

DUBLIN BUDGET COMMITTEE
Meeting Minutes
December 10, 2019

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

Also Present: Geoff Pinney

Meeting was called to order at 7:00 p.m. by Chairman Champagne.

Minutes from the December 3, 2019 meeting were moved by Dale and seconded by Bill and approved as amended. Judy abstained.

Dale reviewed the **Compensation Proposal**:

Dale explained the handout that he prepared on the 2020 Employee Compensation Proposal. He took the 2012 Employee Compensation Plan and 2019 Compensation Plan and compared them. In the 2019 plan the positions are in compensation rating categories from 1 to 5 and are placed in a matrix. Positions were rated on various attributes such as accountability, motor skills, complexity, personal contacts, etc. The higher the score, the higher the rating category. Although Dale didn't agree in every instance, he didn't find anything that would have moved a position into a different category with only 3 exceptions: Police Department Assistant in a couple of instances was rated too high. However, with an incumbent in the position, the rating should not change at this time but it should be re-examined when looking to fill that position in the future to make sure it is properly categorized; Cemetery Supervisor is not broken out separately from General Cemetery Worker but he believes it should be raised from a Grade Level 1 to a Grade Level 2 since it has additional duties, more contact with the public, etc.; Town Administrator is left at Grade Level 4 since most of the duties of the position are consistent with that grade.

Dale then took the 2012 compensation study and brought it forward to 2019, i.e., the salary figure from 2012 was updated based on the COLA each year to arrive at the 2019 figure. He feels that the 2012 study gave a baseline of market compensation levels for that year. The minimum, mid-point and maximum, on the right hand side of one chart brings the sixteen (16) 2012 categories forward to 2019.

The next step was to compare the 2012 Market Compensation Levels to the 2019 report. This was to determine if the COLA kept the salaries in line with the market compensation level. Most were OK, but some were not. Those where the COLA kept the market compensation level on par were categorized as Type A; those where COLA increases did not keep up with market compensation, were Type B.

Some positions (stipend) were not covered in either the 2012 or 2019 study because there was not a valid way to make a comparison between the 2 studies. The 2019 study does not give increases to hourly Fire Department personnel or Library positions; fire compensation is based on levels of certifications and Library compensation is based on similar libraries and under the jurisdiction of the Library Trustees.

The 2019 study also includes Market Alignment Increases that show how the current compensation for each of the different positions or types compare to the 2019 benchmark. The types are as follows: Type A1 (incumbent in the position for at least 3 years) or A2 (incumbent in the position for fewer than 3 years). Type B1 (incumbent in the position for at least 3 years) or B2 (incumbent in the position for fewer than 3 years).

For **Market Alignment Increases** the study proposes the following:

For A1, if their current salary or hourly rate, is below the 2019 benchmark, the proposal is a 3% increase. If the salary or hourly rate is above the 2019 benchmark then the proposal is that only a COLA applies. For A2, the same as A1 except it is below or above the minimum. For type B1 and B2, positions where it was not felt that the salary/hourly rate has kept pace with the market, for B1 if it is below the maximum a 3% increase, if above the maximum a COLA increase. For B2 if it is below the benchmark a 3% increase, if above the benchmark a COLA increase. Two positions which had received large market alignment increases within the last 3 years, would not be considered for a market alignment increase in this proposal.

The study also proposes **Longevity Increases (LI)**: If employee has been employed for over 3 years, and assuming good performance, it is proposed to give them a small increase to reward experience in the position and loyalty. This increase of 1.5% (.5% per year awarded every 3 years) only applies to Town employees, not elected officials. The question was raised as to how “good performance” could be determined since annual performances evaluations are not done. Dale stated that all “performance” evaluations were subjective. The Longevity Increase would only apply for the current BOS unless a policy is adopted so that it is not confusing for employees and future BOS.

The proposal also indicates how this procedure could be done going forward.

