**Dalton Select Board**

**Meeting Minutes**

**Public Session**

**August 24, 2020**

Call to Order: The meeting was called to order at 6:35 by Jo Beth Dudley, Chair. Select Board members Carol Sheltry and Tamela Swan were present. In person participants included Fire/EMS Chief Ron Sheltry, Treasurer Linda Greene, Moderator Christine Ordinetz, Peter Griffin, Terry Parks, and others. Remote participants included Vanessa Hines Cardillo, Pam Kathan, Ernie Hannaford, and others.

The Board signed accounts payable and payroll checks.

A motion was made by Tamela Swan, seconded by Carol Sheltry, to approve the minutes of the7/10/20 Select Board meeting with changes as noted. The motion passed unanimously by roll call vote.

A motion was made by Tamela Swan, seconded by Carol Sheltry, to approve the minutes of the 7/27/20 Select Board meeting, with changes as noted. The motion passed unanimously by roll call vote. It was noted that signing the minutes would be delayed until a future meeting when a non-draft version could be printed.

A motion was made by Jo Beth Dudley, seconded by Tamela Swan, to approve the minutes of the 8/17/20 Select Board meeting with changes as noted. The motion passed unanimously by roll call vote.

It was noted that the 8/10/20 minutes had been previously approved and will be posted. It was noted that the Board is catching up on meeting minute approvals, and posting of minutes on the website, because of the abrupt departure of the Administrative Assistant hired in July.

Other town business, including a tax abatement and a change in land use, were signed by the Board.

Treasurer Linda Greene reported that she has obtained on-line access to the town bank accounts for the Select Board and will work with each individually to provide the username and temporary password. This access will allow the Select Board direct access to the Bank Statements. Jo Beth Dudley noted that Northway Business Services would like to meet with Linda and discuss their process for account reconciliation, to facilitate the Treasurer’s review of the reconciliations. NBS will need authorization to contact Passumpsic Bank for access to bank statements and to work out the logistics of automatic payroll deposits.

A motion was made by Jo Beth Dudley, seconded by Tamela Swan to authorize the expenditure of approximately $500 to purchase a large monitor/TV for the meeting room. This will allow display of the remote participants and sharing of documents during meetings. The motion passed unanimously by roll call vote.

The Town of Dalton received an abutter notice from the town of Carroll concerning a Telecommunications Tower. This notice will be posted on the Town’s website, so that citizens may provide comments to the town of Carroll.

The logistics for the August 31, 2020 Select Board meeting, to be attended by North Country Environmental Services/Cassell representatives (Kevin Roy, John Gay and Brian Oliver) were discussed. Concern was expressed over the ability to maintain social distancing and preserve safety for all in this time of a Covid Pandemic. Options were discussed, such as using the Gym. However, the WiFi is insufficient in the Gym, and there was still concern about controlling the number of attendees in order to preserve social distancing, and how to enforce wearing masks. Dalton Health Officer Ron Sheltry noted that the number of attendees would have to be limited to 30 if the meeting were held in the Gym. (Without Covid social distancing restrictions, the limit is ~125 people). The quality of the remote meetings was discussed, and the board agreed to look into options for improving connectivity. The Board will contact Certified Computers for suggestions. A motion was made by Jo Beth Dudley, seconded by Carol Sheltry, to limit Monday’s Select Board Meeting (8/31/20) to in-person participation only to the three Select Board members, the three representatives from NCES/Casella, the Health Officer, and technical support. The meeting will be accessible to the public, although it is not an opportunity for public comment, but rather a time for the Select Board to receive an update on plans from NCES/Casella. The motion passed by a roll call vote with Sheltry and Dudley voting to approve the motion, and Swan voting to oppose the motion.

Jo Beth Dudley provided updates on COVID-related funding opportunities:

* A modification to the first COVID reimbursement application will provide an additional $1,835.89 in funding support for Welfare/Shelter reimbursement. A revised cover sheet was signed by the board.
* Community Development Block Grants (CDBG) – the next deadline is September 25, 2020 for COVID-related services. CDBG can cover infrastructure, and the Board encouraged citizens who are interested to start working on a proposal. It was noted that this may be an opportunity to obtain funding to expand internet access for Dalton citizens. It was also noted that there are other CDBG funding to support Economic Development. More information is available at: resources.nhcdfa.org
* CARES Act funding to support election costs – this funding will provide support for the additional costs of handling a larger volume of absentee ballots. The application is due on Friday and was signed by the board. Requests for reimbursements will be due after each of the upcoming elections.

The logistics of working with Northway Business Services was discussed. It was agreed that having them print the checks at their office would be preferable. In addition, the Board reviewed a draft of a cover sheet for Department Heads to use when submitting invoices for payment, to ensure that items are correctly coded.

The Board reviewed a proposal for a thorough audit of 2019 town financials by the Plodzik and Sanderson firm. A motion to accept the proposal was made by Carol Sheltry and seconded by Tamela Swan. It passed unanimously by roll call vote. In response to a question from Christine Ordinetz, the Board explained that the Cohos accounting firm could not provide the 2019 financial audit. It would be a conflict of interest because they provided the town bookkeeping services in 2019.

The Board reviewed the process of transferring the title of the new Tanker truck from Whitefield to Dalton. Sale of the old Tanker truck will require a review of how its purchase was authorized, in order to determine if a warrant article is required.

Ron Sheltry reported on his fire and safety inspection of the property on Mountain Road that will be used as a group home. The Board discussed the role of the Select Board in reviewing the plans. More discussion to follow when more information is available.

The Board agreed to send the letter, as drafted, to Ridgeline (227 Miller Road), requesting information about their facility and providing a Zoning (Land Use Plan/Building Plan) Application and a copy of the Emergency Temporary Zoning ordinance, with Ron Sheltry copied. The Board also noted home building occurring without proper zoning approval and will begin notification of those individuals.

The Board received an email about undesirable activity at a cemetery and agreed to forward the information to the State Police, so that this area will be included in their patrols.

The Board requested minor changes (regarding dates and times) to the Forest Lake State Park Memorandum of Agreement. A response from the State is pending.

Jo Beth Dudley noted that there is information available if municipalities want or need to evoke water restrictions due to the draught.

The Board discussed the need to meet weekly through the fall, with every other meeting being a working session without public comment. All meetings will be open to the public. For the week of Labor Day, the Board will meet on Wednesday evening (9/9/20) at 6:30. Tuesday, 9/8/20 is State Primary Election day.

A motion was made and seconded, and passed unanimously by roll call vote, to go into non-public session at 9:00 pm to discuss two personnel matters, one related to office staffing and the other to a complaint received regarding an elected official. The board noted that they would only come out of the non-public session to adjourn the meeting, with no further public business to be discussed. The meeting was adjourned after two non-public sessions.

Minutes respectfully submitted by,

 Jo Beth Dudley

Minutes approved on August 31, 2020

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Carol Sheltry Tamela Swan

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Jo Beth Dudley, Chair