

Town of Dalton Trustees of Trust Funds Meeting
Draft Minutes for Monday October 19th, 2020, 5:00PM
Municipal Office Building

Present at Meeting: Jon Swan, Ernie Hannaford

Meeting called to order at 5:01 PM

Noted that Vanessa Cardillo was absent for 3rd straight meeting.

September 19th, 2020 Draft meeting minutes approved as-is. Agenda for October 19th, 2020 approved.

Chair Updates: Jon Swan organizing and reconciling trustee bank accounts. Jon was also working on getting a blank template form for MS-10.

Bookkeeper Update – Vanessa Cardillo was absent without notice. Vanessa did drop off all items in her possession to the town offices in the Trustee of Trust Funds mailbox. Items consisted of Check Books for accounts (5 Books last check 2160, temporary checks for 2782 & 2783 accounts), External USB Hard-drive, 2 thumb drives (#1 & #3) and large stack of documents.

Jon Swan will ask Administrative Assistant to reach out to Vanessa Cardillo to check on her status and well-being.

Secretary Updates: Ernie Hannaford familiarizing himself with Trustee of Trust Funds functions and duties on the NH Gov website.

Old Business:

Accounts on printed excel sheets was presented and looked over. The sheets represented reconciled accounts.

Jon Swan motioned to move \$10,000 from 2781 Account (Cap Reserve) to 2782 Account (General Funds). The \$10,000 was deposited to the wrong account. It should have been under 2782 in regards to the EMS Emergency Vehicle Fund.

*Motion was approved unanimously

An audit is needed for 2019. There is a shortage of \$2615.02. We are unsure when an audit will take place.

MS-9 and MS-10 for 2020 are due by March 1st, 2021.

An updated investment policy was reviewed and accepted to replace prior investment policy created in 2010.

MS-9 2020 is included in Excel Sheet. MS 10-2020 needs to be audited before signing off on MS-10
**2020 covers year 2019. MS-10 2021 – we need the form so that we are able to fill it out.

Trustees of Trust Funds now has a page on the Town of Dalton website. It is not yet available in the drop down but can be reached if the Municipal Departments section is clicked on. Page is still a work in progress.

New Business

No mail received except for the items Vanessa Cardillo dropped off.

Select Board requested a reimbursement from Trustees of Trust Funds. Select Board issued a check to Central Paving for \$144,576.30. A voucher request was received by Trustees. Motion was approved to reimburse the Town of Dalton. Check #2059 made out to the Town of Dalton for \$144,576.30. This was issued out paying trust funds from Capital Reserve Account.

Jon Swan to check with Rosemary Carter if she is still interested in being a Trustee of Trust Fund alternate.

Ernie Hannaford to check if anyone is interested in being an alternate.

No public comments as no public was in attendance.

Date for next Trustees of Trust Funds meeting set for: Monday, December 14th at 5PM at the municipal building.

Meeting Adjourned at 6:06 PM

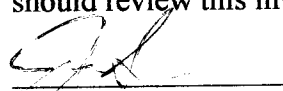
Town of Dalton
Trustees of Trust Funds
Investment Policy

The overall portfolio should be managed as a prudent person might invest their own funds, with preservation of principal kept in mind. This is in accordance with the Prudent Person rule as defined in RSA 31:25-b.

The investment objective for all funds held in the trustee's care is for income only. The prudent investor standard shall be applied in the context of managing an overall portfolio and avoiding speculative investments. All funds, with the exception of the permanent funds associated with perpetual care, can be called upon for use by a vote of Town Meeting, or, a vote of the Board of Selectmen. Therefore, the funds should not be tied up in long-term investments. The trustees, as a result, need to invest the funds in a manner that allows for short-notice access, yet yield some form of income. Examples of this kind of investment would include, but not limited to, money market accounts, short-term certificates of deposit, savings accounts, and the like.

All dividends and interest shall be considered an increase to the accumulated income of the trusts and shall be distributed to the individual trusts at least quarterly, prorated based on the beginning principal and accumulated interest position of the trusts.

The trustees should meet quarterly to determine if the type of investments utilized are the most appropriate for the Town. Any changes deemed necessary should be made at that time. Special meetings may also be called throughout the year as deemed necessary by the majority of the trustees to make any adjustments relative to investments. During these meetings, the trustees should review this investment policy and if necessary, make changes where appropriate.



Jon Swan

10-19-20

Date

Vanessa Cardillo



Date

10-19-20

Ernie Hannaford

Date

**Town of Dalton
Trustees of the Trust Funds
Investment Policy**

The overall portfolio should be managed as a prudent person might invest their own funds – with preservation of the principal kept in mind. This is in accordance with the Prudent Person rule defined in RSA 31:25-b.

The investment objective for all funds held in the trustee's care is for income only. All funds, with the exception of the permanent funds associated with perpetual care, can be call upon for use at time by a vote of town meeting or, where applicable, a vote of the board of selectmen. The money therefore should not be tied up in long term investments. The trustees therefore need to invest the money in a style that allows for short notice access but that will yield some kind of income. Examples of this kind of investments would include, but not be limited to, New Hampshire Public Deposit Investment Pool, money market accounts, short term certificate of deposits, and savings accounts.

The trustees should meet annually to determine if the type of investments used are the most appropriate for the Town. Comparisons of types of investments and their yields over the last three years should be looked at with current investment rates. Any changes deemed necessary to the investments should be made at that time. Special meetings can be called anytime during the year as deemed necessary by the majority of the trustees to adjust investments. During these meetings the trustees should review this investment policy and, if necessary, make changes where appropriate.



Tammy Letson

09-16-10

Date



Anna Gilbody

9-16-10

Date



Bruce Walsh

9-16-2010

Date

Town of Dalton, New Hampshire

Report of Cash Management Account

| | | Individual | Cap Res | Total |
|-----------------|--------------------|------------|---------|-----------|
| January | Beginning Balances | 20,559.36 | 264.33 | 20,823.69 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,559.36 | 264.33 | 20,823.69 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.28 | 0.02 | 1.30 |
| February | Beginning Balances | 20,560.64 | 264.35 | 20,824.99 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,560.64 | 264.35 | 20,824.99 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.17 | 0.01 | 1.18 |
| March | Beginning Balances | 20,561.81 | 264.36 | 20,826.17 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,561.81 | 264.36 | 20,826.17 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.32 | 0.02 | 1.34 |
| April | Beginning Balances | 20,563.13 | 264.38 | 20,827.51 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,563.13 | 264.38 | 20,827.51 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.24 | 0.02 | 1.26 |
| May | Beginning Balances | 20,564.38 | 264.39 | 20,828.77 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,564.38 | 264.39 | 20,828.77 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.20 | 0.02 | 1.22 |
| June | Beginning Balances | 20,565.58 | 264.41 | 20,829.99 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,565.58 | 264.41 | 20,829.99 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.33 | 0.02 | 1.35 |
| July | Beginning Balances | 20,566.91 | 264.43 | 20,831.34 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,566.91 | 264.43 | 20,831.34 |
| | % Income | 98.73% | 1.27% | |
| | Income | 1.17 | 0.02 | 1.19 |
| August | Beginning Balances | 20,568.09 | 264.44 | 20,832.53 |
| | Deposits | | | 0.00 |
| | Withdrawals | | | 0.00 |
| | Net Principal | 20,568.09 | 264.44 | 20,832.53 |

