



**Town of Dublin
Budget Committee Meeting Minutes
October 29, 2019**

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

Absent: Bill Gurney

Also present: Sherry Miller (Town Administrator), Tom Vanderbilt (Fire Chief) and K Vanderbilt

Meeting called to order at 7:01 p.m. by Chairman Champagne. Minutes from the October 22, 2019 meeting were moved, seconded and approved unanimously as amended.

Tom Vanderbilt presented the **Fire Department** budget:
No salary, wage or benefit lines are included in the budget. All lines are the same as 2019 budget except the following:

Fire Training: Decrease from \$4,500 to \$2,300 because of in-house training with the department paramedic and all other personnel.

Telephone: Increase from \$1,893 to \$ 2,580-based on \$215/month for station and cell phones.

Physicals: K reported that Monadnock Community Hospital has increased their prices (from \$250-\$275 to \$622) for physicals. In addition to the cost for the basic physical there are added fees for each part of the exam (i.e., EKG's, x-rays, spirometer test). The \$622 does not include a yearly drug screening, a fit test for the SCBA's, or Hepatitis A & B shots or flu shots. It also does not include the fee for the radiologist or cardiologist to read the tests. She also reported that numerous ways have been explored to get each person a physical, e.g., hiring nurses, but the nurses don't have the equipment needed to perform all the tests; using the person's own physician, but then the fire personnel pay for the exam and some tests still have to be done by occupational health. If anyone goes to a state class, that person has to show proof of a

physical. Seven people, who are interior personnel, will have physicals in 2019. The department has a total of 16 people who should have physicals each year. Cheshire Medical Center does not do fire personnel physicals anymore.

After much discussion, Dale requested that K come back to the BOS in three weeks with a dollar amount which would include physicals for all personnel.

Gear: Increase from \$3,000 to \$4,500 to include two sets of full gear because of expiration dates on current gear.

Electricity: Eversource did an audit of the lights at the fire house and suggested that the old fluorescent lights be replaced with LED lights. Tom would like to update the lights, but the Town has to provide matching funds to do this project.

Propane: Decrease from \$2,858 to \$2,278 because of lower price/gal; based on 2000 gals.

Building Maintenance: Painting of the doors did not get done in 2019; will have to be done in 2020.

Septic Maintenance: Pumping the holding tank. Gear gets washed after all fires and this goes into the holding tank.

Hydrant/Cistern Maintenance: No expense because the hydrants now have all plastic parts that do not require as much maintenance as before. There is a new dry hydrant at Dublin School's snowmaking pond (put in at the school's expense).

Mutual Aid: This expense is for dues.

Fire Truck Repairs and Maintenance: This pays for pump testing and for Moto's Mobile Repair.

Ambulance: No figure yet; probably in November.

Dispatch: No figure yet; probably in November.

Tom reported that the Town will not be getting a grant to fund the SCBA's; no reason was given as to why, therefore the Town will be using the money appropriated for them in 2019. There are no warrant articles for 2020.

Tom presented the **Emergency Management** budget:

No salary, wage or benefit lines are included in the budget. All lines are the same as 2019 budget, except for Forest Fire Payroll, Social Security and Medicare (this is Brian Barden's responsibility).

Sherry Miller presented the following administrative budgets for 2020. The Executive budget was not discussed because salary and wage lines have not been determined yet. Unless otherwise noted lines remained the same as in the 2019 budget.

Audit: Increase from \$14,300 to \$14,350.

Bank Charges: 2019 expense includes charges from 2018 4th quarter. Bank charges are based on the market value of the funds.

Budget Committee: Same as 2019. A question was raised about increasing the line to allow for new members to go to a training. No decision was reached.

Revaluation: Increase from \$9,900 to \$15,600. Susie asked why line shows \$39,010 spent in 2019. Sherry explained the money will come from the Revaluation Expendable Trust.

Property Map Revisions: No figure yet.

Reval Software Support: Increase from \$4,083 to \$4,185. This is for software licensing and support for Tax Collector and Assessing.

Legal: Increase from \$20,000 to \$30,000. This increase is for the ongoing abatement appeal with PSNH, potential Broadband costs and possible abatements because of the reval in 2019. Sherry explained that expenses for 2019 were up because of the ongoing PSNH tax appeal, including costs for an expert witness, possible legal costs for broadband and the Saturley tax sale.

