***Minutes* of June 29, 2020 Meeting**

Present were Selectmen**:**  Chair Jo Beth Dudley, Carol Sheltry and Tamela Swan. Present included Scott Kleinschrodt, Jon Swan, Linda Greenwood, Christine Ordinetz, Don and Nancy Mooney, Jessie Wentworth, Eldora Bigelow and her husband, Martha Mason, Kyle MacBain, Terri and Brian Parks, Ellen and Elliott Hayes, Pam Kathan and others. There were also remote attendees.

At 6:33 PM Chairman Dudley Called the meeting to Order.

The Concerned Citizens group, named were: Christine Ordinetz, Pam Kathan, Don Mooney, Nancy Mooney, Linda Greenwood and Jessie Wentworth; passed out four pages of their concerns to all in attendance. This was the first time that the board had seen the document.

The Board signed the AP and PR checks.

Tamela Swan made a motion to approve the 6/15/20 Public minutes with a spelling correction of “Fobes” to “Forbes”. The motion was seconded by Carol Sheltry and, by a roll call vote, approved by all three selectmen.

Carol Sheltry made a motion to accept the 6/15/20 Non-Public Minutes with the spelling change of “Shelby” to “Sheltry”. Tamela Swan seconded the motion. All three selectmen approved the motion by a roll call vote.

Tamela Swan made a motion to approve the 6/25/20 Public minutes with a spelling correction of “Shelby” to “Sheltry”. The motion was seconded by Carol Sheltry and, by a roll call vote, approved by all three selectmen.

Tamela Swan made a motion to accept the 6/25/20 Non-Public Minutes with the spelling change of “Shelby” to “Sheltry”. Carol Sheltry seconded the motion. All three selectmen approved the motion by a roll call vote.

Chairman Dudley made a motion to go into Non-Public Session for Personnel Reasons at 6:47 PM. Carol Sheltry seconded the motion and all approved it with a Roll Call vote. The board moved to the adjacent room to hold their non-public session.

The Public session resumed at 6:53 PM. Chairman Dudley announced that the board had hired a new Administrative Assistant who would begin Monday, July 6th. She announced that a previous candidate had been due to start in mid-May but was exposed to Covid-19 and needed to quarantine for two weeks and then required two more weeks to recover. Ultimately the candidate withdrew her name from consideration so that the board, now in June, needed to start all over again. The board thanked Tina Peabody, Interim

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Administrative Assistant, for staying on long after her requested resignation date and for all her assistance to the Board of Selectmen.

Chair Dudley then gave the history of upgrading the QuickBooks accounting software used by the town and bringing the accounts payable and the payroll functions back within the town offices instead of contracting with an accounting firm. Even with additional hours for the Administrative Assistant the cost will be less for the town and it will allow entries to be categorized appropriately. This transition occurred between April and May 2020. The Board made a decision not to import data from the old version of QuickBooks and expected to have the January-April data entered during the training period of the new Administrative Assistant. With the delay in hiring this process is taking longer than expected. With two people working on it the board is hopeful the merger will be complete by the end of July.

Chair Dudley then shared a spread sheet she had done combining totals from the two systems. Being 6 months into the budget year, her figures showed that expenses were less than 40% of the annual budget. Also, the board has received over $13,000 in reimbursement of some expenses from the State’s Covid-19 funds.

Linda Greenwood, representing the Dalton Concerned Citizens group, was recognized by the chair. She proceeded to go thru the first two pages of their concerns commenting that many of their concerns had already been addressed by the Chair and she would only address the first two of the four-page handout, which was given to all in the room.

There was concern about the lack of an auditor and an audit of the 2019 Town books. No one ran for the elected position of auditor and the Board is trying to find someone to take on that role. If an auditor is not elected the position is then appointed by the Supervisor of the Checklist. There is preliminary work that will be completed in July, including completion of a state form to be reviewed by the auditor. Chair Dudley noted that Cohos Advisors would have complete this form for approximately $6,000. The board is also investigating if they can hire a professional auditor in the case of no auditor being elected. They will probably look into the process for moving from an elected auditor position to an audit firm for the 2021 budget and town meeting.

In regards to the Website Chair Dudley had found a volunteer to work on the Web Site but family circumstances have required them to withdraw. The Board has on their potential project list hiring a firm to come in and upgrade the site. Chair Dudley noted that volunteers with web design experience would be welcome.

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Chair Dudley has looked into buying a multi-directional microphone but the only model in stock is over $100. This should improve the remote access meetings. As this may be reimbursable as a Covid-19 expense the board authorized her to purchase it. Tamela Swan made the motion, Carol Sheltry seconded it and all approved it with a Roll Call vote.

Jessie Wentworth brought up issues with the Timber Tax. While errors had been made several issues were because the Report of Cut forms had been incorrectly filled out. Also, the Interim Administrative Assistant had made the decision not to use Mr. Baylies at a cost of $50/application in favor of using NH DRA-Municipal and Property Division at no cost to the Town.

The board was questioned as to why they had switched attorneys to one who charges for each minute of time. Chair Dudley responded that the prior attorney was not willing to assist the board with the needs they had at the time the decision was made.

There was a comment that phone calls and emails were not being responded to timely. Scott Kleinschrodt spoke to the board about not receiving a response to his email from the web site. The board is still looking into that and, because of that, asked the Interim Administrative Assistant to reach out to him before tonight’s meeting. It was stated again that anyone with questions or concerns should contact the Select Board at: selectmen@townofdalton.com. They can also call the administrative assistant number at: 603-837-7027 ext. 10 or email the administrative assistant at: [admin-assistant@townofdalton.com](mailto:admin-assistant@townofdalton.com).

