

**Monday, April 17, 2023 6:30 PM**  
**Regular Session**  
**Dalton Select Board Meeting**

Call to order at 6:32 pm by Jo Beth Dudley. Select Board members Jo Beth Dudley, Carol Sheltry and Thomas Dubreuil (Tom) were present. Town Admin, Jeanette Charon present and note taking.

Public attendees: Warren Green, Vic St. Cyr, Scott Kleinschrodt, Brian Parks, Terri Parks, Cathleen Fountain, Eric Pilotte, and Robin Pilotte as well as others who chose not to sign in and/or could not be identified.

The Select Board signed AP checks and payrolls checks, Gravel Intents, Timber Intents, Timber Tax Warrants, and a Gravel Tax Warrant. The Board signed the request to transfer \$70,271 from the Highway Equipment/Vehicle CRF to cover the purchase of the Highway Department Truck, as approved at a previous Board meeting.

The Board reviewed and approved meeting minutes from the April 3, 2023 Select Board Meeting, without edit. Carol motioned with a second from Tom. Approved via roll call vote.

The Board reviewed and approved minutes from non-public meeting #1 regarding Welfare. A motion came from Carol with a second from Tom. Approved via roll call.

The Board reviewed non-public minutes from non-public meeting #2 regarding Legal. Tom brought up the procedure regarding non-public meetings. Jo Beth acknowledged there may have been some confusion regarding the topics. The minutes were tabled to be discussed in non-public. (Public comment from Vic St Cyr regarding comments made when non-public session was entered during the April 3, 2023 meeting. Jeanette interjected to correct Vic's comments regarding who made the comments in which he was speaking.)

Jo Beth requested the Rules of Meeting Procedures be sent to the Board to review for discussion at the next meeting. Jeanette confirmed she would.

Jeanette asked about revisions for the personnel policy as discussed briefly at the end of the year 2022. Jo Beth asked Jeanette to forward the complete current policy along with the proposed revisions from Bob Wentworth. Jeanette confirmed she would forward to all members for discussion at the next meeting.

The Select Board reviewed and discussed the current content on the website for the Select Board page. Changes were discussed and noted. Jeanette will report back to the web designer for updates and request the site design status.

Jeanette presented information for the Accounting Software options. The Board discussed the pros, cons and other options. They addressed the direct costs, and indirect cost savings and other benefits. A review of options and recommendations from other towns confirms that Municipal Resources, Inc. provides the most benefit for the town. MRI specializes in municipal accounting and reporting, fully integrates with the Town Clerk and Tax Collector software (Avitar), handles fund accounting for grants and provides Payroll processing. Implementation is estimated to take approximately 14 weeks and includes import of three years of QuickBook data. The on-going annual cost is estimated to be less than continuing with QBs.

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Jo Beth motioned to proceed with purchase of the MRI municipal accounting software (upfront costs of \$14,800 to be paid from the Technology Capital Reserve Fund), with Annual Fees (prorated) of \$2300. Tom seconded the motion and the motion passed unanimously via roll call vote. Jeanette will make contact with Christian of MRI to get on their schedule for implementation.

Jo Beth reminded the audience of Dalton's Clean-up Day on Saturday, April 29<sup>th</sup> from 8:30 to 11:30. There will be a cookout afterwards at the Fire Station. Roads can be requested by emailing Jeanette.

Jeanette asked about NRRRA's Conference attendance. Tom stated he wanted to attend with Kyle. Jeanette asked for a new motion since we only had approval for one attendee in the previous meeting. Jo Beth motioned with a second from Carol. Approval via roll call. Tom to review the agenda to determine which day(s) he'd like to attend.

Jeanette presented DCC's nomination again, for Gina Damiano to be appointed to the Dalton Conservation Commission 2<sup>nd</sup> Alternate Position. Jon Swan reminded Jeanette that the DCC By-Laws do not require alternates to attend 3 meetings in order to be recommended for appointment. Jo Beth motioned with a second from Carol. Appointment approved unanimously via roll call.

Scott Kleinschrodt reported on the status of work to evaluate policing and public safety in Dalton. He stated he will work with the group on gathering facts, figures, and information for the meetings, as noted in the outline provided to Scott at the last Select Board meeting. Jo Beth stated it would be a good idea to post a notice on the website asking for volunteers. Tom agreed he would work with Scott and the committee as the Select Board liaison. Scott confirmed he would work on gathering information and will develop a Project Charter for Select Board review and will report back at the next meeting.

