

**Dalton Select Board  
Meeting Minutes  
Public Session  
September 14, 2020**

Call to Order: The meeting was called to order at 6:00 pm by Jo Beth Dudley, Chair, Select Board members Carol Sheltry and Tamela Swan were present. A motion was made by Jo Beth Dudley and seconded by Carol Sheltry to go into Non-Public Session.

Call to Order: The meeting was called to order at 6:34 by Jo Beth Dudley, Chair. Select Board members Carol Sheltry and Tamela Swan were present.

Rosemary Carter was present to notarize Select Board signatures on a Quit Claim Deed.

JoBeth moved - and Tamela seconded - a motion to move to a Non-Public meeting for a short while. The motion passed unanimously.

At roughly 6:45, the Public Meeting was called to order. In-person attendees were Christine Ordinez (Town Moderator) and Linda Greenwood (Town Treasurer). The number of remote attendees ranged from 4 to 6 over the course of the meeting. Paul Damiano was present for the beginning of the meeting.

Paul Damiano presented a Zoning application for a small log house to be constructed at 514 Forest Lake Road. All three Select Board members indicated that they believed that the plans for the structure met all of the requirements of Emergency Temporary Zoning. A question arose as to the septic situation, but Paul explained that the existing septic system from a previous mobile home on the property was rated for a two-bedroom house, and the new home is a small one-bedroom structure. Tamela moved to approve the Zoning Application, and Carol seconded the motion, which passed unanimously.

A motion was made by Carol, seconded by Tamela, to approve the minutes of the September 9 Select Board Public Session. The motion passed unanimously by roll call vote.

Jo Beth moved - and Carol seconded the motion - to approve the minutes of the September 9 Select Board Non-Public Session #1. The motion passed unanimously by roll call vote. A motion was then made by Jo Beth, seconded by Tamela, to approve the minutes of the September 9 Select Board Non-Public Session #2. The motion passed unanimously.

A motion was made by Jo Beth, seconded by Carol, to approve the minutes of the September 9 Select Board Non-Public Session #3. The motion passed with Carol Sheltry recusing herself.

## OLD BUSINESS

Ellen Hays (Interim Administrative Assistant) reported on checking references for Graham and Verhoff prior to signing the Letter of Engagement for them to do an audit of

2019. The firm earned good marks, and the Select Board signed the letter of engagement.

Ellen showed the Select Board a draft of a possible time sheet that would allow employees to more easily split their time between departments and/or pay categories. She will make the desired changes to it and present it again.

A discussion of the sale of equipment to the Coos County Sheriff's Department will be delayed until the September 21 Select Board meeting.

Linda Greenwood (Treasurer) reported that she spoke with the bank concerning a debit card for several Town employees. The bank recommends instead a corporate credit card with a limit on it, as well as the necessary insurance. The card would have no fees. Jo Beth moved, and Carol seconded, a motion to proceed with an application for such a card. The motion passed unanimously by roll call vote.

Linda also reported that she had organized and delivered all of the necessary paperwork to Doreen at Northway Business Services (New Dimensions), the accounting firm that will be processing payroll and accounts payable in the future. Linda warned, however, that Alison Jackson from the bank told her that they need Northway to send ACH/EFT information before they can process the first payroll.

Finally, Linda reported that May, June, July and August bank statements were delivered to the bookkeepers.

Jo Beth moved that the Select Board move back into a Non-Public Session, and Carol seconded the motion, which was approved unanimously. Jo Beth explained that after the Non-Public session, the Select Board would be going back into Public Session again, but that it would be for purposes of finalizing the COVID reimbursement application under the CARES Act, and not involve any discussions of policy.

At approximately 8:15, Jo Beth moved - and Carol seconded - a motion to move out of Non-Public session, and into Public session. The motion passed unanimously by roll call vote. The Select Board then proceeded to complete documentation for the COVID reimbursement application. The application will be submitted for a requested reimbursement of \$16,362.31.

At \_\_\_\_\_, Jo Beth moved to adjourn, with Tamela seconding the motion. The motion passed unanimously by roll call vote.

Minutes respectfully submitted by  
Ellen Hays

Minutes approved on September 21, 2020

---

Carol Sheltry

---

Tamela Swan

---

Jo Beth Dudley, Chair