

Dalton Select Board Meeting

Minutes of MARCH 2, 2020 Meeting

Present were Selectmen: Chair Jo Beth Dudley. Carol Sheltry and Tamela Swan. Also present were Christine Ordinetz, Moderator; Ron Shelby, Fire Chief; and Jon Swan, Resident.

Called to Order at 6:30 PM by Chairman Dudley.

Carol Sheltry made a motion to accept the 2/13/20 Non-Public Minutes as presented. Tamela Swan seconded the motion and all three selectmen voted in favor.

Carol Sheltry made a motion to accept the 2/24/20 Public Minutes with these changes: In the paragraph discussing the Pole License change “lime” to “like; in the last paragraph change “get feet back” to “get feedback”. On the 2nd page, 3rd paragraph from the bottom change the paragraph to: “Ron Sheltry will get information on regulations and proper procedures for demolishing a structure to the Administrative Assistant for proper distribution and posting.” Tamela Swan seconded the motion and all three selectmen voted in favor.

Carol Sheltry made a motion to accept the 2/24/20 Non-Public Minutes as presented. Tamela Swan seconded the motion and all three selectmen voted in favor.

The board discussed the final 2019 budget vs actual and Balance Sheet reports noting that the change reflects the posting to income, Operating Transfers In 3916, which is that amount of the Transfers received from Trust Fund withdrawals.

Christine Ordinetz will check into getting a screen to display the changed Financial report and will also consult with Jessie Wentworth again about having a police officer at the meeting. Carol Sheltry believes that a certified police officer is required, not just someone appointed by the Moderator.

Rosemary Carter has the Trust Information posted and reconciled to date. The Select Board would like to see quarterly reports to verify that records are being kept in a timely manner.

There was discussion about how to proceed with filling the position of Administrative Assistant. Jo Beth Dudley presented the updated Job description which was accepted with the addition of “confidentiality” to the overview. There was also discussion about the Ad which Jo Beth Dudley had prepared and where to place it. There was discussion about using a job search firm if needed and that New Dimensions would assist the Town with reviewing their Quick Books setup, perhaps adding payroll, and consulting as needed for \$45/hour.

Tamela Swan made a motion to accept the updated Administrative Assistant job description with the addition of “confidentiality” and the Ad to fill the position. Carol Sheltry seconded the motion and all voted in favor.

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There was a brief discussion about the Pole License request from Eversource and Chair Dudley made a motion to approve the Pole License request per the letter dated 2/13/2020 and attachments. Carol Sheltry seconded the motion and all voted in favor.

Tamela Swan summarized the Carberry contract she had received. Copies were provided to the Board and the Interim Administrative Assistant. Carol Sheltry will review it and complete the necessary steps to bring it to the board for authorization.

The “Notice of Deficiency” from DES for Douglas Ingerson was reviewed. This came from a DES inspection on December 13, 2019. A copy will be forwarded to the Planning Board.

The board reviewed the proposed “Letter of Interest” to fill 2 positions on the Conservation Commission and approved it for posting.

A notice of the 2020 Stephen Parker Scholarship was reviewed with a decision to send a copy to WMRHS and post one on the Town’s Bulletin Board.

There was a brief discussion about the FEMA Notification of the Flood Plan map being upgraded. It was noted that Dalton has 2 of the Watersheds. There will be a meeting regarding this in Littleton on April 1st.

There was discussion about the DOT letters regarding paving and a road survey. Copies have gone to the Road Agent, Police Department and Fire/EMS as appropriate.

Casella sent a letter to the Chair which was read. There was discussion with the result being that no action was deemed necessary at this time.

The interim Administrative Assistant contacted NHMA reference the question on recorded minutes. It is legal to transcribe minutes from a recording but attention must be made to making sure the names of speakers and of those making motions be clearly stated for the recording.

Carol Sheltry requested the Town’s Primex contact so she can get information on and perhaps schedule driver’s training for the FIRE/EMS department.

There was a discussion about the requirement for a “SAFETY Committee” and for getting that started again. Carol Sheltry will take the lead on this. The committee consists of one Select Person and the heads of the departments. Someone will need to take minutes at the posted meetings. The requirement is to have at least 4 meetings/year. There is already a safety manual which may need to be updated. Ron Sheltry and the Interim Administrative Assistant will look for a digital copy.

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At 8:34 Jo Beth Dudley made a motion to go into non-public for a Welfare and Legal discussion. Carol Sheltry seconded the motion and all three selectmen approved the motion and also by a roll call vote.

The Board returned to Public Session at 9:09 PM.

Jo Beth Dudley made a motion to seal the Non-Public minutes which was seconded by Carol Sheltry and approved by all three selectmen.

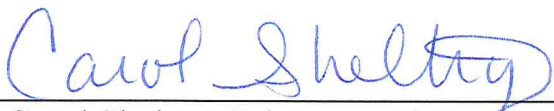
There being no further business, at 9:10 PM Jo Beth Dudley made a motion to adjourn which was seconded by Carol Sheltry and approved by the three selectmen and the meeting was adjourned.

The next Regular Board meeting is **March 9, 2020 at 6:30 PM.**

Respectfully submitted,

Tina Peabody
Interim Administrative Assistant
Town of Dalton

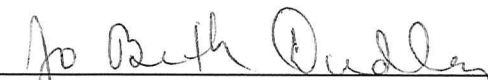
March 2, 2020 Minutes as approved by the Select Board on 3/9/2020.



Carol Sheltry, Select Board Member



Tamela Swan, Select Board Member



Jo Beth Dudley, Select Board Chairman