



Town of Dublin
Board of Selectmen's Meeting
Monday, October 28, 2019

Present: Dale Gabel, Walter Snitko, Chris Raymond, Sherry Miller, Cynthia Lundberg

Selectmen signed checks and reviewed the correspondence file.

Dale called the meeting to order at 4:00 p.m.

4:00 p.m. Tom Vanderbilt – (Fire Department budget review)

Tom provided an update on a new apartment building that began construction. He was concerned that there might be substantial changes being made to the design that have not been approved by the Planning Board. Selectmen requested that Sherry speak to Mike Borden and have a letter sent to them requesting a cease and desist until any changes to the initial plan have been approved by the Planning Board.

Fire Department budget presented. No salary, wage or benefit lines are included in the budget. All lines are the same as 2019 budget except the following:

- **Fire Training:** Decreased from \$4,500 to \$2,300. Medical Mondays (in-house training) are provided at the station for personnel.
- **Medical & Physical:** Monadnock Community Hospital increased their prices for physicals from \$250 +/-, to approximately \$560. Each part of the exam is broken down into individual fees. Tom discussed providing physicals for only the 4-5 base firefighter staff.

Dale asked how that would affect certifications. Tom stated yearly physicals are not a requirement however it is standard practice. After some discussion it was decided that the budget should include physicals for all firefighters. Kay will determine the estimated cost and follow up.

- **Gear:** Increased from \$3,000 to \$4,500. There are two sets of full gear with an expected shelf life of 10 years. Each year the oldest gear is cycled. Expiration dates on current gear are due to be cycled out.
- **Telephone:** Increased to \$2,580 based on current fixed rate.
- **Electricity:** Based on usage and current rates
- **Propane:** Discussion took place regarding budgeting for an allowance of 500 gallons for the backup generator tank in case there was a substantial storm. If the town was hit with a substantial storm they may not be able to get it filled. Selectmen were in agreement that the generator tank should remain filled. A total of 2,000 gallons was budgeted at \$1.13 gal.
- **Building Maintenance:** When the doors were replaced in 2019 the painting was not completed. Painting will have to be completed in 2020.

Kay discussed a proposed compensation plan based on information she collected from surrounding town fire departments. The original and proposed compensation plan was derived from Harrisville Fire Department.

The proposed plan would be based on four levels.

- Level 1: Current- \$12.40 Increased to \$14.00
- Level 2: Current \$14.73 Increased to \$17.00
- Level 3: Current \$17.04 Increased to \$20.00
- Level 4: Current \$23.00 Increased to \$25.00 with Firefighter, Medical & CDL certification

In addition to the compensation they would no longer offer certification reimbursement for new staff. Selectmen asked her to determine a total impact on the budget before it can be approved.

Warrant Article/CIP: There will be no warrant articles this year. Discussion took place regarding updating the CIP: Tom discussed that a combination Fire truck & Suburban might better meet the department needs. It would provide the department with two vehicles, with one being smaller for calls that don't require full equipment to be dispatched. The current CIP estimates replacement necessary in 20 years (dependant of the need). Dale requested that Tom get an estimated cost of replacing M-2.

Tom reported that the town did not receive the grant to fund the SCBA's. He has placed an order and will use the funds from the 2019 appropriated budget.

Emergency Management: No salary or wages determined in the budget. All lines are the same as 2019 budget, except for Forest Fire Payroll which Brian prepared.

4:30 p.m. Sherry Miller- (Executive budget review)

Salary and wages have not been determined yet. Unless otherwise noted budget lines remain the same as in the 2019 budget.

- **Audit:** Increased from \$14,300 to \$14,350. Sherry will follow up on the cause of yearly increases.
- **Bank Charges:** Increase based on the market value of funds.
- **Revaluation:** Increased from \$9,900 to \$15,600.
- **Property Maps:** Sherry has reached out but has not received an estimated figure.
- **Software:** Increase from \$4,038 to \$4,185. This includes Avitar software for Tax Collector and Assessing.
- **Legal:** Increased from \$20,000 to \$30,000. This includes the ongoing PSNH lawsuit, Broadband, and potential abatements due to the 2019 reval. Sherry will follow up on what the majority of additional charges were.
- **Workers Comp:** Increased from \$11,957 to \$20,353.
- **Unemployment Compensation:** Decreased from \$987 to \$836.
- **Health Insurance:** There is no total for Health Insurance due to proposed plan change. At this time we do not know what plan each employee will be electing.

