



Town of Dublin  
Select Board Meeting  
Monday, October 31, 2022

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Chris Raymond, Susan Peters, Judy Knapp, Roger Trempe-Road Agent, John Morris and Jay Schechter

Select Board reviewed the correspondence file

CALL TO ORDER: Carole Monroe called the meeting to order at 4:31pm

#### SELECT BOARD'S BUSINESS:

1. **Budget Review-Highway-** The Board reviewed the presented budget. Roger explained that costs of materials and vehicle maintenance products have increased substantially over this past year. The Board further explored salt costs. Judy Knapp was able to provide a figure for the actual amount spent. Roger and the Board agreed to reduce that line by \$1,800. Carole made a motion to approve the Budget as amended with the salt line reduced to \$14,000. Chris seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes. Roger stated that the Highway Department is working on a Warrant Article for two new overhead doors and with remote openers. Chris asked that Roger work on updating the Highway's CIP schedule. Roger mentioned that the new addition is almost finished, they are waiting on flooring and it will be in use by next week. The department is back to their 5-day work schedule, they are fully staffed and are cross training at the Transfer Station, learning how to operate the equipment.
2. **Budget Review –**
  - Bank Charges-** This budget is based on a specific percentage of account balance in the Trust accounts; budgeted at \$5576 with no increase.
  - Archives-** The Town Administrator presented the figures that Nancy Campbell had submitted to the Board last week but in the identical line-item format that is used for other Government Building reports.
  - Election-** The Budget was reduced from the previous year due to fewer elections; budgeted at \$5,247. It was noted that when special elections are required, public notices are expensive.
  - Site Inspector-** The Board reviewed the presented budget reducing the training line to \$100. The final budget is \$21,597.
  - Health Officer-** The Budget remained the same as last year at \$96.

Carole made a motion to accept the budgets of Bank Fees, Archives, Election, Health Officer and Site Inspector with the training line amended. Chris seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

3. **Technology Services-bids for opening-** The Town Administrator read the four bids received by the town noting that an additional amount, 1/12 of the estimate would need to be added if a new company was chosen so that a smooth transition could take place with overlapping companies. Twin Bridges- current vendor- \$14,318.50. Block 5 Tech- \$35,760. R Mon Network-\$24,000 to \$36,000 and Umberall Tech- \$20,717 (services are “a la carte”. This figure is based on what the TA thought compared the closest to current provided services). All companies are Municipal IT companies. One concern raised about the Town’s current vendor is that they require the town to purchase hardware through them. The other three bidding companies all have similar computer purchasing policies. The Board stated that in their opinion, it is a fair policy considering the companies know what type of equipment is needed to operate the software efficiently. Chris made a motion to stay with our current vendor, Twin Bridges with a three-year contract. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes. Carole asked Kate to adjust the Budget figures to reflect Twin Bridge’s figures.
4. **Land Use/Select Board Computer for discussion-** The Board acknowledges that the outdated laptop computer currently shared by the Planning Board, Zoning Board and the Select Board needs to be replaced. Twin Bridges estimates the cost of a new laptop at \$1500. The PB and ZBA would like to have a laptop designated strictly for land use. Two laptops could be purchased under this year’s budget including the license fee for the one additional land use laptop. Chris made a motion to allocate \$3500 from the 2022 budget to purchase a new laptop for the Select Board’s use and a new laptop with license for Land Use. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes. Carole requests that the Town receives assurance that the camera on the new laptop will be Zoom compatible.
5. **Mud Pond Report-** The Board reviewed information and photos presented to them by the Conservation Commission revealing some residential encroachments on Town owned properties. The Board has already been made aware of one infringement and has asked the Code Enforcement Officer to contact the resident. Another area has two barrels left on the property with one tied down into wetlands. The Board will ask the Highway department to remove them and John Morris said that he was willing to show them the area. Chris questioned what the harm was of people using the land. John responded that clearing around wetlands does not allow the natural vegetation to grow. A letter will be sent to residents utilizing Town property.
6. **Approval of the Minutes of October 24, 2022-** Chris made a motion to approve the minutes as amended. Carole seconded. Roll call vote: Susan, yes. Chris, yes. Carole, abstained.

7. **Approval of the Non-Public Minutes of October 24, 2022-** Carole made a motion to approve the minutes as written and that they remain sealed. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes. Carole, yes.
8. **2022 Equalization certificate for signature and discussion-** signed by the Board. The TA explained that this report is an independent metric that shows the relationship between the assessed values and the market values of property. Ideally the rate should be 100%. Currently Dublin's rate is 67.8%. Other towns' rates are skewed as well since properties have been selling well above market prices. Dublin will be reassessed in 2024 and the Equalization rate should return to a number around 100%.
9. **Building Permit for signature-** signed by the Board
  - Map 3 Lot 46 - 544 Lower Jaffrey Road
10. **Election Schedule-**The State election will be held at Town Hall on Tuesday, Nov 8<sup>th</sup>. The Select Board has been made aware of staffing needs and will make arrangements accordingly. Times will be confirmed next week.
11. **Correspondence/Miscellaneous:**
  - There will not be a Select Board meeting on Nov 21<sup>st</sup>, but the Board will come in to sign payroll and account payable checks.
  - The ConVal School Maintenance supervisor will be asked to meet with the Town Administrator and Select Board member, Chris Raymond, concerning the maintenance of the school field.
  - ConVal has submitted figures to DRA which directly affect the setting of Dublin's tax rate. The information will be reviewed by the State.
  - The Board reviewed the Personnel Policy concerning newly hired staff considering when they are eligible for cost of living adjustment increases.
  - Tom Kennedy acknowledged receiving the Select Board's letter.
  - Susan will take photos of the current signage at the Transfer Station and a discussion will be held at a future Board meeting on replacing/adding signage to reflect current fees and user guidelines.
  - An Energy Committee meeting will be held this Wednesday featuring a guest speaker on Solar Power from Revision Energy.
  - The town lawyer is currently reviewing the NH Coalition Joint Power Agreement.
  - The Library presented their 2023 figures to the Budget Committee. Since the Library did not provide the Board with the requested information the Board needed to consider 2023 budget requests, much of the Select Board's approved column remained blank. The Budget Committee was unable to move forward with this budget and has also asked for additional information.
  - An update was given on a bid received for remodeling the Town Hall's basement. Chris will contact the contractor directly to clarify some points.
  - Kate will attend the NHMA conference on Nov 16<sup>th</sup> and 17<sup>th</sup>.
  - The Town Administrator, her assistant and Board member, Susan Peters attended a class on "Economic Forecasts for Local Government" presented by NHMA on Oct 27<sup>th</sup>.

- The Board accepted the resignation of Jeannine Dunne, Town Clerk/Tax Collector.

ADJOURNMENT: There being no further business, Chris made a motion to adjourn the regular meeting at 7:32pm. Susan 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