, its agents, servants, and employees harmless, at the Contractors sole expense, to any liability or legal proceeding occurring as a result of the Contractors' action(s) or omissions, including

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injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees.

7. Certificates of Insurance: A statement that certificates of insurance, identifying the Town as an additional insured, including the type, amount, class of operations covered, effective dates and dates of expiration of policies, as required below, shall be submitted to the Town no less than ten (10) days after the signing of the Contract. Such insurance shall be maintained for the duration of the Contract. A financially secure insurer must issue each insurance policy, duly licensed to do business in the State of New Hampshire, with an A.M. Best Company rating of A+ or better and is reasonably acceptable to the Town.
 - a) Types of insurance shall include:
 - 1) Worker's Compensation insurance in the amount required by state law;
 - 2) Liability insurance with a Comprehensive General Form to include, without limitation, Premises, Operations, Completed Operations, Product, Independent Contractors (if any), Broad Form Property Damage, Blanket Contractual Insurance, and Personal Injury in the amount of \$1,000,000 per occurrence.
 - 3) Errors and Omissions Insurance with a \$1,000,000 combined single limit.
 - 4) Automobile insurance written with a Comprehensive Form including coverage for owned hired and non-owned vehicles. The limit for any one accident will be \$1,000,000.
8. Performance Bond: A statement referencing a performance bond's placement for the full amount of the contract price in a New Hampshire financial or banking institution acceptable to the Town.
9. Misrepresentation or Default: A clause that states that the Town may void the Contract at any time if the Contractor has materially misrepresented any offering *or* defaults on any contract with a New Hampshire municipality.
10. Transfer, Assignment, Sub-letting: Include a statement that there will be no assigning of any part of the Contract to anyone other than the Contractor without express written permission by the Town.
11. Include verbiage that reads: The Town may terminate the Contract at any time, by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 15 days before the effective date of such termination. In that event, all finished or unfinished work products shall become the property of the Town. If the Contract is terminated by the Town, as provided herein, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation

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previously made. Termination of the Contract or the retention of funds by the Town shall not preclude the Town from bringing an action against the Contractor for damages or exercising any other legal, equitable, or contractual rights the Town may possess in the event of the Contractors failure to perform.

- a) A provision allowing correction to violations of the Contract via written notice by the Town, and a 10-day period to correct such violations. However, upon failure to correct the violations, the Town will have the right to cancel the Contract, upon notice of the Town to issue termination within seven (7) days of the effective date of the termination.
12. Liquidated Damages: A clause providing for the compensation to the Town of Five Hundred Dollars (\$500.00) per day for each day beyond the turnover date of September 1st, 2024, where the Contractor fails to deliver completed work pursuant to the Scope of Services section of the Contract.
 13. Work Product: A statement that all work products used or created in conjunction with the revaluation shall be the sole property of the Town, and that, in the event of Cancellation or Termination, such products will remain with the Town, including, but not limited to installed software and associated rights, all data and tables entered to date, analyses, data collection forms, notifications and correspondence generated or received over the course of the revaluation.
 14. The Contract: A statement that the Contract shall consist of the RFP and any amendments thereto and the Contractor Proposal submitted in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. The Town of Seabrook reserves the right to clarify any contractual relationship in writing, with the concurrence of the Contractor, and such written clarification shall govern in the case of conflict with the applicable requirements stated in the RFP or Contractor's proposal.
 15. Signatory Page(s): A section allowing for the signing of duly authorized officials in the Contract.

Scope of Services

The Town of Seabrook would like the Proposer to formulate the Scope of Services in a manner consistent with the nature and scope of their particular services and operations, and with the Administrative Rules that govern or come to bear upon revaluation Contracts in the State of New Hampshire. However, the following minimum services will be addressed specifically within the Contract in order for the Proposal to be considered as a qualified offer:

1. **Good Faith:** The Contractor shall, in good faith, use its best efforts to assist the Town in determining accurate and proper market valuations and shall work closely with all Town Officials and NH DRA Project Monitor to ensure a successful program.