General Government Buildings:

- **Custodian:** Decrease from \$5,000 to \$3,360. Sherry reported the new company is working out well and the bi-weekly cleaning schedule will continue.
- **Heat:** Decreased from \$2,640 to \$2,500 based on 1800 gallons.
- **Archives Building:** Increased from \$5,700 to \$6,000 for cleaning. The company providing cleaning to Town office and Police Station will also add archives.
- **Post Office:** Projected to increase for the handicap ramp and railing repair (subject to change).
- **Insurance:** Once Prime 3 status is achieved there should be a decrease. New policies are in the process of being reviewed. Once reviewed and approved by Selectmen they can be submitted to Primex for final Prime 3 approval. A rate proration will be provided from the time of approval.

Other General Government

- **Telephone:** Increase from \$3,000 to \$3,500 based on current rates
- **Computer Expense:** Decreased from \$28,816 to \$17,052.
Discussion took place regarding Twin Bridge and if Sherry is satisfied with service. Sherry stated that there is a big improvement from previous provider and when she calls regarding an issue they respond immediately.
- **Office Machines:** Increased from \$1,200 to \$1,600 due to an increase in copies.
- **Town Elections/Ballots** – Increased from \$2,700 to \$3,000.
- **Archives & Supplies** Decreased from \$300 to \$250.
- **Employee Recognition:** Decreased from \$300 to \$250.
- **Welfare Fuel** –Discussion took place on reducing the budget since it has not been necessary in previous years. Fuel assistance has not been requested as much since most applicants qualify for assistance through the County Fuel Assistance Program. Decreased budget from \$4,000 to \$2,000.
- **Welfare Administrator** – No salary or wage included in the budget.

Other Business –

Possible Warrant Articles:

- \$25,000 study for Mud Pond Dam
- Broadband Bond - Approx 1.2M / Dec 7th Informational Meeting
- Recycling Fund – Selectmen Approval
- Solar Exemption
- Highway town barn renovation
- Advocate
- Capital Reserve
- Health Agencies
- Dublin Community Center
- Moving the Civil War monument - \$23,800 plus preparation & landscaping

Dale made a motion to move the proposed 2020 Solid Waste & Tax Collectors/Town Clerk budget numbers to the Selectmen's column, seconded by Walter. Vote 3-0ⁱ

Dale made a motion to amend "Section 9 Benefits" of the Personnel Policy, seconded by Walter. Vote 3-0ⁱⁱ

Dale moved to approve the minutes of October 21, 2019 as amended, seconded by Chris. Vote 3-0ⁱⁱⁱ

Sherry provided information on unanticipated funds that were received from the State of NH. Nov 4th was scheduled to accept the unanticipated funds.

Walter provided an update on the Broadband meeting. The Broadband committee addressed the concerns regarding the language and they hope to submit a contract for final approval by the selectmen in time for the informational meeting which will be held Dec. 7th. The location will be announced.

Discussion was made regarding the preliminary tax rate. Dale made a motion to set it at a \$0.00 overlay, seconded by Walter. Vote 3-0^{iv}

Selectmen discussed accepting \$13,857 of unanticipated funds which would be encumbered for next year. This would allow any abatement processed from this year revaluation to be paid from the fund balance.

Dale moved to enter non-public session under RSA 91-A:3 II (a.) Walter seconded. Vote 3-0^v The Board entered non-public session at 6:00 p.m.

Motion to reconvene the public session was made by Walter. Dale seconded. Vote 3-0^{vi} The Board reconvened the public session at 7:40 p.m.

Motion was made by Chris to not publically disclose the minutes. Dale seconded. Vote 3-0^{vii}

There being no further business, Walter made a motion to adjourn at 7:40 p.m.

Minutes taken by Cynthia Lundberg.

Dale Gabel

Walter Snitko

Chris Raymond

ⁱ Vote to approve proposed Solid Waste & Tax Collector/Town Clerk budget

ⁱⁱ Vote to amend Section 9 of the Personnel Policy

ⁱⁱⁱ Vote to approve 10/21/19 minutes

^{iv} Vote to approve a \$0.00 overlay

^v Vote to enter non-public session

^{vi} Vote to reconvene the public session

^{vii} Vote to seal minutes