Dublin Budget Committee
Meeting Minutes
July 17, 2018

Present: Steve Baldwin, Nancy Campbell, Charlie Champagne (Chairman), Bill Gurney, Judy Knapp, Sturdy Thomas (Selectman’s Representative) and Susie Vogel

Also present: Sherry Miller, Town Administrator

Meeting called to order at 7:00 p.m. by Chairman Champagne.

Minutes from the April 24, 2018 meeting were moved, seconded and approved as written.

The Committee reviewed 2nd quarter Expenses and Revenues.

Expenses:

Executive:

Executive Clerical: The BOS has not promised any specific increase to the new person in the executive clerical position nor has there been a decision as to whether the BOS will request that her hours be increased to 30 hours per week next year. Sturdy said that Janice is still working for the town and will be until the backlog of work is cleared.

Financial:

Audit: Still in process

Personnel Administration:
   Health Insurance: will be a 5.3% increase next year.
   Even though it indicates that we have less than half left in this line, it should be under for the year.

Planning and Zoning:

Master Plan: offset in revenue

General Government Buildings:

Is there any advantage to having the maintenance lines for Town Hall and Post Office as separate lines. Sturdy stated that since the Post Office receives rental income it is better to be able to track maintenance expenses for that building separately. The ash trees in front of the Post Office are due to be removed because they are dangerous.

Other General Government:
Discount Oil has the fuel contracts for oil, propane, and diesel

Website Maintenance: Nancy asked when we will have the new website. Sherry said that it should be soon

**Police Department**

Animal Control: Charlie asked what was happening to funding an area-wide animal control officer. Sturdy said that there is no word as yet but understands that the county is not in favor of funding such a position.

Telephone: Nancy inquired if the Telephone charges have been straightened out yet. Sherry said that they are working on it and each department should get an adjustment.

Radar and Radio Repair: The large expenditure is for a battery for the old speed sign. The new sign is out for repairs since it was vandalized.

Cruiser Repairs: one of the two old vehicles. The new vehicle is in Concord and should be in service shortly.

Miscellaneous: This is for an ammo cabinet and digital camera

**Highway and Streets:**

Part-Time: is already over budget due to winter plowing

Overtime: only 30% remaining

Repairs: 2001 Mack bell housing broke; loader- starter and parking brake

Road Paving: Have gone out for bids for paving.

Judy asked if David Stone had received his second increase at the end of June. Sturdy said that they were doing an evaluation and then would determine if he should receive the second raise.

**Street Lighting:** if a light is not working the individual should note the pole number and report it.

**Solid Waste:**

We are paying for everything except cardboard. We will be paying more in the future.

Baler: Tom has applied (NRRA) for a grant to pay for the last baler.
**Welfare Administration:**

Will there be an increase due to increased fuel costs. Sturdy does not think so since they should go to Southwestern Community Services first. Fuel costs would be at the Town’s contract price.

**Parks & Recreation:**

Special Events: Porta-Potty at the baseball field.

**Library:**

Professional Development: training for the staff and trustees

**Conservation Commission:**

Invasives Control: Will we still have various programs if Traceymay leaves as chair? As far as the BOS is concerned she will be continuing as chair.

**Traffic Calming:** still have things on the punch list. We may not get reimbursed for the water runoff fix.

**Revenues:**

**Income from Departments:**

Summer Playground Registrations: will be entered in July

Transfers from Capital Reserve: Should be 17,000, not $20,000 as reported.

**Other Business:**

The Selectmen probably won't have a budget summit this year since Sherry will be distributing the budget worksheets to departments and committees at the beginning of August and usually the summit is not held until mid-August.

Sturdy said that the Selectmen had discussed the Budget Committee issues from the April meeting and would like to have a representative of the Committee come to a non-public meeting of the BOS to discuss salary issues. The Committee did not feel it was fair to have just one person speak for the Committee as a whole. Further, it was felt that as long as the BOS kept us informed of increases and the methodology used, it would not want be necessary to send anyone. It was suggested that the BOS meet with the entire Budget Committee in a non-public session rather than just a representative of the Committee.

**New Business:**
Sherry will forward the schedule she is preparing for the BOS departmental budget reviews to Judy who will prepare the meeting schedule for the Budget Committee. The 3rd quarter review of expenses and revenues will be October 9, 2018.

Nancy inquired when would we be getting the CIP this year and Sturdy assured us that we will have a CIP in the timely fashion. Nancy also inquired about the composition of the CIP committee and was informed that the members were Dale and Bill Goodwin. Nancy pointed out that the RSA she had forwarded to the BOS stated that there needed to be a budget committee representative on the CIP committee. Bill Gurney has volunteered to serve on CIP.

There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Judith A. Knapp, Co-Secretary