

Town of Dalton Trustees of Trust Funds Meeting

Agenda for Saturday December 11, 2021, 10:00AM

Grandma's Kitchen, 187 Lancaster Rd, Whitefield, NH

- I. Call To Order
- II. Approval of Minutes
- III. Review Town Check Requests/Deposits
 - a. Master Plan Update: \$12,000 deposit to Cap Res 2781 Acct/\$1900 check to town
 - b. Dispatch Services: \$2500 deposit to Cap Res 2781 Acct /\$1250 check to town
 - c. \$6327.11 check to town for boiler work from 2781 Acct Building Fund/\$34,859.63 in Building Fund currently
- IV. Date For Next Meeting-TBD based on year-end deposits/check requests
- V. Adjourn

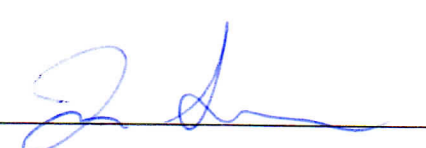
Town of Dalton Trustees of Trust Funds **Draft Meeting Minutes**

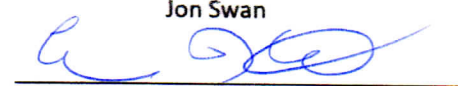
Saturday January 23, 2021, 10:00AM

Municipal Office Building

- I. Call To Order – 10:04 am START / Jon Swan, Rose Carter, Ernie Hannaford in attendance
- II. Approval of Minutes – Draft Minutes for Dec 21st approved
- III. Chair Updates
 - a. Mascoma – explored options – interest rates not so much beneficial and better to keep accounts in one bank with rest of town.
 - b. Transfer #2782 balance into #2781 – Jon proposing to move all the money from 2782 to 2781. – Motion approved to move all money into the 2781 account for easier balancing and reconciliation plus better overall return with current balance now being \$256,007.72 in the Cap Reserve/Gen Funds account
 - c. Cemetery Lots/Perpetual Care – need to look at deeds after 2013 to make sure perpetual care wording is not present on deeds as per DRA.
- IV. Bookkeeper Updates-Vacant – no updates
- V. Secretary Updates – no updates
- VI. Old Business
 - a. Review Accounts, Bank Statements, Report on funds (Deposits/Interest) - .13 difference between bank and excel reconciliation.
 - b. Update on due dates (March 1, 2021) for MS-9/MS-10 Reports 2021 (Year 2020) – Jon Swan to work on updating reports
 - c. Town of Dalton TTF webpage update (Tab Needed For Departments Dropdown) – no update, Select Board looking into having a web developer to redesign whole web page for Town of Dalton
- VII. New Business
 - a. Mail – unknown if we have mail, have not received a message. Need to check at Town Hall
 - b. Select Board check requests – no check requests, but may have a couple checks for 2020 to issue still.
- VIII. Alternates Update – No updates
- IX. Public Comments – no public comments
- X. Date For Next Meeting-TBD _ pending check requests from Select Board
- XI. Adjourn – 10:21AM meeting adjourned

Approved: _____


Jon Swan


Ernie Hannaford

Town of Dalton Trustees of Trust Funds Draft Minutes – December 11th, 2021

In Attendance: Jon Swan, Ernie Hannaford,

Not in attendance: Scott Kleinschrodt was out of town

Grandma's Kitchen, 187 Lancaster Rd, Whitefield, NH

- I. Call To Order – 10AM
- II. Approval of Minutes – January 23rd, 2021 Draft Minutes – Approved.
- III. Review Town Check Requests/Deposits
 - a. Master Plan Update: \$12,000 deposit to Cap Res 2781 Acct/\$1900 check to town – Check received, 12k will deposited into Cap Res , will reimburse town \$1900, paperwork from town is in order. – Approved
 - b. Dispatch Services: \$2500 deposit to Cap Res 2781 Acct /\$1250 check to town – Check received, paperwork is in order, will reimburse town - Approved
 - c. \$6327.11 check to town for boiler work from 2781 Acct Building Fund/\$34,859.63 in Building Fund currently -- Postponed temporarily, invoices didn't tally up, checking with admin assistant on reconciliation, will follow up in next meeting
- IV. Date For Next Meeting-TBD based on year-end deposits/check requests
- V. Adjourn– 10:05AM

40767

TOWN OF DALTON756 DALTON ROAD
DALTON, NH 03598PASSUMPSIC BANK
START YOUR ADVENTURE.

