

Monday, August 24, 2026 @ 6:00 PM
Working Session
Dalton Select Board Meeting

We experienced technical difficulties from 6pm until the meeting was called to order at 6:09pm by Jo Beth. Select Board members Jo Beth Dudley, Eric Moore and Warren Green were present. Meeting available for public viewing via Zoom.

Public attendees: Amy Norris. Via Zoom: Robert Blechl.

The Board signed AP checks. Jo Beth asked about cash flow. Jeanette confirmed that our CD will mature in mind-September so funds will be available prior to tax bill issuance and collections.

Jeanette provided one pistol permit for execution. Jo Beth signed the permit.

Jeanette provided a property use request form for herself to the Board for approval. Jo Beth approved and signed the form.

Amy Norris, Republican candidate for District 1, was present at the select board meeting. She gave a brief introduction of herself and stated that she plans to attend more meetings to get to know more about Dalton and its residents. She asked about what concerns the Board has and Jo Beth stated the main concern is rising costs. The state is sending less money to the towns and is pushing more costs to the municipal level. Neither Warren or Eric had any comments or questions for the candidate.

The board noted the Transfer Station Committee meeting has been rescheduled to Monday, September 14th at 5:30pm.

The Board set a goal to review and revise town policies starting this year. The policies discussed and revised during this working session include the Town Investment Policy, Bad Check Policy, Town Website Submissions, and Key/Key Fob Policy. The Use of Pistol Permit Fund Policy has been rescinded; the funds go into the town's general operating funds. Updated draft copies of the revised policies are attached to these minutes.

The Board will review nonpublic sealed minutes this year; Jeanette will prepare a list of sealed nonpublic minutes for the Board to review. The nonpublic sealed minutes will be reviewed every five years. Review of the RTK regulations concerning nonpublic sessions included discussion of the minutes eligible to be unsealed, what should be done with the minutes if they are unsealed and the process of unsealing the minutes (whether done in public or private).

The New Hampshire State Primary is Tuesday, September 8, 2026. Dalton's polls are open from 8am to 7pm. Eric will be present from approximately 730-11am; Jo Beth from approximately 11:30-4pm; and Warren from approximately 4pm until ballots are counted. Jo Beth will be available to come back to help count ballots and complete reporting if she is needed.

The petition received for Emergency Temporary Zoning has been satisfied with the public hearing scheduled for Saturday, September 19, 2026, at 5pm. The Special Town Meeting has been scheduled for Thursday, September 24, 2026, at 6pm. The special election will begin once the special town meeting discussion has concluded and polls will remain open for a minimum of two hours. Alternate dates of October 16, 2026, and October 22, 2026, have been chosen, if needed.

Warren motioned to adjourn the meeting at 7:24pm. Eric provided a second with approval via roll call vote.

Monday, August 24, 2026 @ 6:00 PM

Working Session

Dalton Select Board Meeting

Minutes Respectfully submitted by Jeanette Charon.

Minutes Approved On: 9/14/26 (date)

Jo Beth Dudley

Jo Beth Dudley

Eric Moore

Eric Moore

Warren Green

Warren Green

Town of Dalton, NH

Investment Policy

Date: August 24, 2026

The Town of Dalton will only invest its money with local banks. Investments for the Town of Dalton will be made per the state of New Hampshire's current RSA's regarding the investment of municipal funds.

Jo Beth Dudley, Chair

Eric Moore, Member

Warren Green, Member

Date

Town of Dalton, NH

Policy for Submissions for Town Website

Date: August 24, 2026

To assure information on the website contains factual and relevant information for the public, all material shall be submitted to the Select Board or designee for approval. Information that is found to be inaccurate, biased or inflammatory, it will be prohibited.

Jo Beth Dudley, Chair

Eric Moore, Member

Warren Green, Member

Date

Town of Dalton, NH

Policy for Contacting the Town Attorney

Date: August 24, 2026

It is the responsibility of the Select Board Chair to request assistance from the Town Attorney when authorized by the Select Board members.

