



Dublin Budget Committee Meeting Minutes November 28, 2023

Present: Nancy Campbell,, Carole Monroe (Selectmen's Representative), Sturdy Thomas, Bill Gurney (Chairman) and K Vanderbilt and Susie Vogel,

Absent: Judy Knapp

Also present: Kate Fuller (Town Administrator)

Meeting called to order at 7:01 p.m. by Chair Gurney

Minutes for November 14, 2023, meeting were moved by Sturdy, seconded by Carole and approved, as amended. Motion passed 6-0.

Kate presented the **Welfare, Summer Playground, Other General Government and General Government Buildings** budgets:

Welfare

- 01-4441.1-110 Welfare Admin Salary - increase of \$189 from \$3,780 to \$3969 (5%)
- 01-4441.1-220 Social Security - increase of \$12 from \$234 to \$246.
- 01-4441.1-225 Medicare - increase of \$3 from \$55 to \$58.
- 01-4441.2-810 General Assistance- Increase of \$4000 from \$5000 to \$9000.
We have a resident at Shelter from the storm. The program is 8 months (5 months in 2024 totaling \$4000). If there is a need for emergency rents, this could wipe out the rest of the budget as rents in the area are around \$2500/month. There are 3 funds we can pull money from to cover extra need : The Moore Fund, the Mason Fund, and the Geason Fund.
- 01-4441.2-813 Fuel Assistance - remains the same at \$500.

- 01-4441.2-820 Mileage - remains the same at \$50.
- 01-4441.2-825 Training and Conferences - remains the same at \$50.
Because of the conflict Kate was not able to go to training this year, but hopes to next year.
- 1-4441.2-899 Dues- remains the same at \$30

Welfare Total - \$13903 (increase of \$4204 or 43%)

Summer Playground

- 01-4521.2-110 Director's Salary - increase of \$195 from \$6,500 to \$6,695 (3%)
The current director is returning. She has 29 years of teaching experience and has a vision for the playground.
- 01-4521.2-111 Staff Wages - increase of \$334 from \$11,130 to \$11,464 (3%).
- 01-4521.2-220 Social Security - increase of \$33 from \$1,093 to \$1,126.
- 01-4521.2-225 Medicare - increase of \$7 from \$256 to \$263.
- 01-4521.2-810 Crafts - remains the same at \$500.
- 01-4521.2-811 Directors Expense - decrease of \$125 from \$525 to \$400.
- 01-4521.2-812 Entertainment- decrease of \$100 from \$200 to \$100.
- 01-4521.2-813 Activities -(previously Field Trips) remains the same at \$600.
- 01-4521.2-814 Insurance - remains the same at \$450
- 01-4521.2-815 Programing- increase of \$225 from \$200 to \$425.
- 01-4521.2-816 First Aid Training - remains the same at \$575.
First aid certificates are good for 2 years. All staff had training this year so none was used. K gave the name of someone at MCH who might be able to offer this training.

Summer Playground Total: \$22,598 (increase of 2.5%)

Other General Government:

- 01-4199.1-290 Training - increase of \$100 from \$400 to \$500.
The cost of the training increased.
- 01-4199.1-291 Conference - remains the same at \$250

- 01-4199.1-292 Mileage - increase of \$100 from \$250 to \$350.
We were over budget in 2023 because Kate attended some free classes which required a fair amount of travel. As a result of the classes, she received 2 certificates.
- 01-4199.1-341 Phone/Fax/Internet: remains the same at \$3,396.
- 01-4199.1-342 Computer Expense: increase of \$1153 from \$27893 to \$29,046.
This line includes \$15,928 Twin Bridges contract expenses, BMSI subscription at \$6915 (10% increase), Treasurer's Quickbooks subscription (\$543), BMSI conversion of accounts payable and fund accounting modules, Zoom (\$160), as well as 2 extra hours of tech support from Twin Bridges (\$500)
- 01-4199.1-344 Website Maintenance - increase of \$375 from \$3750 to \$4125 (10%)
- 01-4199.1-392 Advertising - decrease of \$300 from \$500 to \$200.
It is not mandatory to advertise in the newspaper anymore. The town can put notices on website.
- 01-4199.1-395 Miscellaneous - remains the same at \$100.
Used for background checks, batteries, etc...
- 01-4199.1-430 Office machine repair/ maint. - increase of \$700 from \$1800 to \$2500 (38%).
The printer contract has increased. This machine is used by all departments in town. Kate expects that we will have to replace the machine in the next 48 months.
- 01-4199.1-550 Town Report and Ballots - remains the same at \$4000.
- 01-4199.1-551 Town Meeting Expense - remains the same at \$1600.
2023 saw an increase because of the school meeting.
- 01-4199.1-560 Dues - remains the same at \$75.
- 01-4199.1-610 Archival Supplies: remains the same at \$305.
- 01-4199.1-620 Office supplies - decrease of \$1000 from \$2500 to \$1500.
Kate has not needed to spend the current budget so reducing the line.
- 01-4199.1-621 Printing and Forms - remains the same at \$600.
- 01-4199.1-625 Postage: remains the same at \$1050.
There will be postage left from this year.