58-7477/2116

7/13/2021

PAY TO THE
ORDER OF

Trustees of the Trust Fund

\$ **12,000.00

Twelve Thousand and 00/100

DOLLARS

Trustees of the Trust Fund

SELECTMEN

SELECTMEN

TREASURER

MEMO Master Plan Update

AUTHORIZED SIGNATURE

⑈040767⑈ ⑆211674775⑆5211002706⑈

TOWN OF DALTON, NH

40767

Trustees of the Trust Fund

7/13/2021

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
6/30/2021	Bill	2021 Warrant Article	12,000.00	12,000.00		12,000.00
					Check Amount	12,000.00

master plan update

PSB - Operating Acco

12,000.00

TOWN OF DALTON
TRUSTEES OF TRUST FUNDS
756 DALTON ROAD
DALTON, NH 03598

58-7477/2116

2061

DATE 12-13-21

PAY TO THE ORDER OF Town of Dalton

Nineteen Hundred & 00/100

\$1900.00

DOLLARS

Heat Reactive Ink

Passumpsic Bank
Start your adventure.

MEMO Master Plan Update

⑆211674775⑆5210002781⑈ 2061

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Select Board, Town of Dalton

756 Dalton Road

Dalton, NH 03598

Date: November 15, 2021

To: Trustees of Trust Funds

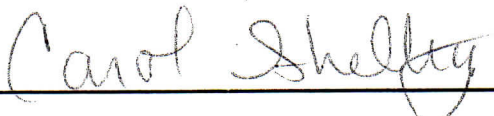
Please pay the Town of Dalton \$1900.00 from the Capital Reserve Trust Fund for Master Plan Update as per the minutes of the November 15, 2021 Select Board meeting (attached). These funds to be used to pay North Country Council.

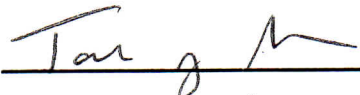
Sincerely,

Dalton Select Board

12-13-21
CK# 2061
\$1900.00


JoBeth Dudley, Chair


Carol Sheltry


Tamela Swan

LOWN OF DALTON, NH

40816

North Country Council

Date 8/6/2021 Type Bill Reference Master Plan

Original Amt.
1,900.00

Balance Due
1,900.00

8/10/2021
Discount
Check Amount

Payment
1,900.00
1,900.00

PSB - Operating Acco

1,900.00

PRODUCT DLT103 USE WITH 91663 ENVELOPE

Halo Branded Solutions (815) 625-0980

4997342000
E96BFF STKOK04 12/15/2020 23:07 -87-



Dalton



MASTER PLAN UPDATE CONTRACT & SCOPE



PREPARED BY:

Michelle Moren-Grey

Executive Director

603-444-6303

mmoren@nccouncil.org

Kaela Tavares

Community & Economic Development Planner

603-444-6303

ktavares@nccouncil.org

PREPARED FOR:

Dalton Planning Board

Carl Lindquist, Chair

&

Dalton Selectboard

Jo Beth Dudley, Chair

Prepared: 7/21/2021

PROFESSIONAL SERVICES AGREEMENT

Master Plan Update

Between Town of Dalton, NH and North Country Council

This Agreement, entered into this 7/26/2021 (hereinafter referred to as the "Effective Date"), between the Town of Dalton (Town) 756 Dalton Road, Dalton NH 03598 and the North Country Council (NCC) 161 Main Street, Littleton, NH 03561.

WHEREAS North Country Council Inc. is a regional planning commission operating under the enabling authority of RSA 36:45 and offers, as one of its primary objectives of its mission, local assistance for planning and technical services.

WHEREAS Town of Dalton has requested assistance to provide an update to Town of Dalton Master Plan.

NOW THEREFORE North Country Council will provide the services as detailed above.

Purpose:

North Country Council proposes to provide assistance with the update of the Town's Master Plan for Town of Dalton.

Scope of Work:

See attachment A

Schedule:

This agreement shall become effective upon execution by both parties, and end 18 months from that date unless extended by mutual agreement by the Town and North Country Council.

