



**Town of Dublin  
Budget Committee Meeting Minutes  
October 22, 2019**

Present: Steve Baldwin, Nancy Campbell, Charlie Champagne (Chairman), Dale Gabel (Selectmen's Representative), William Gurney, Judy Knapp and Susie Vogel

Also Present: Sherry Miller (Town Administrator), Tom Kennedy (Solid Waste), Jeannine Dunne (Town Clerk/Tax Collector), Allan Pinney, Beth Pinney

Meeting was called to order at 7:00 PM by Charlie Champagne.

Minutes from October 15, 2019 were moved by Judy and seconded by Dale. Approved unanimously as amended.

Tom Kennedy presented the **Solid Waste** budget: Salary, wage or benefit lines are not included in the budget. Unless otherwise noted, lines remain the same as in the 2019 budget.

**Employee Training** – Decreased by \$50 from \$750 to \$700. Includes training for the Highway Department employees for certification and recertification.

**Telephone** – Increased by \$76 from \$876 to \$952

**Electricity** – Increased by \$28 from \$1,412 to \$1,440. It is anticipated to be \$120/month

**Equipment Maintenance** – Charlie asked if Tom had a maintenance schedule. Tom does grease and oil changes twice a year. If the loader needs additional maintenance Tom calls someone.

**Supplies** – Still are some things that will need to be purchased. Did not spend all of the money last year because of the freeze on discretionary spending.

**Diesel** – Decreased by \$370 from \$2,789 to \$2,419. Fuel for loader (400 gals) and heater (600 gals).

**Propane Gas & Misc** – Decreased by \$174 from \$857 to \$683. For forklift and buildings (600 gals @ \$1.139/gal)

**Hauling and Disposal** – Increased by \$488 from \$43,991 to \$44,479

**Swap Shop** – this year's funds were spent on installing electricity to the building. No plan for the \$500 requested.

**Monitoring** – Increased by \$525 from \$4,075 to \$4,600. How long will the site continue to be monitored? It is assumed that it will continue to be monitored for the foreseeable future.

Still receiving a little money for recyclables.

No warrant articles. BOS might do a warrant article to change the Recycling Fund to a Revolving Fund with the BOS as agents for the funds. This will allow the BOS to access the funds if needed without going to the town meeting for approval.

Trailer situation is not resolved. Steve stated that the trailers were in really poor shape and could be a safety hazard. The Safety Committee inspected the trailers and closed one, closed a second halfway back and felt the other two are OK. Dale said that they might get a building for storage.

Charlies asked if Tom had the maintenance schedule/log from when the loader was at the Highway Department. Tom does not have a written log of prior maintenance. He does not keep a separate log but records oil changes in his daily book.

Jeannine Dunne presented the **Town Clerk/Tax Collector** budget: Salary, wage or benefit lines are not included in the budget. Unless otherwise noted, lines remain the same as in the 2019 budget.

**Phone** – Decreased by \$300 from \$804 to \$504 based on actual usage

**Computer** – Increased by \$1,100 from \$900 to \$2,000. Jeannine needs a new DMV printer since the current one is no longer supported by the State, and parts are not available. State is no longer supplying computers and printers to towns. It is estimated that a new printer and toner will cost around \$750. Since the monitor that came with her new computer is being used by the assistant to the town administrator, she needs a new monitor (\$200). In addition, she would like an adjustable keyboard tray (\$250-\$300) for the computer station at the back that can be raised or lowered to the proper height for use while sitting or standing. Since the bars were put up on the office window, she is requesting an extended counter for customer use. She will not need floor mats if the tile is not asbestos.

She spent \$1,041 for office and computer supplies this year: 2 chairs were replaced, self-sealing envelopes are more expensive, new absentee ballot envelopes due to changes in state election procedures. This line has varied from year to year. Still below what was budgeted in 2005.

Dale reported that the town will be getting approximately \$14,000 in Municipal Aid from the state for 2019 and 2020 because they did not give enough in school aid in prior years. This money can be encumbered to use for a special project like the Post Office/Store project. BOS has approved the Police, Highway and Library budgets.

Post Office parking lot: State has started work. The state is going to put in a new drain 42 feet back from the road. They are trying to decide if they will use a block sump or

precast sump. They may put down some asphalt before this winter and then do a full pave in the spring.

Truck traffic from the Route 101 detour will continue through at least the spring.

The next meeting of the Budget Committee is scheduled for Tuesday, October 29, 2019 to review budgets for Fire, Emergency Management and Executive.

There being no further business, the meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Judith A. Knapp, Co-Secretary