

**Dalton Select Board Meeting**  
**Monday, October 4, 2021 6:30 PM**  
**Regular Session**

The Select Board 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. Interim Administrative Assistant, Ann LaFlamme was present. Members of the public present included Peter Corey, Terri Parks, Vic St.Cyr, Robin and Eric Pilotte, Pam Kathan, Jon Swan,

The Select Board reviewed and signed accounts payable and payroll checks, and other town business documents.

Tamela made a motion to approve the 9.20.2021 Meeting Minutes as amended. Carol seconded the motion. Unanimously approved by roll call vote.

Select Board noted that the contract for the mapping update (approved previously) needs to be printed, signed and returned to the vendor. This will be completed after tonight's meeting.

Boiler Update – the Boiler system repair is complete. It has been inspected and we have received a certificate of inspection. The Fire Department boiler has also been brought up to code and has received a certificate of inspection.

The Select Board needs an updated estimate on upgrading building security, to include an additional security alarm point and cameras. The Select Board will solicit a quote from our current alarm system vendor, Capital Security.

Staffing – Jo Beth reported that Bob Wentworth approved the updated job description for Equipment Operator. The Select Board discussed the requirement for a CDL license to be held by Highway Department employees. A CDL is required to operate any vehicle over 26,000 pounds. DOT requires Health Certificates for CDL licenses. Primex follows State Guidelines and recommends CDL licenses for all municipal highway employees. Some local towns have hired an employee without a CDL with the employment condition requiring them to get one in 3 months. The Board will meet with Bob next week to discuss recruitment options for the vacant position, and CDL license requirements.

Peter Corey, of North Country Investment Corporation (NCIC), presented their project proposal to compete for an Economic and Development Grant. He responded to questions from the Select Board and audience. He asked that the Dalton Select Board send in a letter of support. The Select Board approved providing a letter of support. The template provided will be used, with Jo Beth customizing it for Dalton prior to signature.

Zoning Applications – The following zoning/land use applications were reviewed by the Select Board:

Ronald Renaud, 282 Harriman Road –Tamela made a motion to approve the application. Carol seconded the motion. Unanimously approved by roll call vote. Approved 10.4.2021

David Dillon, 397 Ridge Road – Solar Panels –Tamela made a motion to approve the application. Carol seconded the motion. Unanimously approved by roll call vote. Approved 10.4.2021

Simon Berrio, 53 Harriman Road –Tamela made a motion to approve the application. Carol seconded the motion. Unanimously approved by roll call vote. Approved 10.4.2021

Russell and Stephanie Kenison, 5 Hall Road –Tamela made a motion to approve the application. Carol seconded the motion. Unanimously approved by roll call vote. Approved 10.4.2021

Findings of the Department of Labor (DOL) Audit – Conducted by Inspector Corbett, were reviewed. Key elements, with required process changes, were discussed. The discussion included a summary of both State and Federal regulations, as applicable. The key findings and pending changes include the following:

- All employees are required to have all in and out times recorded (including salary employees) with the exception of elected positions (Town Treasurer and Town Tax Collector).
  - o New time sheets will reflect in and out times
  - o New time sheets (signed by the employee and supervisor) must be submitted for payroll processing. The Select Board can no longer submit anticipated hours for payroll processing (previously done for delinquent time sheets as a courtesy for employees).
- Time keeping must be consistent for all employees
  - o Time will be rounded to ¼ hour increments
  - o Any employee working over 5.5 hours will be offered a 30-minute lunch break.
  - o New time sheets reflect the requirement to record in and out time for all lunch breaks
  - o Working through lunch is a special exception, to be signed off on by both the employee and the supervisor
  - o Lunch is unpaid time per the current Personnel Policy
- All employees will have a current rate of pay sheet in their employee file.

Additional DOL Audit findings, related to specific classifications of employees, include the following.

- EMS/Firefighters – because they are paid on a per-call basis, they are considered employees, and must be paid on a regular basis (versus a once per year “stipend”)
  - o The Select Board must have written permission from the State of NH to pay the firefighters on a monthly basis versus the bi-weekly basis for all other town employees. Said permission has been requested and is pending. Monthly payroll may reduce the administrative processing time for this group of employees.
- Librarian – determination of whether the Librarian can be a salaried (“exempt”) employee (versus an hourly, non-exempt employee) is pending, and the Select Board will work with the Library Board to implement any changes that may be required. Even if the position is salaried, recording of all in and out times on the new time sheet is required.
- Fire/EMS Chief – the town has considered this a part-time salaried position, without additional compensation for responding to calls. To be compliant with the DOL findings, the town has the option either to consistently pay a full-time salary (at a minimum rate of \$684/week) or to pay the current 20 hours/week on an hourly pay basis with additional pay for responding to calls (on the per-call basis, as with other Fire/EMS responders). An fiscal analysis showed that the second scenario is more cost-effective for the town.

Jo Beth made a motion to proceed, effective immediately, with the changes made to the timecard to make us compliant. This will include requiring a timecard for all employees, including salaried employees. Tamela seconded the motion. Unanimously approved by roll call vote.

The Select Board will review and discuss the final response to the DOL audit findings during the 10.15.2021 working session, and with final approval needed during the 10.18.2021 regular session in order to meet the 10.24.2021 deadline for response and compliance (required within 30 days of the DOL Audit Report).

The Select Board is reviewing and updating the Town Personnel Policies, and will incorporate changes in response to the DOL audit findings.

Jo Beth made a motion to adjourn to a non-public meeting and returning to public session to only vote to seal non-public meeting minutes at 8:32 pm. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Returned to Public session at 9:08 pm.

Tamela made a motion to seal NP#1 Personnel. Carol seconded the motion. Unanimously approved by roll call vote.

Tamela made a motion to seal NP#2 Legal. Carol seconded the motion. Unanimously approved by roll call vote.

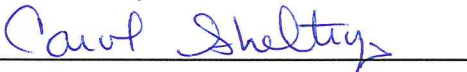
Jo Beth made a motion to adjourn the meeting at 9:10 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Tamela Swan

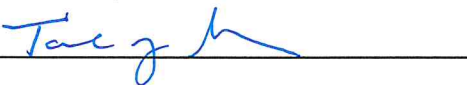
Minutes Approved On: 11/01/2021 (date)

  
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Jo Beth Dudley

  
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Carol Sheltry

  
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Tamela Swan

