

## **DUBLIN BUDGET COMMITTEE**

### **Meeting minutes**

**September 28, 2021**

Present: Steve Baldwin, Nancy Campbell, Bill Gurney (Chairman), Judy Knapp, Chris Raymond (Selectmen's Representative), K Vanderbilt and Susie Vogel (by phone)

Also Present: Kate Fuller-Town Administrator, Susan Peters-Selectboard member, Nancy Cayford and Rachael Lovett-Library and Jay Schechter and Jerry Branch-Conservation Commission

Meeting was called to order at 7:02 p.m. by Chairman Gurney. The minutes of the September 21, 2021 meeting were moved by Nancy, seconded by Chris and approved as amended.

Jay Schechter and Jerry Branch presented the **Conservation Commission** budget: Unless otherwise noted, lines remain the same as in the 2021 budget.

**Maintenance Conservation:** increase from \$400 to \$2,400 with \$2,000 to be used for ongoing maintenance of Rotary Park (tree removal, access improvement, trails, signs) and possible maintenance of other Town property. Jerry Branch would like to do educational seminars (classes by the Harris Center which used to be done). As Susan Peters pointed out volunteers can't always be counted on to help out; it is not feasible.

Steve asked Jay to explain to the board what may have done in the way of fundraising, soliciting donations, mailing information to the people in town since the Conservation Commission was last in to see the Budget Committee. Steve said it only cost \$160 to send a mailing to everyone in town; if you get 30 people who show up and look around for your support. Steve said he would be proud to donate money to the town for different purposes; it is 100% tax revenue and it gets a lot of things done. Steve would like to see the Commission come to the Budget Committee and not continually ask for money but tell us that the Conservation Commission started a fund raiser, sent out a mailer to inform people what they are getting for their tax money. Steve reiterated that he felt the Commission needed to do a little more before they start asking for money every year-he would expect that.

Jay acknowledged that Steve was entitled to his own opinion, however Jay disagreed with Steve.

Jay handed out information about Town Forests-many towns have them and perhaps the Town should be thinking about this. It is unknown how many acres of forest Dublin has.

**Total budget: \$6,953.**

Nancy Cayford and Rachel presented the **Library** budget. The Trustees had submitted at least 2 budgets and the budget the Budget Committee reviewed was the budget that was approved by the Library Trustees. Unless otherwise noted, lines remain the same as in the 2021 budget.

**Director's Salary:** same as 2021 budget-\$41,447. This line will need to be adjusted for a COLA increase.

**Librarian and Assistants:** increase from \$27,300 to \$28,187. Adding 10 hours/week and the 3 employees qualify for a COLA increase. This line will need to be adjusted for a COLA increase.

**Custodian:** decrease from \$6,903 to \$5,569-working 7 hours/week; 2 less hours than the 2021 budget. This line will need to be adjusted for a COLA increase.

**NOTE:** Social Security and Medicare will have to be adjusted for any increases.

**Mileage:** same as 2021- \$100-for conferences.

**Telephone:** \$2,200-same as 2021 budget. Kate is working on the telephone expenses. She will adjust this budget, if necessary.

**Computer:** \$2,300- same as 2021 budget. This includes annual fees and to replace the circulation computer.

**Electricity:** increase from \$4,500 to \$5,000 because of the AC wall unit and running 2 de-humidifiers. It was recommend that the AC unit should be left on all the time at 73 degrees.

**Heating Oil:** \$5,000-same as 2021 budget.

**Library Building Maintenance and Repair:** \$3,800-same as 2021 budget. For the current year (2020-21) this line was increased from \$2,000 to \$3,800 because of elevator and fire inspections. This line will remain the same to accommodate the list of items that Nancy Cayford feels need to be done in 2022. This includes another de-humidifier, carpet cleaning, ice stops for the roof, ecologically friendly ice melt in place of sand (could be contributing to the drainage problems), annual gutter cleaning, lamination expenses for the story walk project (\$86 for each book), a wall mounted television (for presentations and art installations) in the meeting room, shelving needs to be maintained and the display area needs improvement.

There is also an ongoing problem with the water treatment system (there is an increase in rust in the water). The water serves three town buildings. Chris said the Selectboard would take responsibility for the system. The water needs to be tested. Perhaps the issue with the system is maintenance and might be able to be done this year.

Nancy Cayford was also concerned that the Library storage room might be having mold issues again; there has been constant water since spring. Chris suggested that the insulation could be contributing to the problem because the insulation prevents airflow. The air will be tested after drainage is complete and decaying wood will be removed.

There is also water coming through the ceiling tiles. The installation of the new drainage pipes should rectify the situation.

**Supplies & Equipment:** increase from \$2,200 to \$3,000. This includes book supplies (i.e., cards, book jackets).

**Postage:** \$200-same as 2021 budget.

**Collections:** increase from \$8,000 to \$8,500. This includes new books and the increased shipping costs on purchases.

**Miscellaneous:** \$1- same as 2021 budget.

**Programs:** increase from \$900 to \$1,000. There is more programming (the Book Buddies program has 22 DCS children).

**Professional Development-**\$1,000- same as 2021 budget.

**Dues and Subscriptions:** new line-\$300 to cover Trustees dues and conferences. Nancy Campbell reported that in previous years, Trustees expenses came out of Professional Development.

**Strategic Planning:** new line-\$1,000 for postage for a post card announcing an online survey to find out what townspeople want *re* the Library, subscription for online survey and refreshments for focus groups.

Judy asked if another de-humidifier would be needed once the drainage was fixed. The Budget Committee recommended certain changes in the budget, such as putting the Story Walk expenses in Programs and including the ice stops for the roof in the gutter installation expenses.

Total budget: \$114,371.

The Committee received a financial report of the Library accounts. Bill explained that the various accounts are at the discretion of the Trustees *re* how the money is spent. The checking account has been used to pay the Trustees dues and conference expenses. Donations and money raised from the sale of books also go into this account. The Peoples' Security account will be used to pay for the gutters. Generally, the Trustees don't take more than 40% of the capital gains per year out of that account according to the policy of the Library Trustees policy.

There will be no warrant articles.

Chris and Kate reported that there was nothing out of the ordinary at the Transfer Station, a list is being compiled for potential uses of the ARPA funds (American Recovery) from department and committee/commission heads and Selectboard items.

Chris also reported that the Town Clerk/Tax Collector would be asking for a raise (about \$3,000, based on a 6% COLA and more hours as the Clerk feels she works more hours than she is compensated for). The Clerk is proposing to pay the Deputy more because he is paid at a higher per hour rate by Harrisville than by Dublin.

K will not be at the Oct. 5th meeting-she has to work.

Next meeting October 5th at 7 pm, top floor, Town Hall. Town Clerk/Tax Collector and Solid Waste budgets will be presented.

There being no further business, the meeting adjourned at 8:10 pm.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary