

**Dalton Select Board
Meeting Minutes
Public Session
September 9, 2020**

Call to Order: The meeting was called to order at 6:32 by Jo Beth Dudley, Chair. Select Board members Carol Sheltry and Tamela Swan were present. In-person attendees were Christine Ordinez (Town Moderator) and Linda Greenwood (Town Treasurer). The number of remote attendees ranged from 10 to 15 over the course of the meeting.

The Select Board members signed payroll and accounts payable checks.

A motion was made by Tamela Swan, seconded by Carol Sheltry, to approve the minutes of the August 31 Select Board Public Session. The motion passed unanimously by roll call vote.

A motion was made by Tamela Swan, seconded by Jo Beth Dudley, to approve the minutes of the August 31 Select Board Non-Public Session. The motion passed with Carol Sheltry recusing herself.

Jo Beth Dudley outlined the changes made to the Town's ZOOM platform to discourage inappropriate behavior by remote attendees. From now on, those wishing to participate must register to ensure positive identification. The necessary passcode will be given with the meeting notification. In addition, the entire session and the contents of the chat function will be recorded.

The Select Board acknowledged receipt of written comments concerning the Casella proposal of August 31 from Eliot Wessler, Adam Finkel, and Fred Anderson. These written comments will be posted on the Town web site under "Documents and Forms".

The Select Board then solicited comments from meeting attendees, limiting them to three minutes.

Jon Swan asked why the Casella representatives did not bring a completed Zoning Application with them to the August 31 presentation, pointing out that Casella would need to apply for a zoning variance before the draft Host Community Agreement is even considered by the Town.

Adam Finkel referred to his written comments, and explained that his comments

contain questions of facts around the Host Community Agreement as a legal document.

Eliot Wessler also referred the Board to his written comments, emphasizing that the way the Host Community Agreement is constructed is completely one-sided – Casella reaps all of the benefits, while the risks of the development accrue only to the Town of Dalton.

Erik Johnson prefaced his comments by explaining that he has a great deal of experience as an executive in the IT field, having negotiated contracts worth hundreds of millions of dollars. He recommends strongly that if the Town winds up in negotiations, a good contract lawyer must be retained. This is standard for any contractual agreement, and he pointed out that the Casella representative listening in should take that advice back to her employer.

Paper copies of the Casella wetlands application and draft Host Community Agreement are available for the public to view in the Administrative Assistant's office – by appointment with the Administrative Assistant.

The Select Board discussed next steps with regard to the Casella proposal. Jo Beth suggested that she consult with the Town attorney as to whether or not the Town may require a Zoning application from Casella.

Christine Ordinez asked if Casella representatives believed that the draft Host Community Agreement was a final document to be signed by the Select Board. Jo Beth Dudley responded that from the Select Board's perspective, it is not in any way a final document.

Christine followed up by asking if the Town could explore the cost of a contract attorney, and suggested writing up a warrant for that cost in order to protect the Town's finances. The Select Board acknowledged the issue, but responded that in the short run, nothing will be done concerning a contract attorney until the Town receives clarity on whether there will be a Zoning application from Casella, and/or the timing of town action vis a vis the permitting process with NHDES..

A motion was made by Carol Sheltry, seconded by Tamela Swan, to authorize Jo Beth Dudley to engage with the Town attorney for advice relative to the Casella Host Agreement and the need for a Zoning Application. This consultation would not address the substance of the Host Community Agreement, but only the process that would be required. The motion passed unanimously by roll call vote.

In response to Casella's comments concerning receipt of the wetlands application, Jo

Beth reminded attendees that the documents were not lost by the Administrative Assistant. Carol explained that the Administrative Assistant never got the documents – they were erroneously delivered to Jessie Wentworth, the Town Clerk/Tax Collector instead of to the Select Board.

Tamela Swan reported that Rebecca Metcalf – a Casella community outreach employee – wishes to attend the next meeting of the Dalton Conservation Commission to present information concerning the wetlands application. Jo Beth explained that the next meeting of the Commission is scheduled for Tuesday, September 15, and that she would reach out to the Conservation Commission to confirm. She will also suggest that the Commission set up a pre-meeting to carefully plan how they will accommodate public participation.

Jo Beth then announced that the Planning Board is readying the draft permanent zoning ordinance to go to the attorney for a final review. The Planning Board will be looking into holding public hearings on the ordinance prior to March, and possibly starting in October. They plan to ask people wanting to attend these hearings to notify them in advance, so that they can plan for a safe balance of in-person and remote attendees. Christine Ordinez asked if she – as Town Moderator – would need to be there, and Jo Beth responded that it is a Planning Board public hearing, and doesn't require the Moderator's presence.

OLD BUSINESS

Christine announced that yesterday's elections went well, and that – other than tweaking personnel flow a bit – she believes that the procedures they have in place will work well in November.

A discussion of the sale of equipment to the Coos County Sheriff's Department will be delayed until the September 14 Select Board meeting.

The Town's new accounting firm - Northway Business Services (part of New Dimensions) has requested access to the Town's accounts. A motion was made by Tamela Swan, seconded by Carol Sheltry, to allow that access. The motion passed unanimously by roll call vote.

A discussion followed concerning the possible use of a debit card by Town employees. Linda Greenwood explained that it would be linked to the Town checking account, and card activity would show up on monthly statements from PSB. Carol Sheltry expressed concerns about safety if the card were to be lost or stolen, explaining that it might be prudent to have the card linked to another new account with a small balance. Linda agreed to speak with the Bank about ensuring security for such a card. The Board inquired about having a town credit card, and

discussed whether a credit card or debit card is preferable with consideration as to security and costs.

Select Board confirmed that the Town has stopped Webex subscription. The ongoing Quickbooks subscription continues to be paid via reimbursement. These are examples of payments better made via a town debit or credit card.

Carol Sheltry made a motion – and Jo Beth seconded it – to look in to repurposing the Town Building's vacant police department office space. The motion passed unanimously to ask Fire/EMS to strip down and clean out the room to see what potential lies beneath the damaged carpet and ceiling tiles.

Jo Beth noted that the CARES Act grant application -- related to the increase in the number of absentee ballots requested due to COVID, is due on September 14. She will email information to the Town Clerk, Jessie Wentworth. She solicited any outstanding items for the next application for COVID-related expenses incurred through August 30, and the deadline for the application is September 15. The necessity for a public hearing related to the Town's acceptance of this money was briefly discussed.

NEW BUSINESS

The Select Board will hear a Zoning Application related to 514 Forest Lake Road at either the September 14 or September 21 meeting, at the applicant's convenience.

Carol Sheltry spoke about policies to keep Town employees safe from COVID, describing a set of policies put in place by the Town of Londonderry that Dalton may want to emulate. She listed wearing masks in the Town Building, social distancing, hand sanitizer, and a health screening form to be filled out every day. Tamela Swan brought up HIPAA issues surrounding such a form.

Christine Ordinez said that two voters came in yesterday and refused to wear masks despite the requirement. She said that voting guidelines required her to allow them to vote regardless.

Linda pointed out that some people cannot wear a mask for medical reasons, and the Select Board recommended that these people either be given an opportunity to wear a shield, or make an appointment with Town staff – and Town employees would wear PPE to meet with that person.

The Select Board discussed a subscription to MMANH (Municipal Managers Assn of NH), which is \$50 a year; the publication has many policies ready-made for municipal governments.

Jo Beth moved – and Tamela seconded – a motion to authorize both Carol and Jo Beth to attend on-line training of budgeting and finance on September 24 – at a cost of \$65 per person. The motion passed unanimously. Tamela and Jo Beth are already signed up for an upcoming employment/HR training session as part of the NHMA Good Governance training series, and there will be a ZBA Decision Making training next Thursday from 6:00 to 8:00 pm.

Tamela moved and Jo Beth seconded a motion to renew with Direct Energy , at a slightly better rate than the Town received last year (9.97 per kwh vs. 10.39 per kwh). The motion passed unanimously.

Because a quit claim deed requires two Select Board signatures and a notary, it will be dealt with at the next Select Board meeting.

Regarding the letter of engagement with Graham and Verhoff for an audit of the Town's 2019 books, Christine Ordinez asked if any references had been called in order to assure the quality of their work. Ellen Hays agreed to call several of the listed references on Thursday and report back.

Linda Greenwood reported that the Town's bank balances support making the next school payment.

At roughly 9:00 pm, Tamela moved – and Carol seconded the motion – to adjourn the public portion of the Select Board meeting. The motion passed unanimously. The Select Board went into non-public session, and announced that no public business would be conducted upon closure of the non-public session.

Minutes respectfully submitted by

Ellen Hays

Minutes approved on September 14, 2020

Carol Sheltry

Tamela Swan

JoBeth Dudley, Chair