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2. **Public Relations:** The Contractor shall take measures at all stages of the operation to foster and maintain good relations with the taxpayers of the Town, Town Officials, Agents, and Town Employees. The Contractor shall further present a plan for the dissemination of information to the taxpayers via the press, radio, the local cable television station, Town website, and other means that will serve to inform and educate the public at large of the following points at a minimum:

- a) Necessity of a revaluation program
- b) Progress and status of the Project
- c) Goals of the Project
- d) Roles of the Town, Contractor, and NH DRA Project Monitor
- e) Qualifications of the Contractor
- f) Necessity of home/business owner cooperation
- g) Disclosure aspects throughout the Project
- h) On-going nature of the completed system

The Contractor shall make available a supervisor of the Company, skilled at public speaking endeavors, to meet with and address citizens group, service clubs, and other interested groups to establish and promote understanding and support for the revaluation program and sound assessing procedures and administration. The Contractor shall supply visual aids and other media at its disposal to this end.

The Contractor shall further prepare monthly public information notices advising citizens of the progress of the Project. All prepared releases shall be submitted to the Town prior to public dissemination. Press releases and public notices of all kinds will first receive approval from the Town before release.

3. **Employees:** As a condition of the Contract, the Contractor's employees, agents, or sub-contractors shall at all times treat the taxpayers, residents, and Town employees with respect and courtesy. The Contractor shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

At its sole discretion, the Town shall reserve the right to request that any employee involved in the Project be removed for any reason it deems appropriate or in the best interest of the Town. The Contractor shall comply with this provision upon request by the Town.

The Contractor shall not employ or compensate, in any way, a Town Officer, agent, or employee or any member of the family of such officer or employee in the performance of any work under the Contract.

The NH Department of Revenue Administration, Property Appraisal Division, must first approve all employees assigned to the Project for the activities they will be assigned to perform. Further, all employees assigned to the Project shall be approved by the Town before commencing their activities.

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All employees working outside the Town Hall or assigned office quarters will, at all times, wear an identification card, in a format acceptable to the Town, in a conspicuous location upon their person. All employees will be required to allow close inspection of the identification by any interested Town taxpayer or resident upon request.

All vehicles used by employees working in the field will have temporary identification affixed to the vehicles in a format acceptable to the Town.

4. **Supplies:** The Contractor shall provide all records, paper products, appraisal and data cards, computer supplies, equipment, literature, calculators, portable computers, and the like, adequate for the successful execution of the Contract.

The Town shall supply office space, lighting, and furniture adequate for executing the Contract and shall further supply the computer and printer to facilitate data storage, processing, and CAMA installation.

5. **Forms:** The Town shall first approve all forms utilized throughout the Project as to format, design, content, shape, size, color, and quality. Such forms are to include but are not limited to data collection forms, assessment record cards, income and expense forms, file control forms, quality control forms, telephone log forms, incident forms, inventory content forms, and the like.
6. **Assessor's Records:** The Contractor shall use a parcel accounting system that is acceptable to the Town. Existing assessing records may be reviewed upon request to the Town; however, records are not to be removed from the Assessors' office without the express written permission of the Town.
7. **Turnover:**
- a) Upon final maintenance of all properties by the Contractor, no later than August 15th, 2024, the Contractor shall deliver to the Town, in completed and final form, and in good order, the following deliverable products:
- An estimate of fair market value for all properties within the Town;
 - A final property record card, with data and value current and accurate, for each parcel in the Town;
 - A manual describing base values for all land and building classifications, depreciation schedules, and special conditions applied throughout the Project;
 - A manual describing income, vacancy, and expense models, along with capitalization rates and schedules utilized throughout the Project;
 - A manual describing coefficients, variables, or factors utilized in multiple regression routines or direct sales comparison routines including any weighting procedures;

Town of Seabrook

Memorandum

To: Board of Selectmen

From: Town Manager

CC: Kelly O'Connor

Grave Costs

July 5, 2023

I have re-attached a memo, from John Starkey on the pricing of burials. This memo, and the Starkey estimate, were presented in August of 2022. Mr. Starkey has provided some data which forms the basis of this recommendation to the Board. I have modified that data where appropriate.

Cost of Burial No Overtime.

Labor (2 employees) \$25 for 2 employees (4 hours) \$200 (Overtime \$320)	
Admin	<u>\$200</u>
Sub-Total	\$400 (Overtime Total \$520)
Upkeep	\$200.
Total	\$600

Any charges below the cost of burial constitute a taxpayer subsidy. Mr. Starkey and I present these figures to you for consideration as you contemplate this issue.

There is currently no charge for the burial of cremated remains. This is a full subsidy from the taxpayers. It is recommended that the base charge be \$300. The Board can hear from Mr. Starkey directly on recommendations for charges above base. (Weekends, overtime, etc.)