Terms:

North Country Council will provide planning services in accordance to the following schedule.

Contract price for:

Full continuous update (one round of final revisions and one adoption) is limited to \$23,895.00 with the understanding that the Town currently has secured \$12,000 and is actively seeking funding to support the remainder.

Phased Update (two rounds of final revisions and two adoptions) is limited to \$27,045.00.

Payment Schedule

An initial payment of \$1,900 shall be paid by the Town of Dalton upon execution of the contract as payment for Task 1. North Country Council will submit invoices to the Town of Dalton at the completion of each Task identified within the Attachment A.

Termination

This Agreement may be terminated for cause or for mutual convenience if the parties so agree. Such termination shall take place thirty (30) days after written notice of said termination. In the event of termination, North Country Council shall assemble all information prepared under this Agreement to date and shall forward it to the Town. North Country Council shall be entitled to recover its costs for work completed.

Limit of Liability

The Council agrees to execute the work diligently according to the terms of this Agreement using properly trained personnel. The Council and its employees shall not be liable for opinions rendered or for errors resulting from the quality of data supplied to it upon which any opinion or advice was based.


Use of Information

All maps, reports, documents and other work products prepared under this Agreement shall be the property of the Town. However, The Council shall have the right to retain file copies and use such reports and data collected in the normal operation of business. The Council shall not use any data in such a way as to reveal information about individuals or groups which should reasonably be considered confidential.

Town of Dalton,

Signature:

Date:


07/26/2021

Michelle Moren-Grey, Executive Director

North Country Council

Signature:

Date:


07/30/2021

Monday, November 15, 2021 6:00 PM
Regular Session
Dalton Select Board

Call to order at 6:00 pm by Jo Beth Dudley. Select Board members Jo Beth Dudley, Carol Sheltry and Tamela Swan were present. Ann Laflamme and Jon Swan were present.

Jo Beth made a motion to adjourn to a non-public meeting at 6:00 pm. Carol seconded the motion. Motion passed unanimously by roll call vote, Tamela recused herself.

Tamela joined non-public meeting at 6 :37 pm.

Carol made a motion to adjourn to the public meeting at 6:51 pm. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

Members of the public that were present: Terri Parks, Nancy Comeau, NH State Police Sergeant Cody and Jon Swan.

Carol made a motion to seal the Non-Public Meeting Minutes #1. Jo Beth seconded the motion. Motion by roll call vote with Tamela recusing herself.

Carol made a motion to seal the Non-Public Meeting Minutes #2. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to seal the Non-Public Meeting Minutes #3. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to seal the Non-Public Meeting Minutes #4. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

NH State Police Sergeant Cody in to discuss how the State Police could help Dalton. He stated at 4 hours a week, we are one of the lower utilization towns. He stated that the State Police almost had an officer killed in Dalton a year ago and that Dalton has a drug problem. Sgt. Cody did say that the State Police did have resources to increase patrol hours if we wished to do so. Jo Beth stated that we are currently working on the 2022 budget and would have to account for increase hours. He also is going to provide and phone number and email to be posted on the town website for non-emergency issues. The Select Board thanked Sgt. Cody for coming in to speak with us.

Carol made a motion to adjourn to a non-public meeting at 7:21pm. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to adjourn to the public meeting at 7:39 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to seal the Non-Public Meeting Minutes #2 with additional information. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to seal the Non-Public Meeting Minutes #3 with additional information. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

The Select Board signed checks and reviewed payroll.

Jo Beth made a motion to move \$1,900 from the General Fund to the Master Plan Update Capital Reserve Fund. Carol seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to continue the town's membership with NHMA and pay the \$1,104 fee. Carol seconded the motion. The motion passed unanimously by roll call vote.

Carol made a motion to approve the Minutes for 10.13.2021 Working Session as amended. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Non-Public Meeting Minutes #1 for 10.13.2021. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Regular Meeting Minutes for 11.1.2021 as amended. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Non-Public Meeting Minutes #1 for 11.1.2021. Tamela seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Non-Public Meeting Minutes #2 for 11.1.2021. Jo Beth seconded the motion. Motion passed unanimously by roll call vote, with Tamela abstaining.

Carol made a motion to approve the Regular Meeting Minutes for 11.6.2021. Tamela seconded the motion. Motion passed by roll call vote.

Carol made a motion to approve the Non-Public Meeting Minutes #1 for 11.6.2021. Jo Beth seconded the motion. Motion passed unanimously by roll call vote, with Tamela abstaining.

The Select Board will request budget proposals from the department heads.

The Select Board discussed the need to put 25% of the Transfer Station bag revenue into the Revolving Fund.

New Tax Maps are being reviewed for accuracy by the Planning Board.

The Select Board discussed the need to understand the driveway permitting process.

Jo Beth made a motion to adjourn the meeting at 8:52 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Minutes Respectfully submitted by Tamela Swan

Minutes Approved On: _____ (date)

Jo Beth Dudley

Carol Sheltry

Tamela Swan

40756

TOWN OF DALTON756 DALTON ROAD
DALTON, NH 03598PASSUMPSIC BANK
START YOUR ADVENTURE.

58-7477/2116

7/13/2021

PAY TO THE
ORDER OF

Trustee of the Trust Funds

\$ **2,500.00

Two Thousand Five Hundred and 00/100*****

DOLLARS

Trustee of the Trust Funds

SELECTMEN

SELECTMEN

TREASURER

MEMO

Dispatch Service CRF

⑈040756⑈ ⑆211674775⑆5211002706⑈

TOWN OF DALTON, NH

40756

Trustee of the Trust Funds

7/13/2021

Date
6/30/2021Type
BillReference
2021 Warrant ArticleOriginal Amt.
2,500.00Balance Due
2,500.00


Discount

Payment
2,500.00
2,500.00

Check Amount

PSB - Operating Acco Dispatch Service CRF

2,500.00

TOWN OF DALTON		58-7477/2116	2062
TRUSTEES OF TRUST FUNDS			
756 DALTON ROAD DALTON, NH 03598		DATE <u>12-13-21</u>	
PAY TO THE ORDER OF <u>Town of Dalton</u>		\$ <u>1250.00</u>	
<u>Twelve Hundred Fifty and 00/100</u>		DOLLARS	Heat Reactive Ink
			
Passumpsic Bank Start your adventure.			
MEMO <u>Dispatch Services</u>			
⑈211674775⑆5210002781⑈		2062	

Select Board, Town of Dalton

756 Dalton Road

Dalton, NH 03598

(603)837-7027 Ext.10

Date: November 1, 2021

To: Trustees of Trust Funds

Please pay the Town of Dalton \$1250.00 from the Capital Reserve Fund for Dispatch Services Trust Fund as per the minutes of the November 1, 2021 Select Board meeting (attached). These funds are to be used to pay Grafton County Dispatch Service for the period of July 1, 2021 thru December 31, 2021.

Sincerely,

12-13-21
CK # 2062
\$1250.00

Dalton Select Board

Jo Beth Dudley 11/01/2021
JoBeth Dudley, Chair

Carol Sheltry
Carol Sheltry

Tamela Swan 11/1/2021
Tamela Swan

TOWN OF DALTON, NH

40927

Grafton County Sheriff's Department

Date 10/14/2021 Type Bill Reference Dispatch Service Fee

Original Amt.
625.00

Balance Due
625.00

11/2/2021
Discount
Check Amount

Payment
625.00
625.00

PSB - Operating Acco

625.00

PRODUCT DUTIES USE WITH 91663 ENVELOPE

Halo Branded Solutions (815) 625-0980

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Jeffrey F. Stiegler
Sheriff

Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6
North Haverhill, NH 03774-4936
www.graftoncountysheriff.net

"In Service to Our County and State"



DISPATCH EMERGENCIES
603-787-6911

ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

October 14, 2021

Town of Dalton
Board of Selectmen
756 Dalton Road
Dalton, NH 03598

RE: Dispatch Service Fee

Your dispatch agency fee for Fiscal Year 2022 is as follows:

Town of Dalton
Total department/agency calls for service during billing period: 50 (Estimated)
Percentage of total dispatch center activity: 0.07%
Fiscal Year 2022 department/agency fee: \$2,500.00

Second Quarter Bill:

October 1, 2021 through December 31, 2021

AMOUNT DUE: \$625.00

PLEASE FORWARD YOUR CHECK TO:

