

TOWN OF SEABROOK

SELECTMEN'S MEETING

JULY 17, 2023

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

Ravi opened the meeting at 9:31AM.

Mr. Manzi commented there is a fuel leak on Route 107 in the area of BJ's and the northbound off-ramp. There is also a 3-vehicle accident on the opposite side. If you can avoid the area you should do so and crews are onsite.

**DISCUSSION OF DEPARTMENTAL FEES**

Ravi said the fees are a way to amend costs to the taxpayers and it is a good idea to look at those fees every so often. This is also a way to ensure that unnecessary costs are not being put on the taxpayers. Ravi said it is a better management of how money is spent in the different departments and all fees go into the general fund. Mr. Eaton spoke about the fees for rental of a service or product and that those fees should be looked at to ensure we are recovering the costs of renting that specific service or product. Ravi said they asked the department heads about 8 weeks ago to look at the fees and this meeting is a result of those efforts.

Mr. Manzi said there are a series of recommendations and submittals that have been presented to the board to recoup the cost for services provided.

Police Fees - Chief Walker was present and provided his proposal for an increase in fees (see attached). Chief Walker said this was presented to the board back in 2020 by the Deputy Police Chief.

Mrs. Kyle commented that some of the fines listed are difficult to enforce. She said unless the police see it firsthand or the person making the complaint goes forward with the complaint, they cannot impose the fine.

Chief Walker said the fines are imposed as a deterrent for violations of the policies. He said the fines are posted on the town and/or police website.

Ravi suggested when residents come into the town hall to do business, we hand out the list of fees, so they are aware of the fines and violations. Mrs. Kyle said the property owners with rental units should be given this notice. Ravi suggested they

have all the fees on the website and perhaps a QR code so they can look at it anytime and see what the fees are.

Mr. Eaton suggested on the police fees that the beach right-of-way fine be a flat \$200 fee as with the no parking and no permit parking fees so it is not confusing.

MOTION: Ravi

Second: Theresa A. Kyle

Unanimous

To accept the proposed fines & fees with update to the current charges & beach right-of-way fee to flat fee of \$200 and to put everything on the town website and to look into a QR code.

Building Fees - Lacey Fowler was present and discussed her proposed fees (see attached). Ms. Fowler said she included costs for the surrounding communities that are similar to Seabrook. She said she has been in the office for 10 years and there has been no increase in fees.

Ms. Fowler explained why the larger increase in the commercial fees in that there are several meetings before construction and a lot more work goes into those permits. Ms. Fowler stated she would like to see her department self-sustaining. She said the amount of time that goes into these commercial projects are much larger than what goes into a residential project and feels those costs should be recovered.

Ms. Fowler said she does have some new fees she would like to add but it is going to take some further research on her part including maybe a review by legal counsel before she presents those.

Mr. Eaton asked if there are fees associated with the planning board and discussion on how this relates to building & health. Ravi commented they could look at 2 ways to build those costs in. Either through the departments who are doing the work or through planning board fees. Ms. Fowler commented that the applicants pay for the town planner fee and engineering fee. Mrs. Kyle stated they were meeting with the planning board on Thursday and could bring this up at that meeting. Ms. Fowler said she would give them something review with the planning board on Thursday on the fees she would like to see with those projects.

Ms. Fowler recommended the board accept her draft proposal of increases as her final recommendation. Ms. Fowler did indicate on the re-inspection fee after the failed inspection she would like that at \$100 not the \$35 that is listed.

Health Fees - Ravi asked if the lodging facilities fee should be per unit rather than square footage. Ms. Fowler said it has always been square footage, but they could definitely look at per unit. The board agreed to hold this one item for further discussion.

Ms. Fowler said the zoning verification letter is a new fee she would like to be charged to the applicants. She is working on a few more fees to be implemented and will come back to the board when she has something more solid to present to the board.

MOTION: Ravi

Second: Harold F. Eaton

Unanimous

To accept the proposed fees from the building & health with provision to bring additional fees that are not included & amend the failed inspection fee to \$100 and hold the lodging facility fees for review on the fee per unit.

Cemetery Fees - Mr. Manzi said the recommendation is \$600 for a full burial and \$300 for cremations. This does not include the plot. Mr. Eaton said at the last meeting the DPW Manager asked the board to adopt the fee schedule from Charles Hayes. He would like to set a benchmark for the resources used for the burials and to recoup that cost. Ravi would like to hold off on this item and come back with a structure that is more in line with what is in the memo.

Transfer Station Fees - Ravi stated the residents cannot use cash at the transfer station only check or credit card that charges a convenience fee of \$2.50.

Ravi asked about electronics and there was discussion on what could be included in this fee. There was discussion on sofas and the board suggested they amend those fees to couches & sofas - \$10, sectionals - \$15 and sofa bed - \$20. Mr. Eaton said the largest form of revenue is recycling of cardboard and may need further discussion.

MOTION: Ravi

To accept the proposed

fees, to clarify the mattress & box spring on cost per each and the amended cost for sofa & couches, sectionals and sofa bed.

Mr. Eaton asked about the commercial haulers who dump at the transfer station and what the costs may be to them. Mr. Manzi said the construction debris is treated differently and he will get back to them on those fees.

Second: Theresa A. Kyle  
Unanimous

Board took a 5-minute break at 11:18AM. Board reconvened at 11:53AM.