- 01-4199.1-670 Publications - increase of \$10 from \$85 to \$95.
This is for the newspaper. Nancy mentioned there may be a special running for the subscription. Kate will look into that.
- 01-4199.1-671 Registry Fees - remains the same at \$120.
- 01-4199.1-690 Employee Recognition / Rewards - increase of \$500 from \$3000 to \$3500.

Other General Government: \$53,312 (increase of 3%)

General Government Buildings

- 01-4194.1-110 Custodian- increase of \$1,110 from \$690 to \$1800. (160%).
We lost our last contracted person. The new budget is based on 15 times shoveling at 3/hrs per time at \$40/hr).
- 01-4194.1-111 CIP Stipend - remains the same at \$500.
- 01-4194.1-220 FICA - increase of \$10 from \$74 to \$86.
- 01-4194.1-225 Medicare -increase of \$2 from \$18 to \$20.
- 01-4194.1-410 Electricity - increase of \$274 from \$4250 to \$4,524.
The average usage is \$377 per month.
- 01-4194.1-411 Heat - decrease of \$4581 from \$7007 to \$2426.
- 01-4194.1-412 Mowing - remains the same at \$4610.
- 01-4194.1-414 Custodial Service - remains the same at \$3360.
It was underspent in 2023 because of understaffing in the company.
- 01-4194.1-430 Town Hall Maintenance - increase of \$1,114 from \$6589 to \$7703 (17%).
The town entered into a contract with a rodent control company for \$640 as there was significant mouse activity. A service contract for the air exchange unit (Minotaur) was bought for \$474.
- 01-4194.1-431 Post Office Maintenance - remains the same at \$1000.
2023 saw an increase due to an electrical upgrade.
- 01-4194.1-432 Archives Building - remains the same at \$1939.
- 01-4194.1-433 Archives Electricity - increase of \$456 from \$2448 to \$2904.

01-4194.1-434 Propane - decrease of \$1442 from \$2452 to \$1010.
01-4194.1-435 Archive Phone - increase of \$24 from \$684 to \$708.
01-4194.1-610 Building and Cleaning Supplies - remains the same at \$500.
01-4194.1-810 Church Clock - remains the same at \$1000.

General Government Buildings - \$34,090 (decrease of 8%)

Wage Recommendations

The selectmen recommended that most workers get a 3% increase in wages. This does not apply to new hires. The wages for Assistant to the Town Administrator (increase from \$19.56/hr to \$21/hour) and the road agent (\$75,000 - overtime is included) were increased to be more in line with like positions. Four other employees were recommended for an additional 2% increase to bring wages in line with like positions: Highway workers and Town Administrator.

2023 Expenses

The 2023 expenses are on track to come within the budgeted number. As of this meeting, there is 16% left.

Warrant Article Update:

Articles with a Monetary Implication

Fire- Minisplit - \$13,000 from taxation.

Post Office -Basement repairs – taxation. Mike Bordon is getting quotes.

Health Agencies - not to exceed \$8000- taxation.

Historical Society - Repair to the base of the Civil War Monument – taxation.

Cemetery - removal of 5 trees - \$10,000 from taxation

Town Hall minor repairs - painting and repairs to the outside of the building. Not sure where this money will come from.

Transfer Station - relocate office per DES (safety), bathroom/leach field? – Recycling Special Revenue Fund.

By Petition

Spruce Ridge Home Owner Association – Asking for the town to adopt their road.

Non Monetary

Select Board - Clean up several funds that do not have agents to expend the money.

Police Department - establish a fund for details. This will help with budget stability.

It was reminded to the board to continue to search for new committee members for next year.

Carole updated the committee that the Library had hired 3 library assistants and volunteers were continuing to help. A director has not been hired yet.

The next meeting will be Tuesday, December 5th at 7:00 p.m. Fire and Emergency Management will be discussed.

There being no further business, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Susie Vogel, Budget Committee member