Workmen's Compensation: Increase from \$11,957 to \$20,353. Sherry explained that the 2019 expense was actually \$20,938, but that figure was reduced by a refund and a credit.

Unemployment Compensation: Decrease from \$987 to \$836.

Health Insurance: The Town has adopted another plan and will offer a choice of three plans. Any new employee after 1/1/2020 can only take the new plan and it will be 100% paid by the Town. The new plan has higher co-pays and deductibles and is approximately \$800/month for a family. If any current employees switch to this plan, they cannot go back to the plan they had before. The expectation is that it will end up with the employee paying less in out-of-pocket expenses. Since, at this time we do not know what plan each employee will be electing, there is no total for Health Insurance. The Town does not offer health savings accounts. The guaranteed maximum rate of increase is 1.72% for all three plans.

General Government Buildings: No salary, wage or benefit lines are included in the budget. The following lines had changes:

Electricity: Decrease from \$2,640 to \$2,500; estimated at \$200-\$210/month.

Heat: Decrease from \$2,640 to \$2,500; based on 1800 gallons.

Custodial Service: decrease from \$5,000 to \$3,360. There is a new service and cleaning will be bi-weekly.

Town Hall Maintenance: Same as 2019 but this could change because of extending the customer shelf in the Town Clerk/Tax Collector office.

Post Office Maintenance: Same as 2019 but the amount may change to include fixing the handicapped ramp and railing.

Archives Building: Increase from \$5,700 to \$6,000 for general cleaning.

LGC Property/Liability Insurance: Increase from \$30,254 to \$32,976. Sherry reported that the Town is working with Primex to obtain Primex³ which would give the Town a 2.5% discount on their insurance.

Regional Associations: Increase from \$3,361 to \$3,385; SWRPC \$1,744; NHMA \$1,641 (actual figures).

Other General Government: Decrease in total budget from \$45,436 to \$34,251. The following lines had changes:

Phone/Fax/Internet: Increase from \$3,000 to \$3,500. This line now includes the Town Clerk/Tax Collector phone and an increase in internet costs.

Computer Expense: Decrease from \$28,816 to \$17,052. This includes replacing 1 laptop and 1 desktop computer and upgrading 2 computers to Windows 10 (\$2,850), the IT contract (\$9,650) and the BMSI license fee (\$4,552).

Website Maintenance: Increase from \$1 to \$330. This is for website hosting for 1 year.

Advertising: Remains the same as 2019, but is it enough because of the increase in the cost of advertising fees?

Office Machine Rep./Maint.: Increase from \$1,200 to \$1,600 because copying costs. The cost of copies is averaging \$400 a quarter.

Town Reports and Ballots: Increase from \$2,700 to \$3,000.

Town Meeting Expenses: Decrease from \$900 to \$500. The Town is using the school's audio equipment and not hiring anyone.

Archival Supplies: Decrease from \$300 to \$250.

Employee Recognition/Rewards: Decrease from \$3,500 to \$3,000.

Street Lighting: Same as 2019 (\$10,200).

Memorial Day Expenses: Same as 2019 (\$1,685).

Welfare Administration: No salary, wage or benefit lines are included in the budget. The following line had a change:

Fuel Assistance: Decrease from \$4,000 to \$2,000. Fuel assistance has not been used as much since Southwestern Community Services provides applicants with fuel assistance.

Dale reported that the anticipated warrant articles are the following:

\$25,000 to study what needs to be done to the Mud Pond dam

Broadband bond

Moving, installing and cleaning the Civil War monument

Dublin Community Center-this may be a petition article-Charlie questioned why the dollar amount wouldn't be included with the rest of the non-profit requests since the BOS has a process to vet the requests. The Dublin Community Center is not a town requirement.

Town Barn addition (if the study is done). Dale reported that the BOS has 1 drawing for cold storage shed.

Capital Reserve Funds

Advocate \$3,600 down from \$4,000

Health Agencies

Solar Exemption article- The Town is exempting \$1.3 million which includes 2 large commercial solar arrays and 1 large residential array in addition to small arrays.

The next meeting is scheduled for November 12th at 7:00 pm with the Conservation Commission and representatives from the Dublin Community Center. There being no further business, the meeting adjourned at 8:13 pm.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary.