

**Dalton Select Board**

**Meeting Minutes**

**Public Session**

**November 2, 2020**

Select Board Chair Jo Beth Dudley called the meeting called to order at 6:30pm. Select Board members Tamela Swan and Carol Sheltry were present. Linda Greenwood, Christine Ordinetz, Jon Swan, Kevin Whittum Sr, Victor St. Cyr, Tara St. Cyr and Scott Kleinschrodt attended in person. There were remote participants as well.

Prior to the start of the meeting, the Select Board swore in Rosemary Carter as an Alternate Trustee of the Trust Funds. This position had been approved at a prior Select Board meeting.

The Select Board signed payroll and AP checks.

The Select Board reviewed draft minutes from October 19 and 26, and will consider them for approval after editing.

Linda Greenwood, Treasurer, updated the Select Board on obtaining a town Purchasing Credit Card from Passumpsic Savings Bank. The Select Board will require a written Purchasing Card Policy prior to use of the credit card. Linda will draft a written process for review by the Select Board.

Linda Greenwood, Treasurer reviewed and clarified the process for handling deposits from the Town Clerk/Tax Collector's office:

- Jessie Wentworth (Town Clerk/Tax Collector) or Eldora Bigelow (Deputy Town Clerk/Tax Collector) create and sign a "day sheet" listing all of the deposits for that day.
- The cash and check deposits are provided to the Treasurer with the day sheet.
- The Treasurer reconciles the cash and checks with the day sheet.
- The Treasurer takes the cash and checks to the bank for deposit.
- The Treasurer then staples the deposit slip to the respective day sheet, and signs and dates the bottom of the day sheet.

Linda reported that many of these original day sheets are missing. Therefore, Linda and Eldora have submitted "unofficial" day sheets (recreated, without the attached deposit slip), and provided them to the accountants for general ledger entry and reconciliation with bank statements. Progress has been made in catching up with the backlog. In the future, the Treasurer will give the completed deposit day sheets to the Administrative Assistant, who will scan the deposit day sheets, so there is a digital record of them. The original day sheets, with associated documentation, will be delivered to the NBS accountants. After deposits are entered in the General Ledger, the original day sheets and documentation will be returned to Dalton for filing.

The Treasurer will provide the Select Board with a summary of her hours, as she requests a salary adjustment based on additional hours worked.

The Treasurer encouraged the Select Board to set the tax rate soon, so the tax bills can be prepared and mailed. The County payment of ~\$465K is due in December. If sufficient tax revenues have not been received by the due date, a TAN can be obtained.

Per her request, Christine Ordinetz was provided the Consolidated Computers contract/quotes.

Christine Ordinetz asked for the status of forms to be submitted to DRA. Jo Beth reported that most of the information has been uploaded into the DRA portal, pending verification of some information by the auditor.

Christine asked if Tina was still on payroll. Carol explained that she is an hourly employee, so she is only paid if she works. She remains available (i.e. to be on the payroll only if she works) if the Select Board or Administrative Assistant have questions or need her assistance.

Christine Ordinetz asked for the resolution of a noise complaint regarding noise from a local wedding venue on Faraway Road. The Select Board explained that Dalton does not have a noise ordinance. There was discussion regarding putting a noise ordinance before the town for consideration at the March Town Meeting.

Christine Ordinetz reported people living in several campers (RVs) on her road throughout the winter, and she expressed concern about them, and their possible lack of septic systems. Carol noted that she looked into this matter and campers (RVs) are considered "non-permanent." The Select Board noted the NH DES is responsible for the approval of Septic Systems.

Scott Kleinschrodt requested information of the Town's solid waste management and associated costs. Tamela will provide a summary for him. He expressed a desire for restructuring the town because of his concern that services are going down and taxes are increasing.

Old Business:

Review of Facility Use Policy – deferred to subsequent meeting. The Select Board confirmed the previous decision to allow the Snowmobile group to meet with consideration to COVID safety precautions including social distancing, limiting the number of people in attendance, mask wearing and cleaning.

Health Trust – the Select Board will review benefit plans and assess the employer premium co-pay with consideration of the Dalton personnel policy.

The Select Board reviewed the contract with Certified Computers and evaluated quotes for equipment and software upgrades that will provide better cyber security and bring the town into compliance with state requirements. The Select Board discussed whether all Planning Board, ZBA, and Conservation Commission member should be provided town email addresses. It was noted that the current group addresses are only flow-through emails to personal addresses. Therefore, these emails are not accessible by Certified Computers or the town in the case of a Right to Know request.

The Select Board reviewed questions related to personal use limits for storm damaged wood as it relates to Timber Tax and a possible abatement.

#### New Business:

A motion was made by Carol Sheltry to accept the zoning application submitted by Ruth Duvall for installation of solar panels on her property at 10 Duvall Street. The motion was seconded by Tamela Swan and passed unanimously by roll call vote with the stipulation that the height of the panels cannot exceed 35 feet.

The Select Board reported submission of a COVID expense reimbursement application for expenses incurred between September 1 and October 15. The amount in this request was \$6,299.99. However, Jo Beth Dudley noted that the amount actually reimbursed would be different due to adjustments in prior applications based on actual invoices from the State Police for patrols versus projected amounts, and reconciliation of the total funds available with the funds requested and approved.

The Select Board discussed the possibility of submitting a request for COVID related Elections Grant funding (support associated with the increased number of absentee ballots). For the state primary election, the town clerk declined to submit a request. If the opportunity is presented to the Select Board, the Board agreed to request such funding support with a motion made by Jo Beth, seconded by Carol, and passed unanimously by roll call vote.

Select Board meeting procedures were briefly discussed in light of the COVID pandemic and remote meetings. A motion was made by Jo Beth Dudley to record the regular Select Board meetings that are held on Zoom, provided there are no technical challenges that prevent the recording. Any such digital recordings will be kept until the meeting minutes are approved and will then be deleted. The motion was seconded by Carol Sheltry and passed unanimously by roll call vote.

A motion was made at 8:40 pm by Jo Beth Dudley to enter non-public session for discussion of personnel. The motion was seconded by Carol Sheltry, and passed unanimously by roll call vote. The Board noted to the public that they would come back into public session only for consideration of whether or not to seal the minutes of the non-public session and to adjourn the meeting.

The Select Board came out of non-public session at 9:30 pm. A motion was made by Jo Beth and seconded by Carol to seal the minutes of the non-public session. The motion passes unanimously by roll call vote. The Select Board agreed unanimously to adjourn the meeting.

Meeting was adjourned at 9:34pm

Minutes Respectfully Submitted by

Elizabeth Buchman, Administrative Assistant

November 2, 2020 Minutes approved on: 11/14/20 (date)

Jo Beth Dudley

Jo Beth Dudley Chairman

Carol Sheltry

Carol Sheltry

Tamela Swan

Tamela Swan