



Town of Dublin  
Select Board Meeting  
Monday, February 13, 2023

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Susan Peters, Chris Raymond, K and Tom Vanderbilt

Select Board reviewed the correspondence file, payroll and accounts payable.

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

**SELECT BOARD'S BUSINESS:**

1. **Abatement Recommendation from Avitar-Map 5 Lot 35- 341 Main Street-** Chris made a motion to uphold Avitar's recommendation to deny the abatement. Carole seconded. Roll call vote: Susan, yes. Chris, yes. Carole, yes.
2. **Mapping Service Agreement from Avitar for Signature-** Kate presented a contract from Avitar, the Town's Assessing Company, for them to maintain any changes in mapping property in the Town of Dublin. This service is necessary for producing accurate Town Maps. The last Maps were printed in 2018 and the Board agrees that next year's budget should include having updated maps printed. Carole made a motion to allow the Town Administrator to sign the contract. Chris seconded. Roll call vote: Carole, yes. Susan, yes. Chris, yes.
3. **Building Permit for signature-** signed by the Board
  - Map 7 Lot 18-A 24 Chestnut Hill Road
4. **Approval of the Minutes for February 6, 2023-** Carole made a motion to approve the minutes as amended. Susan seconded. Roll call vote: Carole, yes. Susan, yes. Chris, abstained.
5. **Department Head Reports-Fire Department-** The Board asked K to confirm CDC COVID recommendations. The Town follows the CDC guidelines which are as follows: The optimal time to test for the virus is day 3, 4 or 5 once symptoms occur. Testing day is counted as day zero and the employee must stay out of work for the next five days. Providing symptoms are getting better and there has been no fever (without the assistance of medication to control a fever) for 24 hours, the employee may return to work on day six wearing a mask. The mask must be worn through day ten. It is strongly suggested that if a family member has tested positive to COVID, even if the employee is symptom free and/or has a negative test, that the employee wear a mask for ten days. The Fire

Department has had two new members join their team. Both have certifications: one as an EMT and the other in fire-fighting. Dublin School has installed new microwaves which are equipped with smoke detectors. The school has been doing some major renovations, so Tom and Mike Borden have been involved with inspections. The Department has been participating with the State in an “all hazard safety” training program for schools. The Board asked Tom to review the Maximum Occupancy postings for Town Hall meeting areas and provide safe recommendations. The Department’s Neighborhood Volunteer Survey is nearly ready for mailing. K continues to research available grant money but is finding that most funds are now available to County level projects instead of Town projects. The Board reviewed the Fire Department’s Warrant Article with Tom.

6. **Approval of the Minutes for January 30, 2023-** Chris made a motion to approve the minutes as amended. Susan seconded. Roll call vote: Carole, yes. Susan, yes. Chris, yes.
7. **Approval of the Bridge Funds Public Hearing Minutes for February 6, 2023-** Carole made a motion to approve the minutes as written. Susan seconded. Roll call vote: Carole, yes. Susan, yes. Chris, abstained. The Bridge funds will be deposited in the General Fund and not in a Capital Reserve Fund following the recommendations of the Department of Revenue Administration.
8. **Review of Final Budget Expenditures and Revenue and Warrant Articles-** The Board confirmed which member would speak to which article. Minor wording changes to clarify the article or to correct grammar were made where needed. The Board requests that the Town’s legal counsel draft a deed for the General Store easement to include a drawing outlining the paved entrance, parking, cistern and town property. The Board will have a signed contract with the store’s owners stating that if the Warrant Article passes, the agreement between the two parties will be fulfilled. The Budget format was reviewed. The Board decided that since the Expenditure budget had a column to include figures from last year (2021), this year (2022) and next year (2023) that the Revenue budget should be presented in the same format.
9. **Town Hall Repairs-** Proposal for repairing the damaged side of Town Hall was reviewed by the Board. Insurance will cover the cost of the repairs minus a \$1,000 deductible. Chris made a motion to accept Sterling Abram bid to do the job. Carole seconded. Roll call vote: Carole, yes. Susan, yes. Chris, yes.
10. **Miscellaneous:**
  - Conservation Commission is going forward with finding the cost of and the process needed to place the land discussed at last week’s meeting into conservation status.
  - Auditors found Town records to be in order with no major recommendations. Formal report will follow at a later date.
  - Carole spoke with Chris Sprague, chair of the Library Trustees. He would like to continue discussion around the Town possibly taking responsibility for building repairs and infrastructure maintenance since it is a Town owned building. The

library will continue to be responsible for day-to-day maintenance such as janitorial services and snow shoveling. Carole sent Chris a copy of the MOU process of two years ago and he is interested in re-opening discussions. Chris was also informed of the possibility of having after-school program snacks supplied by End 68 Hours of Hunger and he will encourage the library staff to explore this option.

- The Highway Department will post weight restrictions on appropriate Dublin Town Roads on February 20<sup>th</sup>.
- A Public Hearing will be scheduled to accept HOP Grant money on behalf of the Town.
- The logistics of the Budget Public Hearing, scheduled for tomorrow evening, February 14<sup>th</sup>, were reviewed.

**NON-PUBLIC:** Carole made a motion to adjourn the regular meeting at 6:45pm and enter non-public under RSA 91-A:3 II (c) for the purpose of unsealing minutes. Chris seconded. Roll Call Vote: Susan, yes. Carole, yes. Chris, yes.

A motion was made by Carol and seconded by Susan to re-enter public session at 6:58pm and that the non-public minutes remain sealed. Roll Call Vote: Susan, yes. Carole, yes. Chris, yes.

**ADJOURNMENT:** There being no further business, Carol made a motion to adjourn the regular meeting at 6:59pm. Carole 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