There were questions about capped amounts for welfare payments. Chair Dudley noted that according to the State Statutes the town cannot deny welfare because it is over budget. She also noted that information regarding welfare recipients is confidential.

There was a comment about the recent bank statements being unreconciled. This is because of the change to a new system and not all the old date being entered yet. Chair Dudley asked if the Treasurer did the reconciliations which she does not. The board plans to review duties of town officials and employees to ensure proper separation of duties and that internal controls are in place.

Scott Kleinschrodt gave his personal history and then again raised the issue that the Board needs to move the town towards being a property “rich” and opposed to a property “poor” town. He also raised the fact that the board opposed having Casella’s attorneys meet with the Town’s attorney. Chair Dudley explained that this meeting would have

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been without the board begin present and would not have been a public meeting. He also wanted the board to do something about having affordable tax rates so that young people can afford to stay or move into Dalton.

Eldora Bigelow inquired why data had not been imported from the old to the new Quick Books system. The response was that we wanted to be able to clean up the accounts which could not be done if there were transactions against them.

The interim administrative assistant brought up that the minutes of 6/22 had not been approved. Carol Sheltry moved that the public minutes of 6/22/20 be approved with the change in spelling of “Fobes” to “Forbes”. Tamela Swan seconded the motion and all approved it with a roll call vote. Tamela Swan made a motion to approve the Non-Public minutes of 6/22/20 with the change of “Shelby” to “Sheltry”. Carol Sheltry seconded the motion and all approved it in a roll call vote.

There was no old business.

The Board was presented a Timber Tax Warrant to sign and an abatement for a portion of another Timber Tax. The reason for the abatement was that the logger for Martha Mason had entered 20 cords of taxable wood as well as 20 cords of exempt wood. The Interim Administrative Assistant had spoken to Ms. Mason and explained the error requesting she agree, in writing, that there were indeed only 20 cords, not 40 cords, of wood cut. No written explanation has been forthcoming. Chair Dudley made a motion to approve the abatement which was seconded by Tamela Swan. All approved the motion with a roll call vote and signed the abatement.

The board reviewed the updated Welfare Application Form making minor changes for spelling or usage. The board stated that the form would need to be completed on a regular basis by any applicant. Jo Beth Dudley made a motion to accept the updated Welfare Agreement with the changes noted and Tamela Swan seconded the motion. All were in favor of the motion in a roll call vote.

There was a long discussion about the conditions at the NH State Beach at Forest Lake. The State, Town, Dalton Fire Department and the Forest Lake Association will coordinate opening, picking up trash and cleaning toilets so that the Beach may be used safely by resident and visitors. Whitefield will be contacted to see if they would assist in this volunteer work. This work will be done under the Town’s auspices and Carol Sheltry will get a volunteer release form for all volunteers to sign. There will be a meeting at Forest Lake, Wednesday July 1st at 6:30 to finalize the process.

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A proposed Purchase Order policy was discussed. It was decided not to make any decision at this meeting. There was also discussion about updating the Personnel Policy and holding periodic staff and/or department meetings.

Carol Sheltry stated that when requested by Kyle MacBain that the transfer station be closed on July 4th she agreed. The closure will be posted on the web site.

Carol Sheltry updated the board on the recent Safety Committee meeting and the inspection held by Ron Sheltry, Kyle MacBain and \_\_\_\_\_\_\_\_\_. The fire department was the only location to fail due to the boxes and debris from the recent installation of the LED lights being in an unsafe location. This issue has been rectified.

Jon Swan asked the board to approve the appointment by the Trustees of Trust Funds of Rosemary Carter as an alternate. This would help eliminate a situation as occurred last year when all of the trustees resigned. After a brief discussion Chair Dudley said she wanted to confirm the correct process for doing this and would bring it up again at the select board’s next meeting.

Ron Sheltry has been stripping the police cruiser and requested that the Fire Department be allowed to use the radios and parts returned to the town and stripped from the vehicle. This would extend the life of the Fire Department’s radios. Jo Beth Dudley made that motion, Tamela Swan seconded it and all three approved it in a roll call vote.

Ron Sheltry also stated he had inquired about the value of the light bars and was told that they had none. They will be disposed of properly.

Christine Ordinetz stated that she believed if the purchase had been a warrant article then the sale of the police cruise also needed to be approved by the voters. The Board will look into this. She also commented that a tree had fallen on the porch of the property that is being sold by sealed bid. The property is being sold “as is”.

At 9:15 Carol Sheltry made a motion to adjourn which was seconded by Tamela Swan and approved by all three selectmen in a roll call vote. The meeting was adjourned.

The next regular meeting is **July 13, 2020 at 6:30 PM. This meeting will be available remotely. The information for the remote connection is posted on the Town’s website.**  If anyone has question or needs assistance in making the remote connection please email: [*selectmen@townofdalton.com*](mailto:selectmen@townofdalton.com) *or call: 603-827-7027 ext. 10 and leave a message.*

Respectfully submitted,

Tina Peabody

Interim Administrative Assistant

Town of Dalton

**June 29, 2020 Minutes as** approved by the Select Board on 7/13/2020.

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Carol Sheltry, Select Board Member

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Tamela Swan, Select Board Member

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Jo Beth Dudley, Select Board Chairman