Recreation Fees - Cassandra Carter was present and discussed her proposed fees (see attached). She has recommended increases for some of the programs. Mr. Eaton said they should keep in mind that the idea of the recreation center is to give a child a place to go and keep them off the streets. There was discussion on what the "Friday Night Specials" are and the minimal increase of \$1. Mr. Eaton said he likes keeping the cost low for the residents and just keep them to a fee that will cover the cost of the program. He would like to see the businesses involved more so that they could eliminate the cost to a child so they could participate in the program.

Membership Fees - There was discussion on the membership fees, which are currently \$5 for 4 years. Ms. Carter would like to see \$10 per year or \$35 for 4 years, this would be for residents. There was discussion on the fees for non-residents. The board agreed with the \$10 per year or \$35 for 4-years for residents but feel non-residents should have to pay for more than 1 month if they want to use the facility. The board agreed to \$50 for 6 months or \$100 for 1-year for non-residents. Mr. Eaton commented he did not want to see a Seabrook resident not have a place in a program over a non-resident.

There was a discussion on the instructors who provide a service and how they are paid. There was discussion on adults who are non-resident being charged \$150/year or \$75/6-months. Ravi said he would like to see the membership fee for seniors, even as a non-resident, not pay as much.

Program Fees - Ms. Carter said there is a program that offers after-school programs at no cost, so she has to be very careful with the increase in these fees. There was discussion on the

open gym concept where a child can go the recreation center and use the gym and the game room. This is available for children 3<sup>rd</sup> grade and up.

Summer Camp Fees - Ms. Carter said there is a big difference in cost compared to surrounding communities. She said this year is the highest number of kids they have ever had. She is looking to increase the cost by \$10 per week. There was discussion on the breakfast and lunch program provided by the state.

Registration fee includes a t-shirt for each child. Ms. Carter said they had 14-16 people who requested scholarships for a child to attend the summer camp program. They do offer payment plans for a child to attend the program.

MOTION: Theresa A. Kyle To approve the proposed  
Second: Harold F. Eaton increase for recreation.  
Unanimous

Water & Sewer Fees - Curtis Slayton was present and discussed the proposed fees (see attached). Mr. Slayton said new fees were initiated in 2018. He said they were put in place as a deterrent for the types of calls they were getting in the department and those types of calls have dropped off dramatically. The discharge permit fees for levels 1,2&3 have recommended changes as there isn't many areas to incur sewer fees.

The rate charges for water and sewer will be presented to the board at the meeting in August.

There was discussion on backflow prevention. It was stated the town does not do any repairs for the backflow prevention devices. Mr. Eaton asked if we took on this work as a town, would it help or hinder the town. Mr. Slayton said it would add to the employees' workload, but it is something they could discuss and implement to bring in revenue. Mr. Slayton said in Seabrook the property owner owns the backflow device. He said they have 1 employee who is a certified tester, and it is not an easy class. There was discussion on having a new position and who would have authority to create this position.

There was discussion on water & sewer applications and the fees associated. Ravi asked if there are sufficient amount of fees to cover the costs associated with the work. Mr. Slayton said

there are no fees that are charged for water & sewer with the work he does for planning board applications. Mrs. Kyle said this is something they should discuss with the planning board.

MOTION: Theresa A. Kyle To approve the proposed  
Second: Harold F. Eaton increase in sewer fees.  
Unanimous

Mr. Eaton said he has questions for John Starkey on fees. Mr. Manzi said he would get him to meet with the board once he is back from vacation to discuss the cemetery fees and any other questions the board may have.

There is no recommendation regarding fire fees by the Fire Chief. The board would like to review further. Mr. Manzi will have him at a meeting. Mr. Manzi indicated the library is under the control of the library trustees.

There was discussion on the budget committee and how the school has a representative to the committee, but the Board of Selectmen doesn't have one to their budget committee. Mr. Manzi said under the RSA the member is a full voting member, but it doesn't work the other way.

Mr. Manzi advised the board that Healey & Associates would be presenting the self-insured model for health insurance at the second meeting in August. Ravi said it would be helpful to have a presentation with the Board before they present it to all departments.

Mr. Manzi said the water and sewer rates are almost complete. He feels they will be prepared to present to the board at the next meeting. The board requested to do this in non-public first to see what the impact is going to be.

Mr. Eaton asked about the inter-connection for the Route 1A bridge work. Mr. Manzi said the proposal were submitted to both Aquarion and the Town of Hampton. Aquarion responded but the Town of Hampton has not. This project is due to start in the fall.

Hampton Falls has also requested sewer service connection and they have discussed the numbers but would need further discussion if it is something they want to move forward with.

There was a discussion on the Route 1 North Market Basket project. If there is no project on Route 1 then the Market Basket project may also be gone. Market Basket is only willing

to add a lane at their front door on Route 1. There will be further discussion on this project at the meeting on August 7 where the state and RPC representatives will be in attendance. Mr. Manzi stated the exaction fee has about \$1.2M.

Next meeting is Monday, July 24 at 9:30AM.

**NON-PUBLIC SESSION**

<u>MOTION:</u>	Harold F. Eaton	To go into non-public
Second:	Theresa A. Kyle	session at 1:24PM under
Unanimous		RSA 91-A:3,II (e)
		negotiations.

Roll call:  
 Mrs. Kyle - yes  
 Ravi - yes  
 Mr. Eaton - yes

Board reconvened to public session at 2:22PM.

<u>MOTION:</u>	Ravi	To adjourn the meeting
Second:	Harold F. Eaton	at 2:22PM.
Unanimous		

Meeting adjourned at 2:22PM.

Minutes taken by Kelly J. O'Connor.

Approved and endorsed:

\_\_\_\_\_  
 Harold F. Eaton,  
 Clerk

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