

**Dalton Select Board Meeting**  
**Tuesday, September 7, 2021 6:30 PM**  
**Regular Session**

The meeting was called to order at 6:30 pm by Jo Beth Dudley. Select Board members Jo Beth Dudley, Carol Sheltry and Tamela Swan were present.

The Select Board members signed Accounts Payable and Payroll checks.

Tamela made a motion to accept the 8/9/2021 meeting minutes as amended. Carol seconded the motion. The motion passed unanimously by roll call vote.

Tamela made a motion to accept the NP #1, NP#2, NP#3, and NP#4 8/9/2021 meeting minutes as amended. Carol seconded the motion. The motion passed unanimously by roll call vote.

Tamela made a motion to accept the 8/23/2021 meeting minutes as amended. Carol seconded the motion. The motion passed unanimously by roll call vote.

Tamela made a motion to accept the NP#1 and NP#2 from 8/23/2021 meeting minutes as amended. Carol seconded the motion. The motion passed unanimously by roll call vote.

Master Plan Update: The mailing with survey information is pending receipt of addresses from the checklist and from the tax records.

Boiler Update – The Select Board discussed total cost of repairs and the boiler reimbursement from Primex. The insurance payment of \$5,904 is the cost of the damage related to the faulty hot water heater/valve, less the \$1,000 deductible.

The Select Board discussed the need for the Administrative Assistant to potentially be a full-time position, noting the increased workload due to the volume of RTK requests. The Board summarized the opinion of recent incumbents that 20 hours per week is insufficient. Victor St. Cyr agreed the position should be fulltime. The Board has received a resignation letter from Sharon Penney due to family obligations and the realization that 10 hours per week, even with a reduced workload, is not sufficient to feel she is completing projects. The Board will investigate whether GOFERR funds may be used to support this position.

Website Update – Sue Z. has received some information from website designer and is reaching out to additional vendors who have designed websites for other NH towns.

Staffing update (Highway position vacancy) – The Board has not received the updated job description from the Road Agent/Highway Department supervisor. The Select Board will review the town personnel policy regarding seasonal positions and benefits before making a decision on the position.

GOFERR Fund Usage – The Select Board will have a Public Hearing to discuss uses of these America Recovery Act funds, and to accept the funds. The Public Hearing is scheduled for September 27, 2021 at 6:30 pm.

Jo Beth made a motion to enter non-public session at 7:17 pm for legal and personnel issues. Carol seconded the motion. Carol seconded the motion. Motion passed by unanimously by roll call vote.

The Select Board came out of non-public session at 7:47 pm.

Jo Beth made a motion not to seal non-public meeting minutes #1 on a personnel matter. Carol seconded the motion. The motion passed unanimously by roll call vote.

Jo Beth made a motion to seal non-public meeting minutes #2 on a legal matter. Carol seconded the motion. The motion passed unanimously by roll call vote.

Jo Beth made a motion to seal non-public meeting minutes #3 on a legal matter. Carol seconded the motion. The motion passed unanimously by roll call vote.

The Select Board discussed the status of the DOL Labor Audit.

The Select Board discussed the status of recent RTK requests.

The Select Board discussed Audit Reports, noting the 2019 report is required to be filed with another town report related to the Highway Block Grant commencement of the 2020 Audit is pending return of documents from the Labor Board.

The Select Board announced that they accepted the resignation letter from Sharon Penney. They discussed options for the Administrative Assistant position, noting that further discussions would be held at the next Select Board meeting. Carol will reach out to an individual who may consider an interim part-time position.

Jo Beth made a motion to adjourn the meeting at 8:00 pm. Carol seconded the motion. The motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Tamela Swan

Minutes Approved On: \_\_\_September 20, 2021\_\_\_ (date)



Jo Beth Dudley



Carol Sheltry



Tamela Swan