| Town of Dalton, New Hampshire Report of Cash Management Account For the Year Ending December 31, 2020 | | | | | | | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-------|-----------|-----------------|------------|-------|------------|
| | FD Veh | Highway | Sewer | Building | Paving | Police | Legal | Transfer | Bags Technology | EMIS Equip | Total | |
| January | | | | | | | | | | | | |
| Beginning Balances | 64,592.52 | 54,760.02 | 10,147.39 | 27,773.32 | 86,240.10 | 22,664.72 | 5.15 | 17,405.20 | 6,739.77 | 3,530.10 | 0.65 | 293,848.94 |
| Deposits | - | - | - | - | - | 5,000.00 | - | - | - | - | - | 5,000.00 |
| Withdrawals | - | - | - | 2,424.07 | - | - | - | - | - | - | - | 2,424.07 |
| Net Principal | 64,592.52 | 54,760.02 | 10,147.39 | 25,349.25 | 86,240.10 | 27,664.72 | 5.15 | 17,405.20 | 6,729.77 | 3,530.10 | 0.65 | 296,424.87 |
| % Income | 21.79% | 18.47% | 3.42% | 8.55% | 29.09% | 9.33% | 0.00% | 5.87% | 2.27% | 1.19% | 0.00% | |
| Income | 4.55 | 3.86 | 0.71 | 1.78 | 6.07 | 1.95 | 0.00 | 1.23 | 0.47 | 0.25 | 0.00 | 20.87 |
| February | | | | | | | | | | | | |
| Beginning Balances | 64,597.07 | 54,763.88 | 10,148.10 | 25,351.03 | 86,246.17 | 27,666.67 | 5.15 | 17,406.43 | 6,730.24 | 3,530.35 | 0.65 | 296,445.74 |
| Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Net Principal | 64,597.07 | 54,763.88 | 10,148.10 | 25,351.03 | 86,246.17 | 27,666.67 | 5.15 | 17,406.43 | 6,730.24 | 3,530.35 | 0.65 | 296,445.74 |
| % Income | 21.79% | 18.47% | 3.42% | 8.55% | 29.09% | 9.33% | 0.00% | 5.87% | 2.27% | 1.19% | 0.00% | |
| Income | 4.11 | 3.48 | 0.65 | 1.61 | 5.49 | 1.76 | 0.00 | 1.11 | 0.43 | 0.22 | 0.00 | 18.86 |
| March | | | | | | | | | | | | |
| Beginning Balances | 64,601.18 | 54,767.36 | 10,148.75 | 25,352.65 | 86,251.66 | 27,668.43 | 5.15 | 17,407.53 | 6,730.67 | 3,530.57 | 0.65 | 296,464.60 |
| Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Net Principal | 64,601.18 | 54,767.36 | 10,148.75 | 25,352.65 | 86,251.66 | 27,668.43 | 5.15 | 17,407.53 | 6,730.67 | 3,530.57 | 0.65 | 296,464.60 |
| % Income | 21.79% | 18.47% | 3.42% | 8.55% | 29.09% | 9.33% | 0.00% | 5.87% | 2.27% | 1.19% | 0.00% | |
| Income | 4.70 | 3.98 | 0.74 | 1.84 | 6.27 | 2.01 | 0.00 | 1.27 | 0.49 | 0.26 | 0.00 | 21.56 |
| April | | | | | | | | | | | | |
| Beginning Balances | 64,605.88 | 54,771.34 | 10,149.49 | 25,354.49 | 86,257.93 | 27,670.44 | 5.15 | 17,408.80 | 6,731.16 | 3,530.83 | 0.65 | 296,486.16 |
| Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Net Principal | 64,605.88 | 54,771.34 | 10,149.49 | 25,354.49 | 86,257.93 | 27,670.44 | 5.15 | 17,408.80 | 6,731.16 | 3,530.83 | 0.65 | 296,486.16 |
| % Income | 21.79% | 18.47% | 3.42% | 8.55% | 29.09% | 9.33% | 0.00% | 5.87% | 2.27% | 1.19% | 0.00% | |
| Income | 4.40 | 3.73 | 0.69 | 1.73 | 5.88 | 1.89 | 0.00 | 1.19 | 0.46 | 0.24 | 0.00 | 20.21 |
| May | | | | | | | | | | | | |
| Beginning Balances | 64,610.28 | 54,775.08 | 10,150.18 | 25,356.22 | 86,263.81 | 27,672.33 | 5.15 | 17,409.99 | 6,731.62 | 3,531.07 | 0.65 | 296,506.37 |
| Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Net Principal | 64,610.28 | 54,775.08 | 10,150.18 | 25,356.22 | 86,263.81 | 27,672.33 | 5.15 | 17,409.99 | 6,731.62 | 3,531.07 | 0.65 | 296,506.37 |
| % Income | 21.79% | 18.47% | 3.42% | 8.55% | 29.09% | 9.33% | 0.00% | 5.87% | 2.27% | 1.19% | 0.00% | |
| Income | 4.26 | 3.61 | 0.67 | 1.67 | 5.68 | 1.82 | 0.00 | 1.15 | 0.44 | 0.23 | 0.00 | 19.54 |
| June | | | | | | | | | | | | |
| Beginning Balances | 64,614.54 | 54,778.69 | 10,150.85 | 25,357.89 | 86,269.50 | 27,674.15 | 5.15 | 17,411.13 | 6,732.06 | 3,531.30 | 0.65 | 296,525.91 |
| Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 789.55 |