TOWN OF SEABROOK, NEW HAMPSHIRE
DEPARTMENT OF PUBLIC WORKS
43 Railroad Ave - PO Box 456
Seabrook, NH 03874
Telephone (603) 474-9771
Fax (603) 474-5942

May 25, 2023

M017-23

TO: William M. Manzi, Town Manager
FROM: John M. Starkey, DPW Manager
RE: Comparison of Transfer Station Prices

Dear Bill,

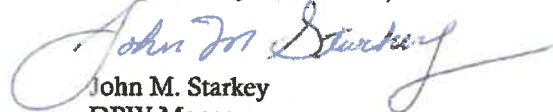
Please find a copy of our form with our prices, note that these have not been updated for quite awhile. Also find a form from a private Transfer Station in Georgetown, MA.

Ralph informs that once Georgetown privatized their trash & recycling, the Transfer Station there closed. A private company took over the mattresses, sofas, recliners, tires, C&D, electronics, white goods, painted wood, pressure treated wood, asphalt shingles & other odd refuse. I recall that the last time privatization was discussed in Seabrook, Waste Management concluded that the Seabrook Transfer Station and our scale was too small for their trucks & basically did not fit their needs.

Would it be reasonable that if a similar privatized solution to trash & recycling in Seabrook actually takes place/comes to pass, then the comparison provided for you could easily also come to pass. If and when we were to close our facility, this impact on citizens for bulky item disposal & odd waste could also happen. The whole story/impact needs to be told!

Please note we currently charge \$10 for a mattress discarded, Georgetown charges \$75, very interesting. Don't you think?

Respectfully submitted,


John M. Starkey
DPW Manager



JMS/snh
2 Attachments

cc: Kelly O'Connor, Deputy Town Manager
Lynn Willwerth, Office Supervisor
Ralph Welch, Rubbish Foreman

Georgetown Transfer Station

203 East Main St, Georgetown

978-352-9948

Payment by : Cash or Credit Card

Mon - Thurs 7:30 - 3:00 Fri - Sat - Sun 7:30 - 12:00 (Residential Only - No Contractors)

Item	T.S. Charge
Couch / Sofa / Love Seat / Recliner	\$40.00
Sofa-Sleeper	\$50.00
Chair	\$20.00
Mattress / Boxspring	
* Twin, Full, Queen - each	\$75.00
* King - each	\$75.00
Carpet	\$15.00 per 4ft roll
Air Conditioner	\$50.00
Dehumidifier	\$50.00
Freezer	\$50.00
Refrigerator	\$50.00
Dishwasher	\$20.00
Electronics (keyboards, printers, etc)	\$5.00 - \$10.00 Each
Small Appliances:	\$10.00
Microwave	\$20.00
Stove	\$30.00
Washer / Dryer	\$90.00
Toilet	\$90.00
Gas Grill	\$30.00
Hot Water Tank	\$30.00
Propane Tank - Empty	\$20.00
Mower/Push (no gas/oil)	\$30.00
Mower/Ride On (no gas/oil)	\$50.00
Snow Blower (no gas/oil)	\$30.00
Car Batteries	\$20.00
Latex Paint - Completely Dry w/ lids off	TBD By Attendant
SCALE FEE = \$5.00	
\$275.00 / TN (Approx .13 cents/per pound)	
HOUSEHOLD TRASH & RECYCLING	
Item	T.S. Charge
Small Kitchen Bag - Up to 25 gallons	\$2.00
Large Bag & Trash Barrel (Loose Trash)	\$5.00
Recycling - GTWN Residents no charge	\$2.00 per bin
Recycling - GTWN Residents no charge	\$4.00 per toter
YARD WASTE	
Item	T.S. Charge
Leaves - Per Bag	\$2.00
Grass Clippings & Leaves	\$75.00 per ton
TIRES	
Item	T.S. Charge
	Tire Only With Rim
Car	\$10.00 \$25.00
Light Truck	\$15.00 \$50.00
Truck	\$20.00 \$75.00

Do Not Accept:

No TV's, Computer Screens/Monitors, Laptops, Flourescent Bulbs
 No Non Latex Paints, Liquids or Hazardous Material, Motor oil.
 No Brush, Shrubbery or Yard Debris - No Concrete or Red Brick

**At this time no longer accept Boats.

Updated 1-1-23



Town of Seabrook, N.H.

