

**Dublin Budget Committee
Meeting Minutes
November 10, 2020**

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

Also present: Kate Fuller (Town Administrator), Bruce Simpson, Kiki Sangermano and Loring Catlin.

Meeting called to order at 7:00 p.m. by Chairman Gurney. Minutes from the November 4, 2020 meeting were moved, seconded and approved as amended.

Bruce Simpson presented the Planning Board budget.

All lines are the same as 2020 budget. Bruce explained that the Secretary line for 2020 was over because of more applications and additional work scanning documents to send out to board members because of Covid-19.

Judy asked if training would be done in 2021-it would depend on what was offered. Training in 2020 was free and done on-line.

Nancy asked if \$1,000 will be put in the master plan expendable trust for 2021-yes.

Kiki Sangermano and Loring Catlin presented the Cemetery budget.

All lines are the same as 2020 budget. No salary or wage lines are included in the budget.

Kiki reported that there would be no warrant articles in 2021, but a new vacuum system would have to be purchased in 2022 (around \$2,400), a tractor probably would need to be replaced in the next 2 years and the Trustees are developing a list of trees that need work done. There is still a need for stonewall work, but not at this time.

\$4,500 would come out of the perpetual care fund to offset the budget.

Susan Phillips-Hungerford did not appear for the ZBA budget. Walter reported that the BOS had met with Susan and the budget will be the same as 2020. There has been a lot of turnover on the board with people moving out of town, and people whose terms expired and were never replaced. Susan has the roster and will coordinate with the individuals to find out how long they would be willing to serve and how that meshed with the terms of people who have left the board.

Walter updated the committee on the proposed, preliminary tax rate (\$25.20, up \$.57¢ from 2019 rate of \$24.63). The audited unassigned fund balance (this is not cash on hand) is \$740,719. The BOS is proposing to use \$156,001 of this balance to get the tax rate down to the 2019 rate, leaving \$584,718 (approx 7%) in the unassigned fund balance. This is in the range of the town's fund balance policy (5-8%) and above the DRA's minimum recommendation of 5% or \$377,376.

The BOS expects to have a surplus at the end of 2020 because summer playground was cancelled due to COVID, a lack of a Police Officer for 10 months, and no assistant to the Town Administrator for 6 months. The consensus of the meeting was to leave the fund balance at \$584,718.

Steve was hoping that there would be more money available to bring down the tax rate because of the \$225,000 from the special meeting in 2018. Is it possible to ask the county to bill quarterly rather than once a year?

Kate reported that the tax rate should be set on Thursday, so bills can get out as soon as possible. The Town needs cash in order to pay ConVal and the County bills. Discussion on funding an Overlay account to start funding the vacation accruals with a current unfunded liability of \$37,000. This was recommended in the audit report. DRA also recommended an overlay. Judy asked if it was wiser to start an expendable trust fund for this. Steve reported that Hancock has a dedicated trust fund for this purpose. Overlay also includes money paid out for abatements and legal judgements. The consensus of the meeting was to start an expendable trust fund for vacation liability. The personnel policy may need to be re-visited at some point in the future re earned time.

Question last week re fire department income-it was for a Jaffrey fireworks detail. K said that they asked Dublin to do medical and the Fire Department takes their 6-wheeler and they pay us our rate. This will not happen in the future since there are no more fireworks. Steve asked if the street light repair was happening. Kate said that the parts have been ordered and the electrician knows the money has to be paid out in 2020.

Walter reported there was a fender bender at the Highway garage last week between the loader and a dump truck resulting in \$5,000 damage to the truck. Both vehicles are in service. The town will have to pay the \$1,000 deductible. The BOS has no warrant articles. Judy questioned whether there would be a warrant article to fix the railing and the handicapped ramp at the Post Office. The BOS will look at this.

The next meeting is scheduled for November 17, 2020 at 7 p.m., downstairs at Town Hall to review CIP plan (Bill to check with Sterling to see if he is ready to come in), Executive budgets (including salary and wage recommendations). If Sterling is not available on November 17th, he will be scheduled for December 1st.

There being no further business the meeting adjourned at 8:01 pm.

Respectfully submitted,

Nancy Campbell, Co-Secretary