GRAFTON COUNTY SHERIFF'S DEPARTMENT
3785 DARTMOUTH COLLEGE HIGHWAY, BOX 6
NORTH HAVERHILL, NH 03774

TOWN OF DALTON, NH

Grafton County Sheriff's Department

Date 6/29/2021
Type Bill
Reference Dispatch Service Fee

Original Amt. 625.00
Balance Due 625.00
7/27/2021 Discount
Check Amount

40787

Payment
625.00
625.00

PSB - Operating Acco

625.00

PRODUCT DLT103 USE WITH 91663 ENVELOPE

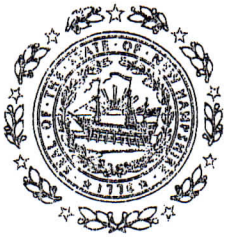
Halo Branded Solutions (815) 625-0980



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Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6
North Haverhill, NH 03774-4936
www.graftoncountysheriff.net

"In Service to Our County and State"

JUNE 29, 2021

Jeffrey F. Stiegler
Sheriff



DISPATCH EMERGENCIES
603-787-6911

ADMINISTRATIVE AND CIVIL
TEL 603-787-2111
FAX 603-787-2005

Town of Dalton
Board of Selectmen
756 Dalton Road
Dalton, NH 03598

RE: Dispatch Service Fee

Your dispatch agency fee for Fiscal Year 2022 is as follows:

Town of Dalton
Total department/agency calls for service during billing period: 50 (Estimated)
Percentage of total dispatch center activity: 0.07%
Fiscal Year 2022 department/agency fee: \$2,500.00

First Quarter Bill:

July 1, 2021 through September 30, 2021

AMOUNT DUE: \$625.00

PLEASE FORWARD YOUR CHECK TO:

GRAFTON COUNTY SHERIFF'S DEPARTMENT
3785 DARTMOUTH COLLEGE HIGHWAY, BOX 6
NORTH HAVERHILL, NH 03774

**Dalton Select Board
Meeting Minutes
Monday, November 1, 2021 6:30 PM
Regular Session**

Call to order at 6:33 pm by Jo Beth Dudley. Select Board members Jo Beth Dudley, Carol Sheltry and Tamela Swan were present.

Members of the public that were present: Victor St. Cyr, Robyn Pilotte, Eric Pilotte, Kevin Whittum, Jr., Jon Swan and Linda Greenwood.

The Select Board signed checks and reviewed payroll.

Tamela made a motion to approve the Regular Meeting Minutes for 10.4.2021 as amended. Carol seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to approve the Non-Public Meeting Minutes #1 & #2 for 10.4.2021. Carol seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Regular Meeting Minutes for 10.18.2021 as amended. Jo Beth seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to approve the Non-Public Meeting Minutes #1 & #2 for 10.18.2021. Carol seconded the motion. Motion passed unanimously by roll call vote.

Carol made a motion to approve the Regular Meeting Minutes for 10.31.2021. Jo Beth seconded the motion. Motion passed by roll call vote, with Tamela abstaining.

Linda Greenwood, Treasurer discussed the use of a town debit card versus a town credit card. The Town would be eligible to open a Municipal Now Account that would require \$500 to open and a minimum balance of \$500. Or we could open a Non-Profit bank Account, that would require \$50 to open and \$0 minimum balance. The board discussed pluses and minuses of each option with Linda.

Jo Beth made a motion to proceed with getting a town debit card with a Non-Profit Account, if the town qualifies for that account classification. The Select board would put the total of monthly expenses charged to the card plus \$500 in the account. We will get 2 cards, one for the Town Clerk/Tax Collector and the Administrative Assistant. The Select Board will review the current credit card policy, and modify it for the debt care. Reconciliation will be addressed in the policy. Carol seconded the motion. Motion pass unanimously by roll call vote.

Jo Beth made a motion to go into a non-public meeting at 7:10 pm. Carol seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth made a motion to return to public session at 7:32 pm. Tamela seconded the motion. Motion passed unanimously by roll call vote.

The Select Board announced that the Highway Department opening is being filled by Kyle MacBean.

Jo Beth made a motion to seal the Non-Public Meeting Minutes #2. Carol seconded the motion. Motion passed unanimously by roll call vote.

Jo Beth Dudley

Carol Sheltry

Carol Sheltry

Tamela Swan

Tamela Swan