DUBLIN BUDGET COMMITTEE
Meeting minutes
November 28, 2017

Present: Steve Baldwin, Nancy Campbell, Charlie Champagne (Chairman), Bill Gurney, Judy Knapp, Walter Snitko (Selectmen’s Rep) and Susie Vogel

Also Present: Sherry Miller - Town Administrator

Meeting was called to order at 7:01 p.m. by Chairman Champagne.

Minutes from the November 14, 2017 meeting were moved, seconded and approved as written.

Susan Stover and Phil Cayford presented on behalf of the Dublin Community Center. They provided a copy of their 2018 budget and a handout detailing what uses are made of the Community Center and future plans. They are requesting $10,000, an increase of $1,000 over their request in 2016 and 2017. At this time, they still cannot predict if this will be an annual request. The $9,000 from the Town in 2017 allowed the Center to write grants and hire a new program coordinator (the coordinator can write grants).

Susan gave an overview of the mission of the Center (perpetuating the legacy of artists, writers and naturalists). The Center is growing (about 3000 users in 2016 and about 2800 through the end of October 2017) and there have been new events and programs in 2017. The Center did receive $14,500 in grants for a program for coding for children at DCS. Chromebooks have been bought with some of this money. The Center cannot charge for this program because 40% of the children at DCS receive reduced/free lunches. There are no demographics for the number of users from Dublin vs. other towns (90% of people who come to the lunches are from Dublin).

Susan also explained that the Center has plans for a capital campaign to raise $200,000 to add to the footprint of the building. This would be a replacement of the garage that was there, approximately 10 x 12’. There is need for additional space to allow simultaneous programs. One room of the space is used by the Dublin Community Church Sunday School (the Church pays nominal rent). To date, during the silent phase of the campaign, about $50,000 has been raised. This project would not be done until the $200,000 was in hand.

Concerns/questions from Budget Committee as follows:
1.) Why $10,000 deficit for 2018 even with the $10,000 from the town? Revenue from grants in 2017 budget; expense will be in 2018.
2.) Share space w/ Library - Library not air-conditioned.
3.) Apartment rental revenue not changed from 2017. It appears the Budget Committee concerns about the rental rates were not relayed to the Center’s board. Phil pointed out that a market study was done in 2015. Susan stated that these apartments are part of the original plan to provide for affordable housing. It was noted that this is the first time that affordable housing was a mission of the Center. Further, it was pointed out initially we were informed that the rental income would provide for the operating expenses of the Community Center.

4.) Four more years to pay off the $15,000 loan.

5.) The Center pays taxes on the rental apartments but does not pay taxes on the rest of the building, in effect already providing a subsidy to the Center.

Walter reported that the Town will be changing the telephone system at a cost of $5,000. The change should save $300/month. Each department will still have their own line, but the Town office will be able to transfer calls to voicemail or cell phone. Faster internet will be available. It is still unknown if there will be an article for broadband. The results of the preliminary study will be known at the end of the year. The Committee is still looking at funding options.

Loring Catlin cannot meet on a Monday or Tuesday until 9:00 pm. The Selectmen have accepted the Cemetery budget as proposed.

Review of budgets by departments:

1.) No telephone expenses in any budget and no fire dispatch expense in Fire Dept. budget.

2.) Executive Clerical – It was suggested that the BOS consider that this position could do the secretarial work for the Planning and Zoning boards.

3.) Town Clerk/Tax Collector – The Selectmen will not be recommending any additional increase over the 2.2%. The salary survey is complete with 6 of 8 towns responding. The Town Clerk/Tax Collector salary is one of the top 3. A petition article would have to be done for an increase for both the Clerk and the Deputy. The Clerk has control over the number of hours she works but that she will probably not go under 35 hours/week in order to retain retirement benefits.

4.) Bank Charges are just an estimate based on the money in the trust funds.

5.) Could Registry Fees and Dog Fees in Town Clerk budget be reduced based on actuals-to be determined based on 5-year average.

6.) Revaluation-Reduced-no expense tax kiosk.

7.) Property Map Revisions-Paying $500 every year whether or not we get new tax maps. Tax maps have not been done since 2012; should be done every two years.

8.) Health Insurance- Hired a new Highway Department person so budget reduced from previous figure.

9.) Town Hall maintenance-Should see 5 year average before determining.

10.) Property/Liability Insurance-Approximately $400 more for a third cruiser.

11.) Regional Associations-Firm numbers.

12.) Website-New website still being worked on.
13.) Advertising-Expenses for Phase 2 and policy changes in 2017, which shouldn’t occur in 2018.

14.) Police department-Discussion on Special Details-no change. Also concern about the real cost of a third cruiser regarding maintenance and the need for increase dollars in Capital Reserve fund once Burt Fund money runs out.

15.) Fire department-Chief gets a stipend plus hourly pay for calls; no health insurance.

16.) Highway department-Part-time employee doesn’t appear to be getting 2.2%; the hourly rate will increase but no change in line.

17.) Solid Waste- Concerns expressed about having no one certified to operate the facility to cover if Tom is unavailable to work. One employee only works on Saturday and the other employee is not a certified operator and is limited in the numbers of hours to work.

18.) Welfare Salary- 20% increase-this has not been increased, other than COLA increases, since 2012 and there is more work involved with applications and the verification process (salary adjustment).

19.) Summer Playground-It appears the Director’s salary is wrong; Sherry to look at.

Sherry will contact TraceyMay Kalvaitis (Con. Comm.) re the bill for the knotweed spraying. Sherry will also find out when the Capital Improvements Committee will have a recommendation for the Capital Reserve Funds.

Next meeting will be held on Tuesday, December 5th for discussion of review and vote on budgets.

Meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Nancy Campbell, Co-Secretary