Dublin Budget Committee
Meeting Minutes
November 13, 2018

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

Also present: Sherry Miller (Town Administrator) and Allan Pinney

Meeting called to order by Chair Champagne at 7:00 pm

Minutes from October 23, 2018 were moved, seconded and approved as written.

Sherry Miller presented the following administrative budgets for 2019. The Executive budget was not discussed because salary and wage lines have not been determined yet. Unless otherwise noted lines remained the same as in the 2018 budget.

Revaluation – $9,900 from $18,420 in 2018 – decrease because 2019 is a full revaluation year. This is only for contract assessing. $39,900 will come from the Revaluation Expendable Trust to pay for the revaluation.

Reval Software Support - $4,083 from $3,983 in 2018- slight increase for software licensing and support for Tax Collector and Assessing.

Legal - $20,000 same as 2018.

Personnel Administration – No total because the Health Insurance has not been calculated yet. The guaranteed maximum rate is 4.2%. There are no plans to make any changes in health insurance (i.e., look at other plans or increase the cost sharing with employees). The following lines had changes:

Workmen’s Compensation - $20,938 - from $20,406 in 2018.

Unemployment Compensation - $987- from $1,166 in 2018.

General Government Buildings - $26,814- increase from $26,371 in 2018-increase because of cost of propane. Bill Goodwin is getting an estimate to fix the town clock in the Church steeple. All other budget lines remain the same as 2018.

LGC Property/Liability Insurance - $30,254 from $30,393 in 2018-slight decrease; this is a firm figure.

Regional Associations –SWRPC $1,751; NHMA is $1,610 (actual figures).
Other General Government - $37,449 from $37,662 in 2018- This is not the total for 2019 because several budget lines have no figures. The following lines had changes:

Training - $400 from $300 in 2018- increase for BMSI training for A/P and Payroll.

Phone/Fax/Internet – No number yet.

Computer Expense - $23,830 from $21,191 in 2018. Increase because of a desktop ($950) to replace 2012 machine in Town Clerk’s office, replace town server ($10,500) Checklist supervisor’s computer upgrade ($300) and service agreement ($12,080). The service agreement is higher because of older equipment. Judy Knapp, Chair of Checklist supervisors had specifications for a new computer and the IT people thought the computer speed could be fixed with an upgrade. Sherry said Allen Treadwell would contact Judy to discuss the issue.

Website Maintenance – No number yet. The new website is still not finished; should be finalized and ready to go online on November 28th. There will need to be another employee/committee people training for the new website.

Miscellaneous - $100 from $250 in 2018. Expenses to date in this line are $1,034.32, mainly due to the salary study which will cost $4,000.

Office Machines Rep./Maint. - $1,200 from $1,000 in 2018 – the cost of copies is averaging $300 a quarter.

Printing and Forms - $600 from $500 – includes letterhead, envelopes, W-2’s and 1099’s.

There is a proposal to replace the stairs and the ramp at the Post Office; estimate is $32,000.

Sturdy reported that he had met with Roger Trempe about Steve’s idea of using the area upstairs in the Highway garage for an office/breakroom. Roger is not in favor of the idea due to space constraints, fumes from the equipment, lack of storage anywhere else in the building and the area not being large enough for an office and a breakroom. The building was built in 1972 and nothing has been done to it since then. The Selectmen would not support using the upstairs area for an office/breakroom.

Sturdy also reported that the Selectmen would like to petition DRA to use $200,000 from the unassigned fund balance for highway repairs and to replenish the Highway Department budget, leaving a balance of only $77,000. The reason that this move is necessary is because the Moderator did not adjourn the Special Town Meeting on November 8th, but rather recessed it until November 29th. This could potentially mean that we would have to have another meeting 21 days after the 29th meeting. By approving the Selectmen’s request to take the money out of the fund balance, we could get the gravel roads repaired and put the money back into the Highway Department budget and not overspend the budget which is not legal. If we had to wait 21 more days, it would probably be too late to do any repairs to the gravel roads this year.
Discussion ensued about the advisability of only having $77,000 in the fund balance. Questions raised were the following:

1). Will the Town be getting any insurance money and, if so, when? At this time, it is unknown when the adjustor would be looking at the roads or if we will get any money.

2.) What measures were being taken to adjust items in the budget to repay the Highway Department deficit? Department heads have been instructed that there is a freeze on non-essential spending; no part-time help or overtime for the Police Department; no training for the Fire Department; the open Solid Waste position is not being filled and the part-time person is only working half-time with the other person working an occasional Saturdays; no buying of sand or salt; no topping off any oil or propane tanks; Town Clerk/Tax Collector office is only supposed to have one person on at a time; the Library has been asked to cutback. This has resulted in about $60,000 savings.

3.) Is it too late to get the roads repaired? As long as the ground isn’t frozen, the roads should be able to be repaired, however there needs to be time for them to settle before plowing begins. The Budget Committee is really concerned that we don’t do something just to get the roads done. Sturdy assured the Committee that Roger would use his judgment to not put the materials on the roads if there was insufficient time.

4.) How much money is left in the budget for the rest of the year? At the end of the 3rd Quarter there was $448,000 remaining and at the end of October there was $260,000 remaining.

5.) Budget Committee members are very concerned with taking the fund balance so low and not replenishing it. According to the Auditor, money could be put in the Overlay when the tax rate is set in order to help replenish the fund. There is also the possibility of having a warrant article in 2019 to replenish the fund.

Motion made by Bill Gurney, seconded by Nancy Campbell to support the Selectmen’s proposal and sign the letter to the DRA requesting permission to spend $200,000 from the unassigned fund balance. Motion passed 7-0 on a roll call vote. This motion was passed with great reluctance and concern on the part of each Committee member about taking the balance so low.

The next meeting will be November 27, 2018 at 7 pm. The agenda includes Dublin Community Center, Conservation Commission and all salary and wage items.

There being no further business the meeting adjourned at 8:12 pm.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary