

# Dalton Select Board Meeting

Minutes of March 31, 2014

Present were Selectmen: Julia Simonds, Kathy Barden, and Nancy McVetty, Selectboard Chairman.

Members of the public present: .

Meeting called to order at 6:35 PM.

Selectboard made aware that minutes taken from meeting of March 24, 2014 not available at this time to review.

Documents provided by the Bookkeeper, Pam Kathan, reviewed and initialed. Returned to Bookkeeper, Pam Kathan.

## Old Business:

Selectboard Chairman, Nancy McVetty spoke on the legal cases currently being handled on behalf of the town. There are three known legal cases pending, possibly four. No dollar amounts of what it will cost the Town.

1. FairPoint, 180 Cases, process will take years. Maybe a refund or abatement, or settlement maybe agreed upon. No dollar amount is known.

2. PSNH, Tax Appeal for multiple towns, Town Lawyers not handling this case, Chris Bolt is handling the case. This will go to trial January or February of next year. No dollar amount is known.

3. Sandra York Case - LGC is assigned, Town's Attorney understanding is no cost to the Town. The costs will be covered by LGC insurance for the lawsuit.

4. Hydro Damn - Not sure where Town stands. Chairman McVetty asked Jessie Wentworth if an assesment is in place this year, confirmed it is. Advised they have filed for an additional abatement and documentation provided for delivery to Administrative Assistant, Amos Bell. Lawyer does not know if this case will go to court.

Advised Jay McCuster that currently do not have the details of legal expenses exceeding budget. Once Administrative Assistant returns to work will provide those details.

Status for adding Selectboard member, Nancy McVetty on authorized signatue card for financial institution, request letter to Passumpsic Bank and required documents presented to Selectboard to review and sign. Docments and letter to be provided to the Treasurer to deliver to Passumpsic Bank.

Chairman McVetty discussed meeting with Accounting firm Crane & Bell. Options of services that can be provided. Will not be able to do the audit for 2013, as a letter of intent was already signed with Vachon. Once advised the audit has been completed they can provide a firm proposal. Potential to process Town's QuickBooks records once a week, downloading Town's file onto their servers. Their CPAs will go through the Bookkeeping files, then come into the office once a week, keeping the Town on track each week to the process. Once they feel the Town's process is going in the right direction they can reduce to once a month. Next year they can do the mini audits throughout the year. The Dalton Selectboard can appoint a Town Auditor.

Crane and Bell will sit with the Town Auditor, go through the procedure, fill out appropriate paperwork, so that there will not be an additional cost for the Audit at the end of the year.

The savings would be pretty substantial, though not this year, as Town will have costs incurred this year for the year end audit of 2013. This past year has cost the Town over \$80,000 for Administrative Assistant, Bookkeeper, and Audit services. This will be a major savings for the town if handled by the Town with guidance from CPAs.

Question from Pam Kathan, Bookkeeper, inquired if the Selectboard looked at costs from other sources providing the services? Nancy McVetty, Chairman, advised they did speak with Vachon, who stated they could provide the same services, though the time charged would include the moment they left from their offices in Concord to arrive and work at the Town Offices. DRA Advised and recommended it be kept local, recommending Crane and Bell, as they are experts in Municipality Accounting.

Pam Kathan, Bookkeeper, inquired looking at other local services to find the best costs for the Town. Nancy McVetty, Chairman, responded that as DRA recommend Crane and Bell it is her feeling the Town should go with DRA's recommendation as Crane and Bell are the specialists in this area for municipalities.

David Spreadbury, resident, inquired of Nancy McVetty, Chairman if her daughter-in-law worked for Crane and Bell. Nancy McVetty, Chairman, responded that she does.

David Spreadbury, resident, inquired of Nancy McVetty, Chairman if this in a conflict of interest. Nancy McVetty, Chairman, responded that it is not a conflict of interest.

David Spreadbury, resident, stated feels this is a conflict of interest and she can not vote on this issue. It would be against the law. Nancy McVetty, Chairman advised they have a letter from LGC indicating this is not a conflict of interest. Her daughter-in-law, though working for the firm, is not an owner in the firm. Only the CPAs that own the firm would benefit, her daughter-in-law is paid by the hour and would not benefit.

David Spreadbury, resident, requested a copy of such letter. Nancy McVetty, Chairman responded a copy of the letter will be provided to David Spreadbury.

Nancy McVetty, Chairman put it to the Selectboard on how they feel in regards to Crane and Bell helping with the Town's bookkeeping. Discussed and reviewed options.

Anna Gillbody, resident, addressed the Selectboard if Crane and Bell are the local Accounting experts. Nancy McVetty, Chairman confirmed they are the local Municipality Accounting experts.

Jay McCusker, resident, addressed the Selectboard inquiring that the meeting is a Work Session. Nancy McVetty, Chairman, confirmed that it is a Work Session. Though it is a Work Session, chose to address questions.

Nancy McVetty, Chairman asked if there is a motion. Kathy Barden made a motion to have Crane and Bell work with the Town in regards to the Town's Bookkeeping. Nancy McVetty

seconded the motion. All those in favor, two (2), All those apposed, none (0), All those unsure/not voting, one (1). Motion is passed (2,0,1).

Nancy McVetty, Chairman posed a question to Pam Kathan, Bookkeeper, in regards to the recomittal paperwork from Vachon that the Chairman needed to sign. Vachon had advised paperwork provided to Pam Kathan. Pam Kathan, Bookkeeper responded she does not have the paperwork. Acting Administrative Assistant, Cathleen Fountain provided the paperwork for the Chairman's review and signature. Document reviewed and signed.

Anna Gillbody, resident addressed the Chairman, Nancy McVetty inquiring if Vachon is doing the 2013 audit. Nancy McVetty, Chairman, confirmed that they are doing the 2013 audit. The re-engagement letter was signed by Selectboard on January 14, 2014.

Anna Gillbody, resident addressed the Selectboard asking what the cost for the audit will be. Chairman, Nancy McVetty responded the cost will be about \$17,000.

Status of the Sewer Warrant, acting Administrative Assistant, Cathleen Fountain stated it needs to be printed out of Avitar, signed by the Selectboard, authorizing the Tax Collector to collect the sewer tax. Currently does not have access to Avitar to produce said warrant.

Discussion on obtaining access to Avitar for Acting Administrative Assistant. Decision to go forward with the process in case Administrative Assistant, Amos Bell does not return on Monday, April 7, 2014. Letter to be typed up, signed by Selectboard and faxed authorizing the Acting Admin Assistant access to Avitar.

New Business:

Chairman Nancy McVetty announced that the Selectboard has received a letter from Chief Mario Audit tending his resignation. It will be effective May 31, 2014. Chairman McVetty made a motion that the Selectboard accept Mario Audit's letter of resignation. Kathy Barden seconded the motion. All those in favor, three (3), none apposed. Motion is passed (3,0).

Ammonoosuc Community Health asked if budget approved for requested funding. Discussion on groups requesting funding. A block amount is included in budgeting, will verify and follow up notifying said groups.

Selectboard reviewed, discussed and initialed received invoices for processing.

Selectboard reviewed, and signed payroll.

Invoices and payroll given to Pam Kathan, Bookkeeper.

Pam Kathan, Bookkeeper inquired if new employee packet is being presented to the Selectboard. Cathleen Fountain, Acting Administrative Assistant responded that it will be presented for their review and signatures.

Pam Kathan, Bookkeeper asked to approach the board. Presented documentation for Selectboard's review and signature.

Selectboard reviewed mail and documents received. Letter received from DRA reviewed. Pam Kathan, Bookkeeper inquired if the Treasurer had contacted the DRA. Chairman McVetty advised treasurer was advised to contact the DRA. Will inquire on the status.

A proposal for mowing the cemetery lawns was received. A bid has not yet been requested, will file for once bidding is requested.

Letter from Capitol Alarm systems on testing received. Selectboard reviewed and discussed the report provided. Cathleen Fountain, Acting Administrative Assistant directed to call Capitol Alarms in regards to questions of the testing reports. Ron Sheltry, Fire Chief, will be available for any assistance needed.

Nancy McVetty announced that she had three signs made up for when the offices are moved. These will go above the door for ease of identification for visitors to the municipal offices. These were made by Erv Connary, from the school at a total cost of \$36.

Employee reimbursement of expenses reviewed and approved by the Selectboard. New employee packet presented to the Selectboard, reviewed and initialed. Documents given to Pam Kathan, Bookkeeper.

Review and discussion in regards to process for purchase of cemetery plots. Chairman Nancy McVetty inquired of Jessie Wentworth the purchasing of deeds. Advised there is a burial plot book and deed form. Chairman Nancy McVetty advised Cathleen Fountain to contact Terri Parks for assistance. Advised Trustee of the Trust Fund is Jean Abbott.

Review and discussion on Intent to Excavate received. Approved and signed by the Selectboard members.

Review and discussion on application for Current Use process. Documents to go to the Assessor for review.

Selectboard reviewed and discussed checks returned by vendors.

Ron Sheltry advised the Selectboard on the status of the windows to be ordered to replace the current Tax Collector window area. Advised the Selectboard on the status of the EMS, and calls.

Robert Wentworth advised the Selectboard on the status of the Highway Department and current road conditions.

Mr. Tuttle, resident, asked to correct the record in regards to legal cases, that the Sandy York case is not against Sandy York. He then asked if the Town's attorney is defending the case. Chairman Nancy McVetty advised that LGC insurance is providing the attorney in this case. Mr. Tuttle then asked if they had inquired of Lt. StCyr if he may wish to resign also. Chairman Nancy McVetty responded they had not. The Town's legal attorney will be reviewing the matter of the police department, providing options that the Selectboard can review and discuss.

A resident, inquired of the status of the keys for the offices. Selectboard member, Kathy Barden responded the status is being worked on. Selectboard member, Julia Simonds advised on keys that were located.

Jay McCusker inquired on the legal cases, is the Town's tax dollars being spent on any legal costs for individuals. Chairman Nancy McVetty, and Selectboard member, Kathy Barden explained that the costs are being covered by the LGC insurance, and that premiums will not go up. There will not be additional costs to the Town according to the LGC attorney.

Acting Administrative Assistant advised Selectboard that there are two welfare cases to review.

Nancy McVetty, Chairman, motioned to go into Executive Session for welfare cases. Kathy Barden seconded the motion. All agreed, motion passed (3,0). Chairman Nancy McVetty advised that they will adjourn the meeting after the Executive Session.

Selectboard went into Executive session at 7:16 PM

Selectboard returned from Executive session at 7:40. Action was taken.

Having no further business, meeting adjourned.

Adjourned at 7:40 PM

Next meeting is Monday, April 07, 2014 at 6:30 PM.

Respectfully submitted,

Cathleen A. Fountain, Administrative Assistant  
Dalton Selectboard

Minutes approved by Selectboard Members on April 7, 2014.

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Julie Simonds, Selectboard Member

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Kathy Barden, Selectboard Member

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Nancy McVetty, Selectboard Chairman