Jeanette provided an update on building security. The replacement of old cameras was discussed and it was approved they be replaced. Jo Beth motioned with a second from Tom. Cameras will cost \$85 each to replace. Approval was for a cost of \$600 or less.

The Board also approved a key fob scanner to be installed at the Select Board Meeting Room. The approximate cost for this work is \$420. Jo Beth motioned for the work to be completed with a second Tom. Approved via roll call.

The Facility Use Plan was distributed and discussed. Jeanette asked about the possibility of a special alcohol permit issuance for an adult event the Dalton Neighbors were thinking of holding. There was discussion among the audience and the Board regarding the ordinance against consuming alcohol on public property within the Town, and a possible alcohol permit for the event. The recollection of residents in attendance is that in the past the Select Board issued an exemption for allowing alcohol at specific events, and required special considerations such as police presence. Carol mentioned that we should confirm with Primex whether or not the town would be covered by the Town's liability insurance if alcohol consumption is allowed. Jeanette confirmed she would contact them. (Public Comments from Scott Kleinschrodt was that it'd be a good idea to do that.) Additionally, if changes to the ordinance are warranted, there would need to be a town vote since the ordinance has been in place since the 1980's. Lastly, the Board renewed the delegation of Facility Use approval to the Town Administrator with a motion by Jo Beth and a second by Carol. Approval via roll call.

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The long list of deferred maintenance for the Municipal Building will be addressed this year. We will confirm it is allowable with Primex to have our Town employees do the work, if capable and possible. This will help save funds for the town while still getting the building's needs handled.

The flagpole will be replaced at the monument at the Old Town Hall. Jeanette worked with Brian Parks regarding the pole type and size and has confirmed with Bob Wentworth that the highway department could work with the fire department to get it completed. Additionally, some light landscaping can be completed in the area to return it to its previous condition.

Jo Beth asked Terri and Brian if flags were needed for the cemeteries for this year. Terri stated that they had some flags left from last year but she and Brian will let Jeanette know what's needed to order for Memorial Day.

Terri and Brian also brought up the need for a new mowing service since Shawn Noble wasn't doing it this year. Brian has a company he recommends who is insured and helped Shawn last year. Tom asked about running an employment ad and Scott Kleinschrodt asked about bids. Neither of these actions are required for this situation since we are not hiring a town employee and the work is only worth a couple thousand dollars. Jo Beth explained the formal bid process and why it's not realistic or a good use of resources for small ticket items. Ricky from JR's Motorcycle Shop at Bridge Hill and Dalton Road volunteered to mow the Town's Tillotson Ball Field if we needed it taken care of since Frank passed away last year. Jeanette will make contact with Ricky should this be needed.

Terri reported on the condition of the Town Cemeteries, and mentioned there were some fence rails need to be replaced and the gates that were approved last year should get done this year. Brian and Ron would like to weld the gates with pipe in lieu of farm gates. They are working on pricing.

With the weather warming up, Terri and Brian suggested cleaning of the cemeteries. Jo Beth motioned for Jeanette to place an ad in the local papers giving families 2 weeks to cleanup their loved one's plots, taking old flowers and decorations with them. Any plots not taken care of will be handled by volunteers or town employees. The motion was seconded by Tom and approved via roll call vote.

Jo Beth commended the new resident group, Dalton Neighbors, who held their first event, and Easter Egg Hunt, at the Municipal Building. Everyone had a great time with approximately 60 kids in attendance. Volunteers received great comments and gratitude for holding the event. Attendees are looking forward to more events in town and the group has pages of ideas.

NH DOT sent a letter informing the town that Route 142 would be repaved this season. We will be notified of the preconstruction meeting in case we want to send a representative. The Board does not have changes in crosswalks to propose to DOT in conjunction with the paving.

Jo Beth asked about the GOFFER funding report. Jeanette is working on the report and should have it done by the deadline of 4/30/2023.

Jo Beth motioned to go into nonpublic session for Legal. Nonpublic session entered at approximately 8:52pm with a second from Tom and approval via roll call.

Jo Beth motioned to seal the Legal minutes from the April 3, 2023 non-public session, not originally sealed. Carol second.

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Jo Beth motioned to re-enter public session at approximately 9:05pm. Second by Carol.

Jo Beth announced that the legal non-public meeting minutes from April 3, 2023 were sealed.

Carol made a motion with a second by Tom to adjourn the meeting at 9:07 pm. Motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Jeanette Charon.

Minutes Approved On: 5/1/2023 (date)

Jo Beth Dudley

Jo Beth Dudley

Carol Sheltry

Carol Sheltry

Thomas Dubreuil 5/1/23

Thomas Dubreuil