USER FEE

SAMPLE 2023

Receipt/Invoice for Special Handling Items
Seabrook Recycling and Transfer Facility

CONSTRUCTION DEMO, PAINTED WOOD, PRESSURE TREATED LUMBER AND CARPET ...\$ 112.00/TON

Estimated 50lb Load or Less = Minimum Charge \$ 2.00

BULK ITEMS, ETC.

- Mattresses \$10.00
Box Springs \$5.00
Couches/Sofas \$10.00
Stuff chairs \$5.00
Recliners \$5.00
(Oil Based Paint), Stain and Lacquer Not allowed by State of NH

WHITE GOODS & ETC. \$ 10.00 per UNIT

- Refrigerators \$10.00 - EACH
Freezers \$10.00 - EACH
Air Conditioners \$10.00 - EACH
De-humidifiers \$10.00 - EACH
Water Coolers \$10.00 - EACH
Stoves/Ranges FREE OF CHARGE
Washing Machines FREE OF CHARGE
Dryers FREE OF CHARGE
Compost \$0.50 PER TON

TIRES

- (Up to 24.5-Inch off the Rim) \$ 3.00 - EACH
Tires (On Rims) \$ 4.00 - EACH

ELECTRONICS

- Televisions/Projection Screens \$ 10.00 - EACH
Computers \$ 10.00 - EACH

Payment by Check - YES NO Payment by Credit/Debit Card - YES NO

DATE: CHECK #: SUBTOTAL \$

Vehicle Plate # TOTAL DUE \$

Residents Signature: PRINT NAME

Address: PHONE #

(Please be advised that unpaid user fees can be paid by check or in person at the DPW Office 43 Railroad Avenue or submitted to P.O. Box 456 Seabrook NH within 30-days). ATTN: Dept. of Public Works Rubbish Dept.

Weighmaster Signature

Make checks payable to "TOWN OF SEABROOK"

Memo

To: Board of Selectmen
From: Town Manager
Re: Transfer Station rates
July 6, 2023

This is a revamping of the original memo sent in 2014 that established a rate structure at the transfer station. Anything without an "old price" would be a new charge. I believe these rates have been constant since 2014 but our charges from our principal hauler have increased substantially. This memo can begin a conversation and is meant as a starting point for that discussion.

Electronics: \$10.00 (Old Price (\$0.25 per pound.)

Computer Monitors \$15 each

Fluorescent Bulbs \$2.00 each

Light Ballasts \$10.00 each

White Goods: \$10 per unit includes Air Conditioners, Water Coolers, Stoves

Refrigerators \$15 per unit

Helium Tanks \$5 each

Propane Tanks
Up to 20 pounds \$2.00
30 pounds \$20
100 Pounds \$40

Tires: \$5 tire (up to 24.5 inch rim) (old price \$3)
\$6 tire (on rims) (old price \$4)

Mattresses and Box Springs \$10 (Twin) \$15 (Full and Larger)

Couches, Sofas \$10 each

Stuffed Chairs \$7 each

Carpet Rugs and Backing Material \$.08 per pound

Batteries (wet cell lead acid) \$2.00 each

Construction Demo: \$6 minimum up to 50 pounds. 0.12 per pound over 50 pounds **Old Price (\$0.045 per pound, or \$90 per ton.)**

Painted Wood: \$6 minimum up to 50 pounds. 0.12 per pound over 50 pounds **Old Price \$0.045 per pound, or \$90 per ton.**

Pressure Treated Lumber: \$6 minimum up to 50 pounds. 0.12 per pound over 50 pounds **Old Price \$0.045 per pound, or \$90 per ton.**

We would be looking to recoup existing costs of disposal of these items, while taking that burden off of the tax rate. The plan would be for fee collection on site.

William M. Manzi III
Town Manager

**TOWN OF SEABROOK, NEW HAMPSHIRE
DEPARTMENT OF PUBLIC WORKS
43 Railroad Ave - PO Box 456
Seabrook, NH 03874
Telephone (603) 474-9771
Fax (603) 474-5942**

June 8, 2022

M021-22

TO: William M. Manzi, Town Manager
FROM: John M. Starkey, DPW Manager
RE: Cost of a single grave in other Towns and cost of burying cremated remains as charged today by others

Dear Bill,

Pursuant to and in compliance with your request following our meeting with the Board of Selectmen while viewing boardwalks last month, please accept this report.

Currently the DPW sells a single grave for the cost of \$200 per grave.

Currently the DPW does not charge for the burial of cremated remains.

