

**Dublin Budget Committee
Meeting Minutes
July 14, 2020**

Present: Steve Baldwin, Nancy Campbell, Bill Gurney, (Chairman), Judy Knapp, K Vanderbilt, Susie Vogel and Walter Snitko (Selectman's Representative)

Also present: Kate Fuller (Town Administrator) and Allan Pinney

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

Minutes from the May 5, 2020 meeting were moved, seconded and approved as amended.

The Committee reviewed 2nd quarter Expenses and Revenues.

Expenses:

Elections: Bill asked if expenses would increase due to COVID-19 precautions. Judy reported there will be no meal expenses, training will be online, but there could be added expenses for more workers, although the shifts may be shorter

Financial:

TC/TC Office/Retirement: This line has about 28% left, as do the retirement lines for **Highway** and **Solid Waste**. This will be checked.

Audit: The audit is almost finished; one more payment to be made.

Legal:

This line will be reimbursed from Consolidated Communications for legal expenses related to the Broadband project.

Personnel Administration:

Recruiting: It was pointed out that this had been used in the past for recruiting department heads. Should this be put under advertising?

Health Insurance: Should this be at 56% when the Town has been without another full-time employee for the first 6 months?

General Government Buildings:

Discussion about the monument cleaning and where the expense should be put.

Other General Government:

Town Meeting Expenses: Microphones for town meeting.

Advertising: Overspent due to RFP's for roofs and propane, oil and diesel. The Town advertised for propane, oil and diesel this year to see if other dealers would bid. They will be going with Discount and LG again this year.

Office Machines Rep./Maintenance: Copy fees should be in this line; currently

under office supplies. Copy fees are running more than the allowance the town has.

Police Department:

No new hire yet to replace the 3rd officer-most recent candidate failed the background test.

Both police salaries and fire personnel expenses are higher because of first responders receiving stipends from the government. The town has received money from the CARES act to offset these expenses. Is a public hearing needed to accept this money? NH Municipal Assoc. will be asked.

Emergency Management:

Expenses: These were for mailings and expenses incurred for creating a website for the COVID-19 information.

Highway and Streets:

Propane: Money is still to be spent for propane (same is true for the **fire department** and oil for the **Library**). Past practice has been to wait until the heating season to buy more.

Building repairs & maintenance: This expense is for the overhead doors.

Miscellaneous: Weather forecasting app, that updates weather every 2 hours specifically for our location (\$1,095), security system, air gas and dues.

Solid Waste:

Miscellaneous: Repairs to the fork lift and loader. Should these expenses be under the line for equipment maintenance or should it be equipment maintenance and repair or 2 separate lines? If this was 2 separate lines, it would help to see when equipment needed replacing.

Is a log for maintenance kept for the recycling center? Is one kept for the Highway Department as the Budget Committee recommended 2 years ago.

Unknown at the recycling center-Walter will check with Roger for Highway.

Summer Playground: Discussion on the playground and whether or not the Director should be paid? Does he submit a time card? It was pointed out that several other departments with a salary or stipend, don't submit one. Will need to check. There is the question as to whether he did any work this year in preparation and thus should be paid. Walter said that the BOS asked for a possible plan should we not be able to use the DCS building and they never received one.

Library:

Building repair and maintenance: Security system, leak in furnace piping and elevator inspection.

Memorial Day: Flag expenses.

Revenues:

Shared Revenue and Rooms & Meals: Nothing from the state about how much towns will be getting.

Property taxes are down compared to 2019. Some of this could be because bank employees are still working from home which could slow down the escrow accounts being paid. Jeannine reported that there have been no increases in liens. Dog licenses have been down, so reminders have been sent out.

Broadband: Walter reported that the bonds for broadband went out for bid as of this date. Carole Monroe will be monitoring the project and the Town will be reimbursed by Consolidated Communications.

Other Business:

Next meeting will be September 15, 2020. Walter reported that there would be a budget summit in August-date to be determined. There being no further business, the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary