

**Dalton Select Board Meeting**  
**Monday, October 18, 2021 6:30 PM**  
**Regular Session**  
**Select Board, Dalton, NH**

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. Interim Administrative Assistant, Ann Laflamme was present. Members of the public included Cathy Fountain, Pam Kathan, Vic St Cyr, Robin and Eric Pilotte, Jon Swan.

Carol made a motion to adjourn to a non-public meeting at 6:33 pm. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to return to public session at 6:43 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

The Select Board signed checks and reviewed payroll and other town business matters.

Carol made a motion to purchase 4 updated Land Use Regulations books. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Public Hearing Meeting Minutes for 9.27.2021 as amended. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Tamela made a motion to approve the Non-Public Meeting Minutes #1 for 9.27.2021. Carol seconded the motion. Motion passed unanimously by roll call vote.

Tamela made a motion to approve the Non-Public Meeting Minutes #2 for 9.27.2021. Carol seconded the motion. Motion passed unanimously by roll call vote.

The Select Board discussed the new payroll requirements with Cathy Fountain (representing the Library Board). Cathy provided the Select Board with a letter from the Library Board outlining the employment status of the Librarian, and noting that the Librarian will comply with the labor regulations requiring entering of time in and time out on the time sheet. The Select Board reiterated the need for signed time sheets to be in the Select Board administrative office not later than 10:00 am on the Monday morning following the end of a pay period. Completed and signed time sheets may be scanned and emailed to the Administrative Assistant.

The Select Board asked Cathy Fountain for an update on obtaining required employment forms (W-9) for Vanessa Hines Cardillo who worked a few hours in her Supervisor of the Checklist role. The town may be fined for not having the required forms in time for the quarterly distribution of payroll taxes.

Updates:

Maintenance items – Jo Beth started a list of what needs to be done. The Select Board reviewed the list, and it will be shared with Bob Wentworth, as many of the items can be accomplished by the Highway Department.

Highway Department Position Vacancy – the Select Board is working with the Road Agent on position requirements and options for filling it. The Position Description has been revised.

Website – Preliminary estimates to update the website range between \$5,000-\$8,000. The Board agreed to proceed with obtaining detailed proposals and quotes from multiple vendors.

Town Personnel Policy – The Select Board discussed the provisions and summarized key changes. They noted that legal review will be important before the revised version is accepted by the board. Additional revisions are pending and will be discussed at the next meeting. Some of the topics discussed included:

- Discussed paid versus unpaid lunches, and if an hourly employee may choose to work through lunch. A written agreement from the employee, stating that they don't want to take lunch, may be required
- A meeting with Kyle, Bob and Robbie (Highway Department and Transfer Station employees) will provide an opportunity for the Select Board to discuss personnel and payroll matters with the staff.
- Employees are currently paid unused vacation days in December. The Select Board proposes changing this to allow carryover of a maximum of 40 hours/year for new employees. If vacation leave above the maximum allowed is not used, it would be forfeited.
- Current policy is no vacation the first year. The Select Board proposed vacation accrual to begin after 90 days of employment.
- Health Insurance Premium – The Town now pays 90% of the premium for both employee policies and for spouse/family policies. The Select Board discussed whether the co-pay amount for spouse/family policies should be increased. They will see what other local towns are doing before making a decision.

Department of Labor (DOL) review – the Select Board discussed the status of the review, noting that implementation of changes in payroll and time sheets (as discussed above and in previous meetings) will meet the requirements. It was noted that much research into both the Federal and the State employment laws has been done by Carol and Ann. This research is informing the proposed updates to the Personnel Policy.

New Business:

The Select Board was sent a notice from NHDES pertaining to a 2017 violation that had been rectified by a town resident.

The Select Board discussed bounced checks and the issues they cause when trying to reconcile the books. A new form will be used, so there will be no confusion as to the department with the bounced check and the replacement check, and the associated fee. The Board also proposed changing the fee from \$25 to \$35.

Pam Kathan presented a Right to Know Request to the Select Board. The Board noted that the proliferation of extensive RTK requests is requiring additional administrative time and legal review, and will impact the town budget.

Jo Beth made a motion to go into Non-Public session, returning to Public session only to seal Non -Public meeting minutes at 7:53 PM. Tamela seconded the motion. Unanimously approved by roll call vote.

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 8:20 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Tamela Swan

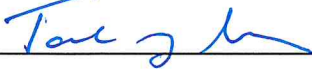
Minutes Approved On: 11/1/21 (date)

  
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Jo Beth Dudley

  
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Carol Sheltry

  
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Tamela Swan