| | | | | | | | | | | | | | | |
|-----------|--------------------|-----------|-----------|-----------|-----------|------------|-----------|-------|-----------|----------|----------|-----------|------------|------|
| | Net Principal | 64,614.54 | 54,778.69 | 10,150.85 | 24,568.34 | 86,269.50 | 27,674.15 | 5.15 | 17,411.13 | 6,732.06 | 3,531.30 | 0.65 | 295,736.36 | |
| | % Income | 21.85% | 18.52% | 3.43% | 8.31% | 29.17% | 9.36% | 0.00% | 5.89% | 2.28% | 1.19% | 0.00% | | |
| | Income | 4.71 | 4.00 | 0.74 | 1.79 | 6.29 | 2.02 | 0.00 | 1.27 | 0.49 | 0.26 | 0.00 | 21.57 | |
| July | Beginning Balances | 64,619.25 | 54,782.68 | 10,151.59 | 24,570.13 | 86,275.79 | 27,676.17 | 5.15 | 17,412.40 | 6,732.55 | 3,531.56 | 0.65 | 295,757.93 | |
| | Deposits | 10,000.00 | 25,000.00 | 2,000.00 | 10,000.00 | 75,000.00 | - | - | - | - | - | 10,000.00 | 132,000.00 | 0.00 |
| | Withdrawals | | | | | | | | | | | | | |
| | Net Principal | 74,619.25 | 79,782.68 | 12,151.59 | 34,570.13 | 161,275.79 | 27,676.17 | 5.15 | 17,412.40 | 6,732.55 | 3,531.56 | 10,000.65 | 427,757.93 | |
| | % Income | 17.44% | 18.65% | 2.84% | 8.08% | 37.70% | 6.47% | 0.00% | 4.07% | 1.57% | 0.83% | 2.34% | | |
| | Income | 3.29 | 3.52 | 0.54 | 1.53 | 7.12 | 1.22 | 0.00 | 0.77 | 0.30 | 0.16 | 0.44 | 18.88 | |
| August | Beginning Balances | 74,622.54 | 79,786.20 | 12,152.13 | 34,571.66 | 161,282.91 | 27,677.39 | 5.15 | 17,413.17 | 6,732.85 | 3,531.72 | 10,001.09 | 427,776.81 | |
| | Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Net Principal | 74,622.54 | 79,786.20 | 12,152.13 | 34,571.66 | 161,282.91 | 27,677.39 | 5.15 | 17,413.17 | 6,732.85 | 3,531.72 | 10,001.09 | 427,776.81 | |
| | % Income | 17.44% | 18.65% | 2.84% | 8.08% | 37.70% | 6.47% | 0.00% | 4.07% | 1.57% | 0.83% | 2.34% | | |
| | Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| September | Beginning Balances | 74,622.54 | 79,786.20 | 12,152.13 | 34,571.66 | 161,282.91 | 27,677.39 | 5.15 | 17,413.17 | 6,732.85 | 3,531.72 | 10,001.09 | 427,776.81 | |
| | Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Withdrawals | 16,000.00 | - | - | - | - | - | - | - | - | - | - | 16,000.00 | |
| | Net Principal | 58,622.54 | 79,786.20 | 12,152.13 | 34,571.66 | 161,282.91 | 27,677.39 | 5.15 | 17,413.17 | 6,732.85 | 3,531.72 | 10,001.09 | 411,776.81 | |
| | % Income | 14.24% | 19.38% | 2.95% | 8.40% | 39.17% | 6.72% | 0.00% | 4.23% | 1.64% | 0.86% | 2.43% | | |
| | Income | 3.51 | 4.78 | 0.73 | 2.07 | 9.66 | 1.66 | 0.00 | 1.04 | 0.40 | 0.21 | 0.60 | 24.66 | |
| October | Beginning Balances | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |
| | Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Net Principal | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |
| | % Income | 14.24% | 19.38% | 2.95% | 8.40% | 39.17% | 6.72% | 0.00% | 4.23% | 1.64% | 0.86% | 2.43% | | |
| | Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| November | Beginning Balances | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |
| | Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Net Principal | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |
| | % Income | 14.24% | 19.38% | 2.95% | 8.40% | 39.17% | 6.72% | 0.00% | 4.23% | 1.64% | 0.86% | 2.43% | | |
| | Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| December | Beginning Balances | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |
| | Deposits | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Withdrawals | - | - | - | - | - | - | - | - | - | - | - | 0.00 | 0.00 |
| | Net Principal | 58,626.05 | 79,790.98 | 12,152.85 | 34,573.73 | 161,292.57 | 27,679.05 | 5.15 | 17,414.21 | 6,733.26 | 3,531.93 | 10,001.69 | 411,801.47 | |

