



Town of Dublin  
Select Board Meeting  
Monday, October 24, 2022

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Chris Raymond, Susan Peters, Judy Knapp, Tim Suokko-Police Chief, Roger Trempe-Road Agent, Nancy Campbell-Archivist and Tom Kennedy-Transfer Station Supervisor

Select Board reviewed the correspondence file, payroll and accounts payable

CALL TO ORDER: Carole Monroe called the meeting to order at 4:30pm

#### SELECT BOARD'S BUSINESS:

1. **Bids for winter sand-**Carole read the three bids received for supplying winter sand: Harris Construction \$29,000, Francetown Sand & Gravel \$32,000 and Productive Power \$32,000. Roger reviewed the written proposals and noted that Harris Construction's product was ¼ inch sand while the other two bids were 3/8 inch sand. Roger explained that the coarser sand is better especially when roads are icy. Roger suggested that we contract with Francetown because the product better suits the road conditions. Carole made a motion to accept the material price quote of \$16.00 a yard for 2,000 yards from Francetown Sand & Gravel. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.
2. **Budget Review Police Department-** The Board reviewed the presented budget. Salaries were discussed at length noting the statewide shortage of available, qualified individuals, starting salaries being offered to recruit individuals along with incentives to recruit/retain personnel. Susan made a motion to increase the police chief's base salary by 7.5%. Chris seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes. This year's budget shows separate lines for Cruiser Repairs and Cruiser Maintenance as requested by the Budget Committee. The budget was reviewed line by line. Chris made a motion to support the budget as proposed with addition of the adjustment to the chief's salary. Carole seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.
3. **Revisited previously approved Budgets-** The Board reviewed the figures approved by the Budget Committee for the Cemetery, Recreation Committee and Town Clerk:  
**Cemetery Budget-** Chris made a motion to approve and adjust the cemetery budget by \$502 as requested by the Cemetery Trustees. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

**Recreation Budget-** Carole made a motion to reduce the program line by \$125 as requested by the Recreation Committee and approve the budget. Chris seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

**Town Clerk-** Chris made a motion to increase the three filing fee lines by a total of \$150 as requested by the Town Clerk. These line items are offset by revenue. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

4. **Re-evaluation Figures-** Currently the town is in its 4<sup>th</sup> year of a 5-year contract with its current vendor, Avitar Associates. A motion was made by Susan to accept the assessing budget of \$20,616. Chris seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.
5. **Transfer Station Ordinance for Approval-**The Board reviewed and edited the Transfer Station Ordinance and Fee Schedule. The Board stated that disposal fees are set by the Town and the transfer station attendant has discretion within the ranges. Penalties for violations will be added to the fee schedule. Chris made a motion to approve the Ordinance and Fee Schedule as amended. Carole seconded the motion. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes. The new fee schedule and the ordinance will be posted on the town website. Judy suggested that the new fee schedule also be published in the Advocate.
6. **Budget Review Archives-** Nancy presented the Budget for the Archives noting that their costs are intermingled with other budgets such as the Town Office and Government Buildings. Costs are also off set with the Historical Society paying for a portion of the Archives' costs. It was decided that for clarification and transparency, additional utility budget lines will be created. The Board will revisit figures once the new budget format has been developed.
7. **Building Permit for signature-**signed by the Board
  - Map 14 Lot 15 - 40 Meryman Road
8. **Land Use Tax for signature-**signed by the Board
  - Map 5 Lot 60A - Charcoal Road
9. **Approval of the Minutes of October 10, 2022-** Chris made a motion to approve the minutes as amended. Susan seconded. Roll call vote: Susan, yes. Chris, yes. Carole, abstained.
10. **Approval of the Non-Public Minutes of October 3, 2022 (3 sets)-** Chris made a motion to approve the minutes of all three sets as written and that they remain sealed pending Carole's approval and signature. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.
11. **3<sup>rd</sup> Quarter Special Revenue Accounts for Review-**The balances were reviewed; some questions were raised that will be passed on to the Treasurer.

12. **Budget Review Summer Playground-** Increase reflects salary increases; the remainder of the budget is flat. A First-aid training line was added to the department and the field trip line was reduced. Carole made a motion to approve this budget in the amount of \$21,814; Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.

13. **Budget Review General Government Buildings-** This budget remained the same as last year with the exception of propane and electricity for a total of \$29,598. Carole made a motion to approve the budget as presented. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.

14. **Budget Review Town Office-**The budget was reviewed. The Town Administrator had made some adjustments within categories, resulting in a reduction of \$119. The mandatory BSMI conversion software was added because it is required for NH Retirement reporting. Carole made a motion to approve the budget as presented in the amount of \$51,674. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.

15. **Election Budget-** Judy spoke on behalf of this budget noting that figures for this year represented the need of three elections while 2023 will only need to finance a Town election. The Board tabled this budget until all 2022 costs have been considered.

16. **Correspondence/Miscellaneous:**

- Hiring Process-The Select Board had revised the personnel policy to clarify, provide consistency and also so that all employees understand compensation and hiring requirements. Neil Sandford has asked permission from the Board to speak directly to Steven Buckley, NHMA legal counsel, as he does not feel that the Planning Board employees should fall under these rules, Neil has asked to speak with the Board and has been placed on the agenda for November 5<sup>th</sup>. The Board will schedule a meeting with all parties present.
- Phoenix House is in receivership and the town has received legal notice to that effect.
- The Town audit begins December 20<sup>th</sup>.
- Conval School District asks that the Town maintain the school field. The School Maintenance supervisor will be contacted.
- The superintendent of Conval School has been asked to include the Board on all emails sent regarding setting the tax rate. Conval is still not ready to set the tax rate. Carole has asked the Town Administrator to respond that the Board would prefer the district do an estimate by Nov 15<sup>th</sup>.
- Both the Town Administrator and the Planning Board Chair have responded to a complaint over the placement of a driveway.
- Tom Kennedy inquired about the status of the two memos he had sent to the Board. Carole informed him that his concerns were the subject of the non-public meeting which was about to be held and he would be notified of the outcome as soon as possible.

Carole made a motion to adjourn the regular meeting and enter non-public under RSA 91-A:3, II(a) at 7:10pm. Chris seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.

Chris made a motion to adjourn the non-public meeting at 7:43pm. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.

ADJOURNMENT: There being no further business, Carole made a motion to adjourn the regular meeting at 7:44pm. Chris seconded.

Minutes respectfully submitted by Katherine M. Fuller and Pamela J. Cox

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Carole Monroe (Chair)

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Susan Peters

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Chris Raymond