



Town of Dublin  
Select Board Meeting  
Monday, April 3, 2023

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Susan Peters, Chris Raymond, Tom Kennedy, Zachry Davis, Judy Knapp, Kathy Nichols, Linda Abram, Nancy Campbell, K Vanderbilt, Charlie Champagne and Maureen Hulslander.

Select Board reviewed the correspondence file

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

#### SELECT BOARD'S BUSINESS:

1. **Department Head reports: Tom Kennedy**-Tom reported operations remain the same at the Transfer Station. They continue to accept recyclable items, baling them and storing them in the new building so that the sale of the items will bring a higher price for a bulk amount. The Recycling Committee has been investigating how to add composting food scraps at the Transfer Station and have visited several towns in the area who are already composting food scraps. They would like to model Bedford's process of digging a hole in which residents would dump their scraps. The hole would then be covered over at the end of the day with dirt and leaf compost to prevent wildlife from getting into the waste. Chris questioned if using a container might be more efficient. The committee is still investigating but appreciates the Board's willingness to purchase containers if need be. Although the State no longer requires a separate permit, there are still a few steps that need to be taken before the Transfer Station can begin to accept food scraps. They hope the process will be completed this May. Zach reported that the Recycling Committee reached their goal of recycling 1000 pounds of plastic bags. This brought up the subject of whether Dublin's recyclable collections are back up to pre-COVID numbers. Zach has a 10-year spreadsheet with these numbers and will share it with the Board as soon as he can add the most current figures.
2. **Recommendation for new member from the Zoning Board of Adjustment**-Chris made a motion to accept ZBA's recommendation of John Morris fulfilling the vacancy from Alan Hearn's term to expire in 2025. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.
3. **Shredding-Judy Knapp**-Judy stated that in working with Maureen Hulslander, newly elected Town Clerk/Tax Collector to clean out the office, that several boxes of documents were taken down to the vault. It was discovered that several boxes of documents could

be disposed of since they were past the required storage time limits. Because of the volume at Town Hall and the reported volume of documents held at the Police Department which are also past storage time limits, it would be best to hire a company authorized to shred sensitive materials. The Town Administrator will research options and report back to the Board.

4. **Swearing in of Election officials-** Maureen Hulslander swore the following newly elected officials into office: Carole Monroe, Select Board. Kathy Nichols and Linda Abram, Library Trustees. Nancy Campbell and K Vanderbilt, Budget Committee and Charlie Champagne, Trustee of the Trust Fund. Other elected officials had been sworn in previously.

Carole made a motion to enter into a non-public session under RSA 91-A:3, II(a) at 5:16pm. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

Chris made a motion at 5:43pm to re-enter public session and that the minutes remain sealed. Carole seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.

5. **Department Head Report-** Maureen informed the Board that there are several training sessions coming up that she is required, as a newly elected Town Clerk/Tax Collector, to attend. The Board understands and agrees that the training is top priority even if it means closing the office at times. They did ask that as much notice as possible be given to town residents to include posting signs around town and on the website.
6. **Re-committal of the Warrant for Signature-** signed by the Board
7. **Sprague Fund Agreement for Signature-** signed by the Board
8. **Review of Select Board Summer Schedule-** The Board discussion the summer schedule to accommodate summer holidays and payroll dates. A tentative schedule was presented to the Board commencing in June. It was agreed upon that meeting dates are subject to change depending on unforeseen issues or Town concerns.
9. **Health Officer reappointment-** signed by the Board
10. **Approval of the Minutes of March 20, 2023-**Carole made a motion to approve the minutes as amended. Chris seconded. Roll call vote: Susan, yes. Chris, yes. Carole, yes.
11. **Miscellaneous:**
  - Chris made a motion that Carole remain as the Select Board's Chairperson and that she continues to represent the Board on the Budget Committee, that Susan continues to represent the Board on the Planning Board and that he continues to represent the Board on the Conservation Commission. Susan seconded. Roll call vote: Susan, yes. Chris, yes. Carole, abstained.

- Actuarial Study is complete and has been sent to the Auditor; the Town's Asset Depreciation list is complete and will be sent to the Auditor.
- Nancy Campbell reported that after checking through Town records, that there is no policy on the Welfare Trust, but in the past, reimbursement was received for those amounts paid out by the town. The Board will contact the Trustees of the Trust Funds.

ADJOURNMENT: There being no further business, Chris made a motion to adjourn the regular meeting at 6:25pm. Carole seconded.

Minutes respectfully submitted by Katherine M. Fuller and Pamela Celko

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Carole Monroe (Chair)

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Susan Peters

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Chris Raymond