Town of Dalton
Trustees of Trust Funds
Investment Policy

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Jon Swan

10-19-20

Date

Vanessa Cardillo



Date

10-19-20

Ernie Hannaford

Date

40217

TOWN OF DALTON

756 DALTON ROAD
DALTON, NH 03598

PASSUMPSIC SAVINGS BANK
LITTLETON, NH 03561

58-7477/2116

10/20/2020

PAY TO THE
ORDER OF Central Asphalt Paving Co., LLC

\$ **144,576.30

One Hundred Forty-Four Thousand Five Hundred Seventy-Six and 30/100***** DOLLARS

Central Asphalt Paving Co., LLC
P.O. Box 159
Jefferson, NH 03583

SELECTMEN

SELECTMEN

TREASURER

AUTHORIZED SIGNATURE

MEMO

II [REDACTED]

Security features. Details on back.



TOWN OF DALTON, NH

40217

| Central Asphalt Paving Co., LLC | | | | 10/20/2020 | |
|---------------------------------|------|-----------|---------------|--------------|------------|
| Date | Type | Reference | Original Amt. | Balance Due | Discount |
| 8/28/2020 | Bill | 3156 | 144,576.30 | 144,576.30 | |
| | | | | Check Amount | 144,576.30 |

PSB - Operating Acco

144,576.30

TOWN OF DALTON, NH

40217

| Central Asphalt Paving Co., LLC | | | | 10/20/2020 | |
|---------------------------------|------|-----------|---------------|--------------|------------|
| Date | Type | Reference | Original Amt. | Balance Due | Discount |
| 8/28/2020 | Bill | 3156 | 144,576.30 | 144,576.30 | |
| | | | | Check Amount | 144,576.30 |

PSB - Operating Acco

144,576.30



**Dalton Select Board
Meeting Minutes
Public Session
October 12, 2020**

Call to order: The meeting was called to order at 6:45 by Jo Beth Dudley, Chair. Select Board members Carol Sheltry and Tamela Swan were present in person, as was the administrative assistant Elizabeth Buchman.

The select board members completed signatures for checks and other town matters.

Select Board reviewed the 9/21 and 9/28 corrections that were made, and signed for approval. Select Board reviewed 10/5 minutes.

Carol made a motion to approve the 10/5 Public Minutes with corrections. Tamela seconded the motion. The motion passed unanimously by roll call vote.

Tamela made a motion to approve the 10/5 Public Minutes with corrections. Carol seconded the motion. The motion passed unanimously by roll call vote.

Jo Beth made a motion to approve Sewer Tax Warrant for third quarter of 2020. Carol seconded the motion. The motion passed unanimously by roll call vote.

Reviewed MOA for NH DOT Dispatch Center and requested copies from the admin assistant so that the Select Board members can further review it prior to approval. Will be put onto the agenda for next Monday.

OLD BUSINESS:

Received itemized paving invoice from Central Asphalt Paving Company with tonnage listed and \$/mile as requested. Jo Beth makes a motion to approve the request for Trustees of the Trust Fund to issue a check from the Highway Paving Trust Fund of Dalton for the amount of \$144,576.30 The motion passed unanimously by roll call vote.

The Select Board reviewed the Audit List

The Select Board welcomed Elizabeth Buchman, Admin Assistant to a permanent position.

The Select Board approved Elizabeth Buchman to work 25-27 hours per week due to the current workload.

The Select Board reviewed online municipal training options.

