



Town of Dublin
Select Board Meeting
Monday, August 28, 2023

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Susan Peters, Chris Raymond and Maureen Hulslander

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

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

SELECT BOARD'S BUSINESS:

1. **Building Permit for signature-** signed by the Board
 - Map 21 Lot 4 - 20 Granite Circle
 - Map 8 Lot 50 Sub 1 - 36 Spruce Ridge Drive
 - Map 3 Lot 63 - 327 Windmill Hill Road
2. **Report of Timber Cut-** signed by the Board
 - 22-127-04-T – 28 Pumpelly Road
3. **Intent to Cut Timber-** signed by the Board
 - 23-127-06 – Old Troy Road
4. **MS-1 Summary Inventory of Valuation for signature-** signed by the Board
5. **Final Draft of edits to the Town of Dublin's Personnel Policy-** Chris made a motion to approve the amendments made to the Bereavement and Harassment policies. Carole seconded. Roll call vote: Susan: yes. Carole; yes. Chris; yes.
6. **Cemetery Deeds-** signed by the board
 - #390
 - #391
7. **Approval of the Minutes of August 14, 2023-** Chris made a motion to approve the minutes as written. Carole seconded. Roll call vote: Susan; yes. Carole; yes. Chris; yes.
8. **Discussion of Transfer Station Self Inspection-** The Board asked the Town Administrator to complete the required form for the DES including the proposed remediation.

9. **Solid Waste Bids-** discussion ensued concerning current vendor's fees and proposed fees. Decision tabled until next meeting.
10. **2022 Draft Audit Review-** The Board reviewed the draft. Chris made a motion to approve the Audit as written. Susan seconded. Roll call vote: Susan; yes. Carole; yes. Chris; yes.
11. **Budget Review-** Kate has scheduled dates and times for all departments and committee chairs to present their proposed budgets to the Board. Budget summit is scheduled for Sept. 11th at 3:30pm. The Board reviewed Health Plan rates at tonight's meeting.
12. **Contoocook Valley School District Reconfiguration Study- October 4, 2023-** the school district is offering an information meeting to the public and has asked the towns to advertise the meeting within their community. The Board wants everything possible done to notify and encourage Dublin residents to attend this upcoming event as the meeting centers around the future of Dublin's Elementary School. Mailings and yard signage were discussed as well as a notice in the *Advocate* and on the Town's website.
13. **Miscellaneous-**
 - Tax Rate will be set in October dependent upon ConVal finalizing their forms. DRA forms were reviewed.
 - The Town Administrator questioned whether a Town Salary Study conducted in 2019 was still pertinent. The Board decided that it was not.
 - The windshield of one police vehicle was hit with a rock. An insurance claim will be filed.
 - Housing Committee will host an informational meeting tonight at the Library beginning at 7:00pm.
14. **Town Clerk/Tax Collector report-** Maureen presented a written summary of her job description to the Board. She agrees that a deputy is needed, however, she does not feel that she herself is fully trained to help train a deputy at this point. It was suggested that training might be able to be conducted by another town, but Maureen feels strongly that training should be done within Dublin's office to ensure that Dublin's standards are met. Maureen's first goals are to fully organize the office and have all State compliance issues met. She told the Board that open hours will need to be reduced to allow more administrative hours. She thanked Judy Knapp for all her help and her willingness to remain as her assistant.
15. **Non-Public for purpose of payment plan-** At 5:47 pm, Carole made a motion that the Board enter a non-public session under RSA 91-A:3(c). Chris seconded. Roll call vote: Susan; yes. Carole; yes. Chris; yes. Chris made a motion at 5:54 to return to public session and seal the minutes. Carole seconded. Roll call vote: Susan; yes. Carole; yes. Chris; yes.

ADJOURNMENT: There being no further business, Carole made a motion to adjourn the regular meeting at 5:58 pm. Chris seconded.

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

Carole Monroe (Chair)

Susan Peters

Chris Raymond