



Town of Dublin  
Select Board Meeting  
Tuesday, January 2, 2024

4:30 PM in person and via Zoom

In attendance: Susan Peters, Chris Raymond, Tom Kennedy and Judy Knapp

Select Board reviewed the correspondence file, payroll and accounts payable

**CALL TO ORDER:** Chris called the meeting to order at 4:30pm. With the absence of Carole, Chris and Susan agreed that Chris would chair the meeting.

**SELECT BOARD'S BUSINESS:**

- 1. Transfer Station updates-** The Board welcomed Tom Kennedy to the meeting and Tom requested that this discussion be in public session. The Board opened the discussion to clarify points of a retirement conversation with Tom in the fall of 2023. At that time, the Board presented a plan in which Tom would retire, with full accrued benefits, and the Town would pay for his wife's health insurance until Jan. 15, 2025. Tom would be given the option to remain at the Transfer Station as a part-time employee at his current hourly wage. Tom expressed that he is no longer sure that he wants to retire before May 31, 2026, the date he had planned to retire. The Board explained that currently the only full-time position at the Transfer Station is the Superintendent's position. The Board presented the Transfer Station's Superintendent Job Description for Tom to review, and asked for feedback as to anything that might have been left out. Tom had recently expressed that he no longer wanted certain responsibilities of the Superintendent's position. The Board is asking for assurances that if Tom wishes to remain as a full-time employee, he will fulfill all the responsibilities of the Superintendent's job. Tom was scheduled to meet again with the Board on Jan. 16<sup>th</sup> allowing him time to review the Superintendent's job description and prepare comments, evaluate all the options and decide what is best for him.
- 2. Budget and Warrants Updates-** The Library has revised their 2024 proposed budget to include all their projected expenses. Several new Warrant Articles have been discussed including Library Windows, Pay Per Bag, Energy Reserve Account and Historical Society Monument Repair. A contract was received for work in the Town Hall's basement conference room. Susan made a motion to approve the contract received from A61 for renovations in Town Hall's basement for \$28,500, allocated balance from ARPA funds that the Town received. Chris seconded. Further discussion confirmed that a Request for Proposal has been advertised twice and A61 was the only contract/bid

received. Susan stated that this is a long-awaited construction project, and it is great that it is happening. Roll Call Vote: Susan, yes. Chris, yes.

3. **School Board Meeting-** Conval School Board has invited the Select Board and Town Administrator of district towns to a meeting this Thursday, Jan 4<sup>th</sup> concerning the School Board's recommendation regarding closing several elementary schools. It is a public meeting; however, it is Chris's understanding that discussion is limited to only the invited town's representatives. Since only two of Dublin's "official" members are available to attend, Chris proposed appointing two residents to represent the Town Administrator and the third Board member. Several resident names were proposed. Discussion ensued. Chris made a motion to invite Blake Anderson and Andy Freeman as representatives with Jessie Marcum as 1<sup>st</sup> alternate to attend the School Board meeting on Jan 4<sup>th</sup>. Susan seconded. Roll Call Vote: Susan, yes. Chris, yes.
4. **Approval of the Minutes of December 18, 2023-** Susan made a motion to approve the minutes as amended. Chris seconded. No further discussion. Roll Call Vote: Susan, yes. Chris, yes.
5. **Approval of the Public Hearing Minutes of December 18, 2023-** Chris made a motion to approve the minutes as written. Susan seconded. No further discussion. Roll Call Vote: Susan, yes. Chris, yes.
6. **Letter of Reply-** The Select Board drafted a letter in response to one they received from Dublin's Town Clerk/Tax Collector in which she questioned their authority in waving interest and penalties on property taxes. After consulting with NH Municipal Association, (NHMA), Susan drafted a letter of reply citing NHMA's interpretation of NH's law, RSA 76:16: which includes language that a Select Board may waive fees due to "good cause" and further goes on to include that "good cause is widely and broadly interpreted." Chris pointed out that in his experience, any time a Board has waived penalties, or made a financial arrangement (payment plan) on property taxes, that the situation worked out successfully. In the same letter, Maureen asked to be given authority to have direct contact with town attorneys and NHMA. A copy of the Town's Attorney Contact Policy will be included with the Board's letter of response.
7. **Miscellaneous:**
  - Blake Minkler is hosting the first Community sponsored Round Table this Friday night, January 5<sup>th</sup> at 7:00pm in the library.
  - A new printer for Town Hall is currently being researched. Its expense has been added to the 2024 budget. The administrative office does have a laser printer that can be used when "clean copies" are required.
  - Susan reported that she received an email from Cheshire Community Power stating that, effective Feb 1<sup>st</sup> – July 31<sup>st</sup>, the Granite Basic rate will be 08.1¢ which is equal to, or better than, Eversource.

- Southwest Regional Planning Commission will be attending the Energy Committee's meeting on Wednesday, Jan 10<sup>th</sup> to explore a solar array on the Town's capped land fill. J.B.Mack will be presenting. All are welcome.
- The Board discussed the logistics for the Budget Committee's Public Hearing.
- An updated Forestry Plan is being worked on for town-owned property, Map 1 Lot 2. The property is freed of the Hemlock Looper infestation. The Society for Protection of NH Forests has an easement on the property.
- Election Round Table discussion will be held on Saturday, Jan 13<sup>th</sup> from 10-11:30 in the basement of Dublin's Public Library. Susan will lead the discussion.
- A draft of the Town's Financial Policy has been drawn up. It will be temporarily implemented to ensure that any policy and procedures changes that have been incorporated are adequate "checks and balances" for the security of Dublin's finances. The draft will be revised, if necessary, before adopting any changes.
- Judy Knapp updated the Board on the upcoming Primary Election being held on January 23<sup>rd</sup>. Absentee ballots are being sent out upon request and properly recorded upon resident's returning them to the Town Clerk's office. Election day has been staffed. Judy noted that the shifts have changed from "COVID" hours back to the previous six-hour, two- shift staffing. Lunch will be provided for the early shift and dinner will be provided for the second shift. Judy also suggested to the Board that it would be prudent to have Town Elected Official forms available to residents during their Election Round Table event. The window of time for signing up to run for an elected Town position is Jan 24<sup>th</sup> thru Feb 2<sup>nd</sup> and must be done with the Town Clerk.

**ADJOURNMENT:** There being no further business, Chris made a motion to adjourn the regular meeting at 6:12pm. Susan seconded.

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

---

Carole Monroe (Chair)

---

Susan Peters

---

Chris Raymond