

Working Session Dalton Select Board

Wednesday, August 3, 2022

Jo Beth called meeting to order at 6:00pm. Jo Beth, Tamela and Carol participated in person, Jeanette called in.

The Board announced that Eldora resigned from Town Clerk position and MVR closed down registrations. Arrangements have been made for Whitefield and Bethlehem to cover Dalton MVR's. Whitefield will cover only until 8/12. Bethlehem didn't mention a deadline.

Jessie confirmed she was not sworn in as deputy and will not be stepping into the Town Clerk role.

Town Clerk needs to get onboard to prepare for September and November elections. Tamela asked if Cathy Fountain can help more, however, the roles of the Town Clerk are different from those of the Supervisor of the Checklist. Tamela and Jeanette will take the upcoming election training in August (offered at multiple sites/times).

The Auditor has been engaged for the Tax Collector transition audit and it is expected the audit will be completed within the next couple weeks.

Other Board action items include the following:

Assessing building security and moving forward with updating prior proposals, as it's unclear where all the keys are at this time. Rekeying the building in conjunction with the audit is the goal.

Contacting Certified Computers to obtain access to the Town Clerk and Tax Collector computer systems and files. The Board noted that DRA guidance calls for all Tax Collector files and records to be submitted to the Select Board. The Select Board requires access to verify the amount for the recommittal tax warrant, and to facilitate the audit.

Select Board will request access to the Avitar system for Jeanette since this is the key to tax collector functions, and will notify our assessor of the change in officials.

The Board will contact the Treasurer: to obtain keys to the Tax Collector/Town Clerk office (Eldora gave her keys to Linda); to have the town debit card transferred from Jessie to Jeanette; to obtain online access to bank accounts, including the debit card account, for Jeanette and Board members; to obtain any tax collector files she may have; to obtain treasure related information requested by the auditor; and to obtain any mail she may have for other departments.

Jo Beth motioned to cover equivalent of 90% of the current family plan for two months to compensate for COBRA coverage for Jeanette Charon. Carol second. Approved by roll call.

Infant Plot request is being processed by Terri. Deed and payment to be processed when new Town Clerk is sworn in.

Jo Beth adjourned meeting at 6:54pm. Second by Carol and approved via roll call.

Minutes respectfully submitted by Jeanette Charon.

Minutes approved on: 08/08/22 (date)

Jo Beth Dudley

Jo Beth Dudley

Carol Sheltry

Tamela Swan

Tamela Swan