Attachment #1 shows what other nearby communities charge for a single grave. It would appear that Stratham, NH and Portsmouth, NH differentiate between a full burial grave and a cremation remains grave.

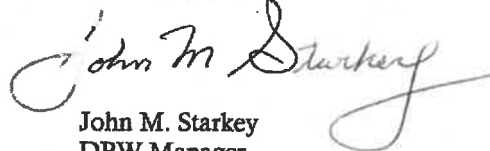
The Town of Lee, NH informs they charge between \$200- \$350 to dig for a cremation.

The NH Veteran's Cemetery buries Monday-Friday only.

The NH Cemetery Association teaches, stop selling graves! Stop issuing deeds! Sell only the right to be interred on Town property.

Attachment #2 shows what Charles (Skip) Hayes charges when working for funerals homes.

Sincerely yours,



John M. Starkey
DPW Manager



JMS/law

cc: Kelly O'Connor, Deputy Town Manager

Attachments

COST OF A SINGLE GRAVE

6-8-2022

SALISBURY, MA	\$900
KINGSTON, NH	\$500
HAMPTON, NH	\$1200
HAMPTON FALLS, NH	\$850
EXETER, NH	\$935 – RESIDENT \$1,135 – NON RESIDENT
GREENLAND, NH	\$500
NEW CASTLE, NH	603-431-6710
STRATHAM, NH	\$750 – FULL BURIAL \$350 – CREMATION
PORTSMOUTH, NH	\$500 – CREMATION - 2 LOTS \$1,000 – FULL BURIAL – 2 LOTS \$2,000 – FULL BURIAL – 4 LOTS
DURHAM, NH	\$500 – RESIDENT \$750 – NON RESIDENT
NEWMARKET, NH	\$700
* LEE, NH	\$400
NEW FIELDS, NH	\$500 – RESIDENT \$1,000 – NON RESIDENT

* PLEASE NOTE!

LEE, N.H. CHARGES \$200 TO \$350
TO DIG A CREMATION

Charles Hayes • (603) 770-1970

May 1, 2022

***Beginning July 1, 2022 the following rates will become effective:**

*TRADITIONAL OPENING: ... Monday-Friday 8 a.m.-2 p.m.	\$900.00
(April 1 to December 1)	
CREMATION ... Monday-Friday 8 a.m.- 2 p.m.	\$400.00
with vault or box ... Monday-Friday 8 a.m.-2 p.m.	\$600.00
(April 1 to December 1)	
(Includes green to cover up cremation grave)	
INFANT GRAVE ... Monday-Friday 8 a.m.- 2 p.m. (without a vault)	\$600.00
(April 1 to December 1)	

See list below for additional fees that may need to be applied

SURCHARGES:

SATURDAY FEE ... 8 a.m.- 2 p.m.	Additional \$200.00
WEEKEND ... Extra personnel and equipment due to complications to complete grave opening and closing will require	Additional \$250.00

Funeral Services going beyond 2 p.m. Additional \$100.00/hr
(All cemetery personnel have to be at the grave by 2 p.m. --
if not, all fees start at 2:01 p.m. for \$100.00/hr)

DOUBLE DEPTH Additional \$500.00
(Due to dangerous or bad location, some double depths may be denied)

HOLIDAYS & SUNDAYS \$500.00
New Year's Day ~ Martin Luther King Day ~
President's Day ~ Easter Sunday (Double) ~
Memorial Day ~ Independence Day ~
Labor Day ~ Columbus Day ~ Veterans' Day ~
Thanksgiving Day ~ Christmas Day

COMPLICATION FEES: To be Determined
Example: Water, Walls, Foundations, Monuments, Shrubs, Ledge, Etc.

SNOW REMOVAL: ... per vehicle (plow truck and/or backhoe) \$150.00/hr

Winter Fees ... December 1 to April 1 \$250.00

PLEASE NOTE: Some cemeteries may have additional fees and regulations

Town of Seabrook

Memorandum

To: Board of Selectmen

From: Town Manager

CC: Kelly O'Connor

Org Chart

July 5, 2023

I have attached a first draft of the town org chart. I would note a couple of things:

1. I am still refining, and may present some additional refinements for Monday. These would principally be in DPW and Recreation.
2. I have not submitted a chart for the Library.
3. I have included, in the chart for DPW, a Jonathan Belanger, who is in fact a DPW employee, but who is assigned custodial duties at Recreation. Accordingly you will not see him on the Recreation chart.