Town of Dalton Invoice Cover Sheet

Form version date: 10/11/20

| General Departments: | | | 4220 | Fire Department | 4312 | Highway Department |
|----------------------|----------|-------------------------|--|-------------------------------|--|------------------------|
| a/c | \$\$ AMT | a/c description | \$\$ AMT | a/c description | \$\$ AMT | a/c description |
| 4130 | | Executive | | EMS Supplies | | Uniforms |
| 4140 | | Town Clerk | | Gear | | Salaries |
| 4140 | | Election | | Tools & Equipment | | Building Maintenance |
| 4150 | | Financial Admin | | Supplies FD | | Heat |
| 4152 | | Property Assessment | | Electric | | Electric |
| 4153 | | Legal Expense | | Due FD | | Telephone |
| 4155 | | Personnel Admin | | Gas & Diesel | | Office Supplies |
| 4191 | | Planning | | Heat | | Dues |
| 4194 | | General Govt Bldgs | | Maintenance & Repair, vehicle | | Gas & Diesel |
| 4195 | | Cemeteries | | Building Maintenance | | Repair parts |
| 4196 | | Property Liability Ins | | Office Supplies | | Maintenance & Supplies |
| 4199 | | Other Gen Govt | | Telephone | | Shop supplies |
| 4210 | | Police Dept | | Training | | Equipment |
| 4215 | | Ambulance | | Salary Chief | | Rentals |
| 4220 | | Fire Department | | Part time hourly | | Gravel |
| 4290-4298 | | Civil Defense | | New Equipment | | Sand |
| 4301-4309 | | Airport Operations | | Other | | Salt |
| 4312 | | Highway | | Radio System Maintenance | | Liquid Mag |
| 4316 | | Street Lighting | | | | Other |
| 4321 | | Transfer Station | DESCRIPTION REQUIRED: (use sufficient detail for anyone to understand) Paving - to be Reimbursed from PAVING TRUST Fund | | | DOT Testing |
| 4326 | | Sewage Disposal | | | | Mowing |
| 4411, 4415, 4419 | | Health | | | | Road material |
| 4414 | | Animal Control | | | | Pipe |
| 4441 | | Welfare | | | If vehicle/equip. repair, which vehicle/equip? | |
| 4520-4583 | | Culture & Recreation | | | | |
| 4619 | | Conservation Commission | | | | |
| 4711-4721 | | Debt Service | | | | |
| 4901-4909 | | Capital Outlay | | | | |
| | | | | | | |

DEPARTMENT HEAD APPROVAL (sign & date):

\$144,576.30 Central Asphalt Paving Co., LLC
 TOTAL AMOUNT: VENDOR: PAVING Co., LLC
 10/17/20
 (Bob W. signed original invoice)

Select Board, Town of Dalton

756 Dalton Road

Dalton, NH 03598

603-837-7027 Ext. 10

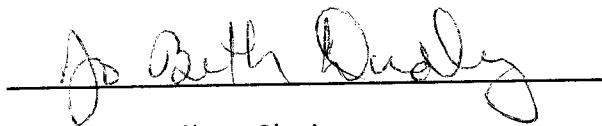
Date: October 12, 2020

To: Trustees of Trust Funds

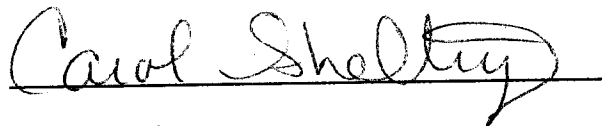
Please pay to the Town of Dalton \$144,576.30 from the Highway Paving Trust Fund as per the minutes of the September 14, 2020 Select Board meeting (attached). These funds to be used to Pay for the Central Asphalt Paving, Co. LLC Invoice 3156 dated 8/28/20 for paving Faraway Road and Union Road.

Sincerely,

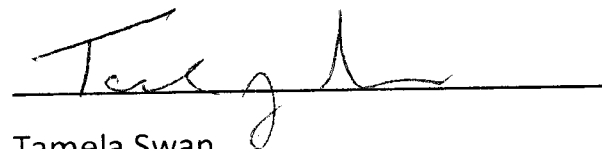
Dalton Select Board

A handwritten signature in cursive script, reading "Jo Beth Dudley", written over a horizontal line.

Jo Beth Dudley, Chair

A handwritten signature in cursive script, reading "Carol Sheltry", written over a horizontal line.

Carol Sheltry

A handwritten signature in cursive script, reading "Tamela Swan", written over a horizontal line.

Tamela Swan

Central Asphalt Paving, Co., LLC

PO Box 159

Jefferson, Nh 03583

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/28/2020 | 3156 |

Bill To

Dalton, Town of
756 Dalton Rd.
Dalton, NH 03598

P.O. No.

Terms

Project

Due on rec...

Quantity

Description

Rate

Amount

214.26 Tons. Pave Faraway Rd. as agreed
1,283.94 Tons. Pave Union Rd. as agreed

96.50 20,676.09
96.50 123,900.21

Received
OCT 06 2020

OCT 06 2020

RECEIVED

Thank you for your business.

0707 9 3 130

Total

\$144,576.30

Select Board, Town of Dalton
756 Dalton Road
Dalton, NH 03598
603-837-7027 Ext. 10

Date: September 14, 2020

To: Trustees of Trust Funds

\$144,576.30

ABD 10/12/20

Please pay to the Town of Dalton ~~\$144,599.00~~ from the Highway Paving Trust Fund as per the minutes of the September 14, 2020 Select Board meeting (attached). These funds to be used to Pay for the Central Asphalt Paving, Co., LLC Invoice 3156 dated 8/28/20 for paving Faraway Road, Main Center Road, and Union Road,

Sincerely,
Dalton Select Board

Jo Beth Dudley, Chair

Carol Sheltry

Tamela Swan

Central Asphalt Paving, Co., LLC

PO Box 159

Jefferson, Nh 03583

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/28/2020 | 3156 |

Bill To

Dalton, Town of
756 Dalton Rd.
Dalton, NH 03598

| P.O. No. | Terms | Project |
|----------|---------------|---------|
| | Due on rec... | |

| Quantity | Description | Rate | Amount |
|----------|--|------------|------------|
| | Pave roadways as agreed, Faraway Rd., and, Union Rd. | 144,599.00 | 144,599.00 |

FOR FOLLOWUP

603-586-4554

9/30/20 called

left request w/admin
asst.

✓ called back,
will be sent to us.

Please call 9/28/20
Central Asphalt

need an itemize
invoice

need to know ✓
miles per Road

Tonnage per Road
@ \$ _____
per ton

Thank you for your business.

Total \$144,599.00

To Dalton Select Board

From Road Agent Robert Wentworth

September 20, 2020

I do not do meetings due to health concerns, and our internet does not support doing zoom meetings but I am always happy to answer all your questions as best I can.

The paving done in 2020 was 1.3 miles on Union Road, and 250 FT on Faraway Road.

There is no Center road or Main or whatever it was that Central Paving bill had listed. I have contacted them and asked them to fax a corrected bill to the Town Office.

With paving it not the distance that determines the tonnage, it is how much tonnage is needed to repair the road. Road selection is determined by time and winter damage. It is done strictly on an as needed basis.

All paving done in Dalton is maintenance only. The Town can not afford to do anything but maintenance paving, and with the cost of paving going up and town funding not keeping pace, there is the concern of going backward with our paved roads.

Paving was put out to bid for many years. Because our paving jobs are so small there isn't a lot of competition to do our work. The paving done in 2018 and 2020 were not put out to bid. No paving was done in 2019 in order to let the Capital Reserve fund build to where we could afford to do Union Road. Paving will go back out to bid on the next job done in town.

The goal for 2021 will be to finish Faraway Road to the bottom of Ridge Road.

Any further questions, don't hesitate to call. 631-5224.

Bob Wentworth

Central Asphalt Paving, Co., LLC

PO Box 159

Jefferson, Nh 03583

Invoice

| Date | Invoice # |
|-----------|-----------|
| 8/28/2020 | 3156 |

| |
|---|
| Bill To |
| Dalton, Town of 756 Dalton Rd. Dalton, NH 03598 |

| P.O. No. | Terms | Project |
|----------|---------------|---------|
| | Due on rec... | |

| Quantity | Description | Rate | Amount |
|----------|--|------------|------------|
| | Pave roadways as agreed, Faraway Rd., Main Center Rd., Union Rd. | 144,599.00 | 144,599.00 |

Select board - please do a request letter to our Trustees of Trust Funds to pay this bill from Paving Capital Reserve account.

REW

Thank you for your business.

Total \$144,599.00

| |
|--|
| |
|--|