The process is as follows:

1. Call NHMA to use their services, if possible. Any member may call NHMA.
2. If NHMA fails to satisfy the issue and after discussion has taken place, the Board will make a decision whether or not to call the Town Attorney.
3. The Select Board Chair or Town Administrator will make the call to the Town Attorney. An effort will be made to have the Select Board Member available to hear the response. Town Administrator or Select Board Chair shall report back to the Select Board at the next Select Board meeting.
4. The Tax Collector, Town Clerk, or Moderator have the authority to contact the Town Attorney for items under their purview. Others must seek Select Board approval prior to contacting counsel.

Jo Beth Dudley, Chair

Eric Moore, Member

Warren Green, Member

Date

Town of Dalton, NH

Municipal Key/Fob Policy

Date: August 24, 2026

In order to help secure and simplify access to the Town of Dalton Municipal Building, key fobs will be issued to employees, agents, elected officials, committee members, and facility users on an as needed basis. Fobs will be assigned and schedules for user groups will be assigned and maintained by the Town Administrator.

Individuals issued keys(s) are required to sign the issued key agreement form. In lieu of keys, fobs will be issued to individuals requiring building access (eg. committee chairs, select board members, responsible individual for approved use of facility, etc.)

See Key Fob Policy Below (and as noted on the attached Key Fob user agreement form).

Prior to being issued a Key Fob, users are required to sign this user agreement acknowledging the receipt of the key fob and guidelines for its use and return to the Town of Dalton.

1. Key fobs are for use to access the Town of Dalton Municipal Building for the purpose of town business or for approved use of the facility only.
2. Only the person assigned to the key fobs are authorized to use them. Key fobs are not to be shared among employees, agents, elected officials or members of the public. (Committee chairs may share their fob if the chair is not available to run the meeting).
3. If the scheduled times on your assigned fob needs to be adjusted, we ask for you to submit that in writing to the Town Administrator with a minimum of 48 business hours' notice for the change to take place.
4. The loss of your key fob or failure to return your key fob at the request of the Select Board, end of elected term, end of event, or end of employment from the Town of Dalton, shall result in a **\$25.00** charge.

Policy signatures continued on the next page

Town of Dalton, NH

Municipal Key Fob Policy (continued)

Jo Beth Dudley, Chair

Eric Moore, Member

Warren Green

Date

DRAFT

Town of Dalton, NH

Key Fob User Agreement Form

Prior to being issued a Key Fob, users are required to sign this user agreement acknowledging the receipt of the key fob and guidelines for its use and return to the Town of Dalton.

1. Key fobs are for use to access the Town of Dalton Municipal Building for the purpose of town business or for approved use of the facility only.
2. Only the person assigned to the key fobs are authorized to use them. Key fobs are not to be shared among employees, agents, elected officials or members of the public. (Committee chairs may share their fob if the chair is not available to run the meeting).
3. If the scheduled times on your assigned fob needs to be adjusted, we ask for you to submit that in writing to the Town Administrator with a minimum of 48 business hours' notice for the change to take place.
4. The loss of your key fob or failure to return your key fob at the request of the Select Board, end of elected term, end of event, or end of employment from the Town of Dalton, shall result in a **\$25.00** charge.

Signature: _____

Printed Name: _____

Key Fob No.: _____ Date Issued: _____

Date Returned: _____

Any key/fob holder who knowingly violates this policy may have key/fob holder rights revoked.

Town of Dalton, NH

Policy for Returned Checks/Payments

Date: August 24, 2026

Per RSA 80:56, The Town of Dalton will collect a service fee of \$35.00 for each returned check/payment. This fee covers the bank charged plus the town's administrative costs. The Town requires the fee and the amount of the bad remittance be paid in cash or by prepaid check (bank money order, postal money order, western union check).

The first notice of a Returned Check will be sent via USPS with 10 business days to resolve the issue. If required, a second request will be sent via certified mail, return receipt with an additional 10 business days to resolve the issue. Not resolving the issue will require the case to be turned over to the NH State Police for their assistance in recovering the funds and all associated costs.

Repeat offenders may have their ability to remit payments to the Town of Dalton via check revoked.

Jo Beth Dudley, Chair

Eric Moore, Member

Warren Green

Date

