

**Dublin Budget Committee
Meeting minutes
October 25, 2022**

Present: Nancy Campbell, Bill Gurney (Chair), Judy Knapp, Carole Monroe (Selectmen's Representative-via Zoom), and Susie Vogel.

Absent: Sturdy Thomas, K Vanderbilt.

Also present: Susan Phillips-Hungerford (Zoning Board Chr.); Steve Baldwin (Planning Board), Rachel Lovett (Library Director), Library Trustees-James Finnegan, Maureen Hulslander, Elizabeth Haire and Julie Rizzo (via Zoom).

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

Minutes of the October 18, 2022 meeting were moved by Susie, seconded by Nancy and passed. 4-Yes (Bill, Susie, Nancy & Judy); 1-Abstain (Carole).

Susan Phillips-Hungerford presented the **Zoning Board of Adjustment budget**: Unless otherwise noted, lines remain the same as in the 2022 budget.

Zoning Secretary-5% increase from 2022 to \$1,109.; also a small Social Security increase of \$4.

Newspaper Notices-increase from \$400 to \$500-increase in cost of notices. There is a revenue offset for these notices.

Mileage-Needs to be adjusted when the IRS comes out with a figure for 2023 in December.

Postage- increase from \$200 to \$250-increase cost of postage. There is a revenue offset for this item.

Susan and Mary Langen will teach zoning to current and new members to save money on training.

Susan suggested the Town buy a new laptop for Zoning and Planning to share.

Total budget- \$2,724, increase from \$2,517.

Steve Baldwin presented the **Planning Board budget** in place of Bruce Simpson. Steve agreed with Susan that a shared computer between the 3 boards (BOS, ZBA and Planning) was a hassle. He felt the Secretary of the Planning Board needed to be able to take a laptop home to do the work of the board, e.g., meeting minutes.

The budget worksheet from the Town Administrator reflected the budget from 2022 except for a 5% increase for the Secretary, Social Security and Medicare. Carole pointed out that the Selectboard had been told by Bruce that the budget could be the same as the 2022 budget. Steve felt there were changes that needed to be made, based on the expense report he had received from Kate. However, he was unsure what the numbers should be.

Steve explained that the Planning Board would probably be receiving a grant for various planning items (potential smaller lot size, work-force housing, changes in the zoning ordinance). It was unknown if there would be additional associated costs to the Town not covered by the grant.

After much discussion about various budget lines and amounts, Carole pointed out that the Planning Board, (i.e., Steve working with Bruce), needed to present a new budget to the Selectboard with new 2023 department budget requests, where appropriate, before the budget discussion would go further with the BudCom.

Rachel Lovett presented the **Library budget**. Rachel explained that the Library met with the Selectboard and the board did not approve the Library budget. The Selectboard had problems with a 13% increase over the 2022 budget. Carole said the board had questions on assistant hours on given days, the number of patrons and the staffing numbers. Sometimes the assistants overlap with Rachel and, in the past, the custodian. The Board also wanted an explanation for the increase in the programs line.

Director's Salary: 5% increase to \$45,075 from \$42,929. Rachel works 34 hours/week (27 hours when the Library is open and an additional 7 hours per week for administrative work).

Librarian and Assistants: increase from \$31,579 to \$38,855. Per Library policy, there are 2 staff at circulation desk (for safety reasons) in addition to the Director when she is running programs downstairs.

Custodian: \$5,555-would work 7 hours/week at \$15.00/hour and because it would be a new hire they would not get a COLA increase.;

NOTE: Social Security and Medicare have not been figured on the salary and wages.

Mileage: same as 2022- \$100.

Telephone: \$2,064-slight increase from 2022.

Computer: \$2,400- increase of \$100. This includes updates to software, website and calendar maintenance and computer replacement.

Electricity: increase from \$5,000 to \$8,500 -70% increase - now running 3 de-humidifiers.

Heating Oil: increase from \$5,000 to \$11,940-based on 2,284 gallons at \$5.00/gallon and propane at \$4.00/gallon for 130 gallons.

Library Building Maintenance and Repair: \$3,800-same as 2022 budget.

Supplies and Equipment: increase from \$2,310 to \$2,700- This includes book supplies (i.e., cards, book jackets). Shipping and supplies costs have increased.

Postage: decrease from \$600 to \$200-there will be no survey mailing this year.

Collections: increase from \$8,800 to \$9,000.

Miscellaneous: \$1- same as 2021 budget.

Programs: increase from \$1,000 to \$2,000. More programs for all ages, including 3 after school programs (crafts and snacks are provided-\$30/week). There is supplemental income from the Friends of the Library that pays for some programs and refreshments.

Professional Development-\$1,000- same as 2022 budget. This includes memberships to professional organizations, magazines, subscriptions, and conferences.

Judy asked when the Library was the busiest/slowest. Monday morning is slow until noon or 1, Wednesday morning usually slower and Saturday usually busy with at least 2 patrons for the 4 hours that the Library is open. James will send the Selectboard and BudCom circulation numbers and the number of visits by patrons.

Carole will take this budget back to the Selectboard and the BudCom will get a revised budget from the board.

There will be a warrant article for the entryway repair and an air handling system to resolve the humidity and mold issues. It was suggested that this should be 2 separate articles in order not to lose both. This expense would come out of the unassigned fund balance since there are not sufficient funds in the Library Major Maintenance and Repair Capital Reserve Fund to cover the estimated cost.

Carole also reported that there would be a warrant article from the Selectboard for a Contingency Fund for propane, heating oil and diesel since these costs are volatile and cannot be accurately estimated at this time. This expense would come out of the unassigned fund balance. If the fund is not used it will go back to the general fund. DRA has approved of this article and has provided the wording for such a warrant article.

Next meeting November 1 at 7 pm at the Town Hall with the Police Department. There being no further business, the meeting was adjourned at 8:54 pm.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary