***DRAFT Minutes* of May 18, 2020 Meeting**

Present were Selectmen**:**  Chair Jo Beth Dudley, Carol Sheltry and Tamela Swan. Remote participants: Scott Kleinschrodt; Pam Kathan, Cathleen A. Fountain

 and Venessa Cardillo. Also Present, Jon Swan and John Bean.

At 6:25 PM Chair Dudley opened the Remote Meeting application and tested that the connection was active with Tamela Swan.

At 6:33 PM Chairman Dudley Called the meeting to Order.

The Board signed the AP and PR checks. It was noted that a check for Home Depot, approved at the May 4th meeting, was not in the stack. It will be printed and made available for Board signatures.

Tamela Swan made a motion to approve the 5/04/20 Public minutes with the following corrections: Correct the spelling of *SHELBY to SHELTRY* and of *KAFLIN* to *KATHAN* and at the bottom of page three change “… town buildings/structures were done and the highway department volunteered their time so that all funds were used…” to “town buildings/structures were done by the highway department so that most funds were used…”. The motion was seconded by Carol Sheltry and, by a roll call vote, approved by all three selectmen.

Carol Sheltry made a motion to accept the 5/04/20 Non-Public Minutes as presented and Tamela Swan seconded the motion. All three selectmen approved the motion by a roll call vote.

Chairperson Dudley asked Mr. Bean if he had something for the Board. He discussed the flags for the vereran graves for Memorial Day. Last year they had to scronge around to find flags at the last minute. He did not know if there were funds or if flags had been procured for this year. Terri Parks has 100 flags that were picked up at the American Legion in Whitefield. The board would like to know who arranged this and if the town owes for the flags as there are funds in the budget. They also want to develop a written process and appoint someone to be in charge so this does not get over looked again. Mr. Bean left the meeting.

Cathleen A. Fountain provided information to the board about the next Supervisor of the Checklist Session and new processes because of Covid 19. Forms and the notice will posted to the Website and the Notice will be posted in the Town Office and an ad placed in the Coos Democrat newspaper. Residents can be added or make changes with the Town Clerk during her regular hours until 7 PM June 2nd. Carol Sheltry noted that Ron Sheltry has PPE for them if needed, they just need to contact him.

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There was discussion about a request for a copy of the check list. It was determined that the request was for 5 years of checklists with voting history. As this will take much time to prepare the Secretary of State has determined that is not “essential” and therefore can be prepared as the Supervisors have time.

There was discussion about the DRA reports that still need to be prepared and filed.

There have been five new cases of Covid-19. Because of the expanded testing there have been a lot of positive test results for the antibodies. Ron Shelby talked about stipends and mentioned members collecting them elsewhere. It was determined that Dalton would wait until the funds for the stipends had been received by the town before paying them. If a hearing is required that will be determined and scheduled when the funds are received.

There was discussion about the NHMA “Knowing the Territory” and getting a least one hard copy. The book is available digitally also. Tamela Swan has provided the digital “Right to Know” documents.

Carol Sheltry stated that they need to update and clarify the town’s access to the Home Depot account. We need to make sure that the new Administrative Assistant has access. She also asked who was Sarah Lynch who was listed on the Town’s account?

Ron Sheltry talked about finally getting the cable run from the Server room to his office.

There was also discussion about the paperwork required to be completed by the June 1st deadline. The Board will hold a work session to deal with this on Tuesday, May 26th at 6:30 PM.

There was discussion about the need to update the Welfare application form adding requirements for receipts for expenses and for updating the application information perhaps weekly.

Jo Beth Dudley and Tamela Swan have signed up for the Certification program.

Scott Kleinschrodt thanked the board for doing a thankless job for which he appreciated their efforts. He asked how to get on the agenda. The board stated that he should contact the administrative assistant at least two weeks prior to the meeting date, state why he wanted to speak and/or meet with them and provide information/background on the topic.

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The board will add this to the bottom of the agendas. He stated he wanted the Casella letter and/or proposal put on the Agenda. The board did not know of a proposal to discuss.

The board brought up Andrew Ingerson’s zoning application which appears to be incomplete. After discussion Terri and Brian Parks came to the meeting to help complete the application. Andrew Ingerson also arrived to sign the now complete from. Carol Sheltry made a motion to accept the Zoning Application which Tamela Swan seconded. All three selectmen approved the motion in a roll call vote.

Venessa Cardillo again asked about the checklist report and also mentioned an incorrect Timber Tax calculation that is being corrected.

Chris Thorpe continues to work on the improvements to the Website.

Jo Beth Dudley made a motion to seal the May 4th Non-Public Meeting Minutes. Carol Sheltry seconded the motion which was approved by all three selectmen in a roll call vote.

It was noted that the May 19th meeting of the Conservation Commission had been canceled. Their next meeting is scheduled for June 16th at 6:30 PM.

Ed Brown is interested in donating some land to the Town of Dalton to remain undeveloped and be used for recreational purposes. Carol Sheltry will call him and gather more information for the board.

Jon Swan mentioned that the Trustees of Trust Funds would be meeting June 15th at 5 PM and asked again about the Town paying a stipend for the bookkeeper/Treasurer as many towns do. The funds for this are not in the budget. There is upcoming training that several members have signed up for. The cost is between $35 and $60 and the Town will pay for it as motioned by Carol Sheltry. Jo Beth Dudley seconded the motion and all three selectmen approved it in a Roll Call vote.

Jon Swan spoke of the importance of an agenda and sticking with it.

At 9:06 PM Jo Beth Dudley made a motion to go into a non-public session to discuss a welfare issue. She informed the remote participants that she would be closing the remote session and would not restart it as the only business the board would do after the non-public session would be to adjourn the meeting. Carol Sheltry seconded the motion and the three selectmen approved it in a roll call vote.

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The Public Session resumed at 9:46.

The Interim Administrative Assistant clarified that there would be a working session to work on Covid-19 financing on Tuesday, May 26th at 6:30.

A motion to adjourn the public meeting was made by Jo Beth Dudley at 9:47 PM with a second by Carol Shelby. All approved by a roll call vote and the meeting was adjourned.

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The next regular meeting is **June 1, 2020 at 6:30 PM. This meeting will be remote. The information for the remote connection is posted on the Town’s website.**  If anyone has question or needs assistance in making the remote connection please email: *selectmen@townofdalton.com* *or call: 603-827-7027 ext. 10 and leave a message.*

Respectfully submitted,

Tina Peabody

Interim Administrative Assistant

Town of Dalton

**May 18, 2020 Minutes as** approved by the Select Board on 6/01/2020.

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 Carol Sheltry, Select Board Member

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 Tamela Swan, Select Board Member

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Jo Beth Dudley, Select Board Chairman