

Dalton Select Board Meeting
Tuesday, September 20, 2021 6:30 PM
Regular Session

Call to order at 6:30 pm by Jo Beth Dudley. Select Board members Jo Beth Dudley, Carol Sheltry and Tamela Swan were present. Ann LaFlamme was present as interim Admin Assistant.

The Select Board members signed Accounts Payable and Payroll checks.

Tamela made a motion to accept the 9/7/2021 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, and NP#3 9/7/2021 meeting minutes as amended. Carol seconded the motion. The motion passed unanimously by roll call vote.

GOFERR Fund Usage – A Public Hearing to discuss the plan for utilizing these funds is required in order to accept the funds. This Public Hearing will be on September 27, 2021 at 6:00 pm. The Select Board discussed potential options to spend the funding according to the funding restrictions. The list will be updated and presented for discussion at the Public Hearing.

Mapping – Carol made a motion to move forward with a 3-year plan with CAI to update the Dalton Tax Maps and to convert the maps to a GIS system. Tamela seconded the motion. The motion passed unanimously by roll call vote.

Community Development Grant opportunities are available, and more research and work is required in order for the town to apply for this funding.

The Select Board again discussed the need for an assessment of deferred maintenance needs for the Town Municipal Building, and would like to have the grant writing capacity to look into opportunities to help fund building improvements, such as upgrading the Town Hall (airflow, building improvement, windows, etc.). A completion of an assessment, the repairs and upgrades could be prioritized.

Carol reported that the Boiler system repair is being completed this week/

Building Security – The Select Board discussed the current proposal for upgrading to FOB system and/or electronic keypad, noting the pros and cons for each system. The Board also discussed the current security system and changes to be made, and they discussed getting additional clarification of current estimates, and estimates from another company, including the current provider.

Staffing – Jo Beth reached out again to Bob Wentworth to update the job description for the open Highway Department position. Carol is working with Primex to obtain information pertaining to benefit requirements for seasonal and/or part time employees (under 6 months or 1040 hours). The Select Board will review and update the Personnel Policy to include seasonal employees, if appropriate.

Administrative Assistant position – Ann LaFlamme is working part time with Carol as interim Admin. Assistant. They are compiling a list of open tasks and prioritizing them. The Select Board is reviewing the hours required for the position, noting the additional responsibilities including management of GOFERR funding, and the proliferation of Right to Know Requests requiring considerable time. The position will be posted when the Board has agreed upon the time required. There may be options to fund part of the position with GOFERR funds, and this will be discussed at the Public Hearing. Current

recommendation are for a minimum of 30-32 hours per week. The Board is considering the whether the position requires benefits to attract qualified candidates with the current low unemployment rate in the North Country.

Website – Sue Z. reviewed other town’s websites and has a couple of rough estimates to update our Town website. More information is forthcoming.

Land Use Application – Amy Kim presented a Land Use Application. It was reviewed and approved. Carol made the motion the approve the application. The motion was seconded by Tamela. The motion passed unanimously by roll call vote.

The Select Board discussed the inquiry on the timing of Zoning/Land Use Application process, submitted by Simon Berrio (Harriman Road, Lot 401-18). Carol will send him the ETZ Ordinances and a Land Use Application.

Staff Training Opportunities – Jo Beth reported that Primex offers Cyber Security training, and Courtesy, Civility and Respect training for Town Employees. She noted the importance of Cybersecurity training, especially give recent breaches in a NH town and the economic impact. She is obtaining more information from Primex.

The Select Board discussed the town Credit Card. There are disadvantages to having a credit card because the name on the card must be changed with personnel changes, and it is issued to an individual. The Board discussed the advantages of having a Town ATM/Debit card, set up with a separate, dedicated, checking account. The Select Board will work with the Bank and the Treasurer on the details, and on the estimate for a reasonable balance to open the account. Use of a separate account will limit the Town’s liability to the amount in the account. The Town ATM/Debit card will facilitate use as needed by other town employees/officials, such as the Tax Collector.

Land Use Application – A Land Use application was presented by a Solar Panel company on behalf of David Dillon for installing rooftop solar array panels on the existing house at 379 Ridge Road. The Select Board reviewed the application for compliance with setbacks, and building height (There were no changes to the footprint of the house and the panels will be below the roof ridge line so there will be no changes to the building height. Approval of the application is pending signature by the landowner on the application form.

Public Comment:

Pam Kathan asked if there were Master Plan Surveys available in paper form. Carol noted that she is providing paper copies, with return envelopes, in the Select Board office. There is North Country Council contact information, for requesting paper surveys, on the information regarding the survey.

Frank Tillotson Jr. – Library Trustee – noted the need to have lights in the library fixed. The Select Board noted that the Librarian can contain Bob or Kyle directly instead of waiting for the next Select Board meeting. (Follow-up note: the lights have been fixed).

Frank Tillotson, Jr. reported that the Library received \$1,200 from The Children’s House to support Children’s programming. The Board is developing a plan for utilizing these funds.

Jo Beth made a motion to adjourn the meeting at 8:16 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Tamela Swan

Minutes Approved On: 10/04/2021 (date)

Jo Beth Dudley

Jo Beth Dudley

Carol Sheltry

Carol Sheltry

Tamela Swan

Tamela Swan

