



Town of Dublin
Select Board Meeting
Monday, October 9, 2023

4:30 PM in person and via Zoom

In attendance: Carole Monroe, Susan Peters, Chris Raymond, Kiki Sangermano-Cemetery Trustees Chair, Police Chief Tim Suokko, and Tax Collector/Town Clerk Maureen Hulslander

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

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

SELECT BOARD'S BUSINESS:

1. Budget Presentations:

- **Cemetery-** Kiki presented the budget referring back to 2021 numbers since they more realistically represented cemetery expenditures for contracted services. Discussion ensued regarding over-spent money for lines "Contract Services"- amount was due to a tree downed during the summer tornado- and "Repairs to Equipment"-unexpected repairs needed to be made to a mower but those repairs will now add additional life expectancy to that piece of equipment. A Warrant Article will be submitted to cover the cost of tree removal for 2024.
- **Police Department-**Chief Suokko presented a police log revealing that all incident numbers have increased. Reviewing the Police Dept budget, it was noted that the "Special Detail" line skews the budget in that it shows as an expenditure but, in fact, it is reimbursed to the Town. Several Grants have been applied for including money for additional patrols and equipment grants. Tim would like to purchase two speed signs that can also be used for messages with a grant that pays 75% of the cost with the Town paying 25%. The "Education and Training" line was increased significantly by \$4,500 which reflects the cost of sending officers out of town for their necessary training. Other lines have increased slightly due to cost of supplies, labor, safety equipment, etc. Chief Suokko said that no Warrant Articles will be submitted this year.

NON-PUBLIC: Chris made a motion to adjourn the regular meeting at 5:32pm and enter non-public under RSA 91-A:3 II (a). Susan seconded. Roll Call Vote: Susan, yes. Carole, yes. Chris, yes.

A motion was made by Chris to re-enter public session at 5:43pm and that the minutes remain sealed. Carole seconded. Roll Call Vote: Susan, yes. Carole, yes. Chris, yes.

2. **Budget Updates-** The Town Administrator presented a chart to the Board documenting insurance coverage costs for the upcoming year. Kate mentioned that she has been discussing with Library Trustees current budgeted salaries for employees as they look to fill several open positions. In reviewing Trust Funds, it was evident that many do not have clearly defined agents. A complete list will be compiled to bring forth in a Warrant Article with clear, concise language.
3. **Cemetery Deed #392-** signed by the Board
4. **Re-adoption of the Unassigned Fund Balance Policy for signature-** signed by the Board.
5. **Approval of the Minutes for October 2, 2023-** Carole made a motion to approve the minutes as amended. Susan seconded. Roll call vote: Chris, yes. Susan, yes. Carole, yes.
6. **Miscellaneous:**
 - Library Trustees are currently working on their Warrant Article #9 Air Exchange system and it will be completed before the end of the year.
 - The Board asked Kate to send the Library Trustees a letter informing them that if the library is used for an event, that it is their responsibility to make sure that the building is secured and not to leave this responsibility up to the guest organization.
 - Dublin's Boston Cane recipient recently passed away.
 - A complaint was received that Town Hall's parking-lot lighting is not working properly on the timer. The situation will be addressed.
 - The Board received a letter from Charlie Champagne, chairperson for Trust Fund Trustees, stating that he would appreciate the Auditors contacting him directly.
 - An email was received from Ramona Branch, chair of Recreation Committee stating that the few remaining members do not want to have regularly scheduled meetings. The website will be updated.
 - Susan did a very brief review of the solar site visit conducted by The Energy Committee and will provide additional information at the next meeting.
7. **Liens and deeding TC/TX:** Maureen interviewed a qualified candidate who decided not to take the position due to other commitments. Carole asked that Maureen reach out to the State to find out how Dublin can broaden its pool of prospective candidates since in-town residents have not applied for the position. Maureen passed the first series of tests leading up to position certification. The Town Clerk/Tax Collector office will be closed this week for training on Oct 10th and 12th. Notices have been posted well in advance. Avitar will also be coming into the office for training as they implement a new software for the Tax Collector. Liening and deeding of property was discussed and the RSA's were reviewed. Maureen presented to the Board a copy of the Deed Waiver document

template that she will be using. Maureen brought up the subject of a Records Retention Committee. Currently Dublin's Archive Department has taken on this responsibility, but the State requires that a committee be formed with the Town Clerk as chair and the Treasurer as a member. Other members can be appointed by the Select Board. Maureen also presented to the Board an updated copy of her job description.

NON-PUBLIC: Carole made a motion to adjourn the regular meeting at 6:34pm and enter non-public under RSA 91-A:3 II (c). Susan seconded. Roll Call Vote: Susan, yes. Carole, yes. Chris, yes.

A motion was made by Carole to re-enter public session at 6:43pm and that the minutes remain sealed. Susan 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 7:12 pm. Chris seconded.

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

Carole Monroe (Chair)

Susan Peters

Chris Raymond