

## DUBLIN BUDGET COMMITTEE

### Meeting Minutes

January 26, 2021

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

Absent: K Vanderbilt

Also Present: Kate Fuller, Town Administrator

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

Minutes from the January 20, 2021 were approved as written.

Kate reported that the 4th quarter expense report shows the Town ended the year underbudget (this includes the \$50,000 highway department encumbrance).

Nancy asked why the Selectmen didn't get all of their money this year. Kate said she didn't know but she used the figures that Sherry had put in.

Judy asked if we would be using the 4th quarter revenue figures to approve those items that we had tabled since we have not approved the revenue budget or should we use the Revenue Budget worksheet from January 7. We will use the January 7, 2021 Revenue Budget Worksheet.

Overlays and Abatements- tabled to receive clarification if this should be a negative number. Kate stated that DRA said it should be negative. Nancy moved and Walter seconded a motion to approve (\$9,300) in Overlays and Abatements as recommended by DRA. Passed 6-0.

Other State and Grant Reimbursements-Kate removed the Traffic Calming, SRTS, and Emergency Generator Grants as requested. Nancy moved and Walter seconded a motion to approve Other State and Grant Reimbursements at \$12,005. Passed 6-0.

Income from Departments-Kate removed the DARE line and added \$1 to Fire Department. Nancy moved and Walter seconded a motion to approve Income from Departments at \$24,445. Passed 6-0.

Sale of Municipal Property-Tabled to clarify what accounts items would be posted to Sale of Cemetery Lots. The Cemetery Trustees did want \$500 in this line. Judy moved and Steve seconded a motion to approved Sale of Municipal Property at \$501. Passed 6-0.

Nancy asked if the selectmen have agreed to all of these figures. Walter said that they did.

Nancy stated that we have not finished the revenue budget since we have no figures in Transfers from Special Revenue Funds, Transfers from Capital Reserve, Transfers from Trust and Agency Funds and Other Long-Term Financing Sources. Kate will get the updated report so that it can be revisited at the next meeting. Nancy pointed out that next week is the last week that we can revisit anything. The figure from the Transfers from Special Revenue Funds would at least be the Swap Shop and whatever we do with the Recycling Building since it is the Recycling Fund. The warrant article amounts go here. Nancy suggested that we table Revenue until we vote on the remainder of the capital items.

Walter reported that based on the Governor's Emergency Order #83, the Select Board at their January 25 meeting made the decision to hold Town Meeting (the election of town positions and the school district ballot) on March 9 at the Town Hall and the business meeting May 1 at the ConVal High School parking lot with voters in their vehicles. With this change, additional money (\$3,650) needs to be added to the budget for a sound system (\$450), Port-a-Potties, including a handicapped one, (\$275), tents for the officials that must be out in the open (\$1,000), access to the FM transmitter system (\$300) and 2 mailings to all registered voters (\$1,625). This would be in addition to the \$500 already budgeted for a total of \$4,150 for Town Meeting. In response to questions about holding this meeting in Dublin at Yankee Field or the engine meet field, the BOS felt fields could be muddy. Tim Clark has said he does not think we should have a bus transport to take voters to the site in Peterborough because of the pandemic. He will also request that no one ask for a secret ballot.

Review, discussion and voting on the following open items in the operating budget:

Other General Government: Judy moved, and Steve seconded to reopen Other General Government, motion passed 6-0. Kate said that the Computer Expenses line should be increased by \$1,300 for the Building Inspector's computer, making the total Computer Expenses line \$16,680. The Town Meeting Expense line should be \$4,150 (as outlined in the report above from Walter). Judy moved, and Steve seconded a motion to approve Other General Government at \$40,649. Passed 6-0.

Building Inspection: Equipment. Kate reported that the cost for an on-line code book would be \$700, however, Mike did not know if there would have to be multiple licenses for people to access the book online. Nancy moved and Judy seconded a motion to leave the line at \$1,000, with the total budget remaining at \$21,042. Motion passed 6-0.

Discussion continued about the payroll lines affecting Deputy Town Clerk/Tax Collector and Planning and Zoning Secretary. Kate reviewed the files and stated that Neil Sandford got COLA only, he did not get a 2.5% longevity increase-should he be reimbursed. She said that since the 10-years would be in July, the Longevity Increase would be about \$30 TC/TX and \$14 PB/ZBA including Social Security and Medicare. Judy and Nancy looked at the compensation proposal from 2020 and pointed out that the longevity increase was 1.5%, starting in 2020 and then after each 3 years of employment another longevity boost. People who had completed 10-years last year got the Longevity Increase. Nancy questioned the issue of "10-year anniversary" versus 3-years of employment. Walter said that he believed that 10 years was the benchmark last year. If this is to continue in the future, it must be included in the Personnel Policies. Walter asked if we all agreed that the next round of Longevity Increases would be in another 2 years. Walter will call Dale Gabel about this matter.

No final total on the operating budget.

Review, discussion and voting on open warrant articles:

Capital Reserve funds: Judy moved, second by Susie to reopen payment to Cemetery Trust Fund. Motion passed 6-0. Judy moved, second by Susie to recommend adding \$2,450 to the fund and the Capital Reserve Fund at \$235,734. Motion approved 6-0.

Recycle Center storage building: The Recycling Committee and Tom made their proposal to the BOS on Monday night. The Board did not make a decision; they still have concerns about the level of staffing needed if we changed to an alternate system. There is some market now for aluminum, cardboard and newspaper. The town collected \$11,600 in fees in 2019 but we don't know how much of that was fees and how much was from recycled commodities. Regardless of what the BOS decides, the Town needs to do something to alleviate the storage problems with the current trailers. There is a possibility that the Recycling Committee will submit a petition article for a building.

Dublin Community Center- Walter felt the Select Board would have to re-vote this article since it was now by petition.

Chip Seal town roads- Nancy expressed concern about withdrawing money for this project from the Road Construction Trust Fund. Walter believes that there is one payment of approximately \$70,000 left to be made in July. In December 2020, an \$80,000 payment went from the trust funds directly to Bar Harbor Bank. We need to know exactly how much is left and how many more payments are to be made on the loan. This is still to be determined.

Rotary Park- Susie moved and Nancy seconded a motion to recommend this article. Nancy asked if the 2 surveys were helpful. Steve had spoken to Ed Goodrich and Ed thought they were useful. It is possible the new barn is on town property. Motion to recommend failed 1 Yes (Walter)-5 No.

Discussion of timeline for budget hearing. Kate had talked to DRA who advised to follow the posting deadlines that they had put out. The notice will go in the Monadnock Ledger Transcript for Thursday to comply with the posting deadlines. The budget hearing will be conducted via Zoom. Walter will need to schedule 2 Zoom meeting notices for 2/2 and 2/9. Kate will have to put a copy of the draft budget on the web site so that people can access the budget since it won't be handed out at the meeting.

Next meeting will be held on Tuesday, February 2, 2021 via Zoom at 7 p.m. to vote on open budget lines, vote on open warrant articles and any petition warrant articles.

There being no further business, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Nancy E. Campbell, Co- Secretary