The final chart is a comparison of current salary/hourly wages with COLA. There are 3 different scenarios: 1) COLA (1.6%) for everybody, with exceptions for part-time police and highway; 2) COLA or a Market Alignment Increase; 3) either COLA or MAI plus a Longevity Increase, where appropriate.

The impact of this is \$12,192 (scenario 1); \$13,484 (scenario 2); \$21,396 (scenario 3). Last year the salary increase was about \$24,000 based on the 2.4% COLA. With the proposed increases for fire and library personnel it would be \$28,575; \$28,575; and \$28,575 (this is because they would not get a COLA or longevity increase because their salary and/or hourly rates are being increased). The BOS recommends going with scenario 3 (COLA or Market Increase and Longevity Increase). However, the BOS believe the Budget Committee and BOS should agree on a scenario for the budget.

Charlie asked if the board considered giving everyone the same percentage increase and not give anyone a longevity increase.

Since it is difficult hiring new police officers at the current pay rate, the Police Chief is coming up with a pay scale based on steps, certifications, and other factors.

It is proposed that we study this proposal and come back in a week to discuss it further.

Review of **Proposed Warrant Articles:**

Broadband: \$1.3 M- Bond. There will be 2 bond hearings before town meeting. The dates for the hearings have not been set.

The following warrant articles would be funded by taxes:

Mud Pond Dam Study: \$25,000. Should it be repaired or not. The study would determine what it would cost to repair the dam and then would bring it before the town. MacDowell Dam people are not concerned if we let the dam fail. Will the state get involved with what we do with the dam? Dale does not think so.

Advocate: \$3,600

Moving Civil War Monument: \$24,800. The Dublin Historical Society has requested that it be moved. The proposal is to move it behind the Town Hall and place the other veterans' plaques there also.

Charitable/Nonprofits: \$TBD. Just got the request from the final non-profit and the BOS has not had a chance to vote on it yet.

Capital Reserve: \$312,408. The replenishment of the Town Building Repair fund is for expenses this year for the library and windows upstairs at the Police Department

Dublin Community Center: \$7,000

There is a petition warrant article to increase the amount of the credit for 1) veterans, and 2) individuals with 100% service-related disabilities. Charlie asked if we know what the credits are that other towns are giving.

Is the BOS still considering a possible change to solar system exemption. More discussion is needed on this.

Discussion of the latest **budgets as approved by the BOS:**

Health insurance went down since there was a plan change for an employee. No existing employee changed to the new plan.

There is an additional \$5,000 in the **Cemetery** budget under **Special Maintenance Projects** for cemetery wall repairs in 2020 rather than having it as a warrant article. If they are unable to complete the work this year it can be encumbered.

The Fire Department will be asked to get a better estimate of the fire and rescue payroll expenses. New rates would be: Non-certified - from \$12.40 increased to \$14; 1 certification – from \$14.73 increased to

\$17; 2 certifications from \$17.04 increased to \$20; 3 certifications from \$19.36 increased to \$23; plus \$2 for advanced medical license beyond basic EMT– making Dublin comparable to other towns.

General Government- Post Office maintenance line increased to \$6,000: additional \$5,000 to repair the ramp and railing.

Parks and Recreation – Field Maintenance: had \$1,600 for infield maintenance material - clay material and eliminate weeds. The \$1,600 is eliminated since this will now come from the parks and recreation fund. It is accounted for on the MS-535 by the auditors.

Highway – #2 6-wheel dump truck is out for repair again because of a broken bell housing. This is the third one in about 18 months. It is assumed that there is some problem with the frame. It will probably cost \$10,000 for repairs.

The new police cruiser probably will not be here until after the end of the year. Money will be encumbered for another year. Ford is having difficulty producing the Interceptors.

If we have excess money this year, we will probably encumber the funds for the General Store parking lot paving and post office stair, ramp and rail repairs. The Police Chief has already purchased his computer. This amount should be eliminated from the budget.

Next meeting: December 17th to go over the salary proposal, review budgets and to take a preliminary vote on warrant articles.

Meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Judith A. Knapp, Co- Secretary