

TOWN OF SEABROOK

SELECTMEN'S MEETING

October 16, 2023

Present: Harold Eaton
Theresa A. Kyle
Srinivasan "Ravi" Ravikumar
William M. Manzi, III

9:30AM

Mr. Eaton opened the meeting at 9:32AM

PRESENTATION

Matt Arbo from Healey Associates gave a presentation regarding a health care proposal to the board. (please see attached)

Morgan Cogdill, Finance Clerk stated that if the town was to switch over to the presented plan, we will not be grandfathered into the Health Trust/Anthem plan we are currently on if we decided to come back.

Carrie Fowler, Finance Manager asked if we were to switch over and not use 100% of the benefits would the town get money back just for 2024 or is that every year. Matt Arbo stated that it would be every year if we didn't hit 100%.

Michele Knowles, Tax Collector asked how the process worked, if the board made a motion to move forward with the process and if the unions were involved. Mr. Manzi stated that yes, all four employee unions would have to agree to switch over from Health Trust/Anthem to Healey Associates.

After conversations amongst the board members, they agreed to explore the process of making the change and bring the idea to the unions.

MOTION: Harold F. Eaton
Second: Ravi
Unanimous

To move the process to
the unions for the health
care proposal from Healey
And Associates.

MONTHLY MEETING - POLICE CHIEF

Chief Brett Walker presented his monthly report to the board. Chief walked stated that this month is breast cancer awareness

month and their patches on their uniforms are pink to honor the awareness to encourage people to donate to breast cancer foundations. He also stated that for the last handful of years they have been doing "Beard for Bucks" which takes place in October into November, this is to raise money for the Child Advocacy Center. They have a link on their website and social media to donate. He said the police department has attended a few events for the Seabrook Elementary School, which included the Fall Festival and the 2nd Grade Field Trip to the Fire and Water Department. Chief Walker said that himself along with Deputy Gelineau, Lt. Mone, Officer Bunszell and Officer Glowacki attended the police academy graduation to watch Officer Marc Smick graduate. He updated the board that there is no new information on his "Opioid Abatement Grant" as of today.

There were conversations regarding future cannabis stores in town, and that Ms. Kyle would like to see a warrant article on the ballot this year for no sales of cannabis in the Town of Seabrook.

Ravi asked Chief Walker if its possible to put a QR code that links with the police rules and fines on the beach signs at every entrance on the beach walkways. Chief Walker stated he has been exploring the idea and is thinking of putting a vinyl sticker on the signs.

There were no other questions or comments from the chief or the board.

PREVIOUS MINUTES - OCTOBER 9, 2023

Ravi and Ms. Kyle stated that they would like to have some more time with the minutes and move the item to the next agenda.

WATER SERIVCE APPLICATION

156A SOUTH MAIN STREET

MOTION: Theresa A. Kyle
SECOND: Ravi
Unanimous

To approve and sign
water service
application.

ABATEMENT

MICHELLE & BRYAN FLEMMING 30 PARKERSVILLE LANE - \$622.72

This bill was created in error and Curtis Slayton, Water & Sewer Superintendent recommends approving the request.

MOTION: Ravi
SECOND: Theresa A. Kyle
Unanimous

To approve and sign
abatement request.

REVIEW OF PROCUREMENT POLICY

The Town procurement policy was discussed. Chairman Eaton recognized Town Manager Manzi for discussion. Manager Manzi discussed the request made at a prior meeting for the policy thresholds to be raised, allowing for more procurement to occur without being required to adhere to the policy. Procurement Manager Shaylia Wood joined the discussion. Manager discussed the need for annual Board review of the procurement policy. The Manager indicated that he and Procurement Manager did not have an objection to raising the threshold but would urge that even with a possible increase that the policy reflect that quotes should be sought "where possible" even if not required. A Board discussion ensued. The issue of procurement cards was raised by Ravi in terms of relationship to the policy. Both Selectwoman Kyle and Selectman Ravi expressed discomfort with the potential raising of the threshold. Questions to Shaylia from Selectman Ravi on the level of detail she sees on purchases made by P-Cards. Further discussion on the procurement card policies and the transparency of purchases made via P-Cards. The efficiency of operations is raised by Chairman Eaton. Morgan Cogdilll approached the podium to clarify the town practices on P-Cards. She points out that P-Cards typically have limits of about \$500, with a maximum of \$2,500 for certain individuals. She highlights the oversight of P-Cards. Manager talks about the controls of the P-Card system, including the ability to restrict specific purchases. Ravi raises the issue of the return of goods purchased on P-Cards for store credit, which is difficult to track. Chairman Eaton indicates that the Board does not appear to support a change in threshold. Manager advocates, along with Procurement Manager, for an elimination of the current exemptions in the policy for the creation of purchase orders, as well as the inclusion in the policy of the "policy exemption" form. Selectman Ravi discussed the utilization of expense vouchers. Discussion of the procurement of a DPW truck as requested at the prior meeting. Procurement Manager discusses the need for procurement planning. Chairman Eaton discussed the the potential for out of state purchases where pricing may be attractive. Procurement Manager indicates that such purchases are possible and have actually been made within the confines of the policy. Selectman Ravi suggested no exemptions to the creation of purchase orders. Manager suggests the inclusion of the exemption form in the policy. The Manager indicates he will

bring back an amended (redlined) procurement policy that will mandate purchase orders for all purchases and include the policy exemption form in the policy at the next meeting.

MOTION: Harold F. Eaton
Second: Ravi
Unanimous

To go adjourn the meeting at 11:10AM.

Roll call;

Mr. Eaton - yes
Mrs. Kyle - yes
Ravi - yes

Minutes taken by Kelsey Johnson

Approved and endorsed:

Srinivasan "Ravi" Ravikumar,
Clerk

Date: _____