**MINUTES  
SELECT BOARD  
REGULAR SESSION  
VIRTUAL ZOOM MEETING  
Monday, November 23rd, 2020  
7:00 P.M.**

**Members present:** Robert W. Bishop Jr., Chair  
 Joseph A. Diver, Vice Chair  
 John F. Boyle  
 Daniel Esko  
 Marc E. Strout

**Also present:** Brittany Miller, Recording Secretary  
 John Ostresh, Dalton Cable Television Cameraman  
 Sandra Albano, Interim Town Manager  
 Rebecca Slick, Dalton Town Planner  
 Jayne Smith, Dalton Health Agent  
 Pat Pettit  
 Daniel Filiault  
 Anthony Riello, Dalton Police Chief  
 Rebecca Whitaker  
 Richard Hall  
 Joseph Fish  
 David Flaherty  
 Karen Bradley  
 Danielle Bradley  
 Rob Bradley  
 Jamie Berger  
 Gregory Boino  
 Leslie Blake-Davis   
 Richard Lacatell  
 Lawrence Parnass, Berkshire Eagle

**Absent/ excused members:**

**Call to Order:** Chair Bishop called the meeting to order at 7:00 p.m.

**Pledge of Allegiance** – Led by M.Strout

**Intro.**  R.Bishop reads: “Pursuant to Governor Baker’s March 12th, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20 and the Governor’s March 15th, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation. For this meeting, members of the public who wish to watch the open session portion of the meeting may do so by viewing on Dalton Community Television on one of the three channels: 1301, 1302 or 1303. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the open session portion of the proceedings in real-time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.”

**Minutes:**

* **10/26/2020** J.Diver motioned to accept the October minutesas amended, J.Boyle seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

**Public Address to the Board:**

* Richard Hall- Item #7 & #10.
* Dan Filiault- Item #7.

**FY21 Annual Tax Rate Classification Hearing:**

* S.Albano explained this hearing is to decide whether we’ll have a single or split tax rate this year.   
  R.Bishop- “We’ve never deterred from the 1:1 tax rate.”   
  D.Esko- “We don’t have the commercial tax base to move beyond a factor of one, we’re at 16% and the recommended is 20-25%.”  
  J.Boyle moves to adopt a factor of 1 in setting next year’s tax rate, M.Strout seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.  
  J.Boyle motioned to support any auxiliary motions that are necessary to setting a residential factor of 1, M.S. seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

**Board of Health Update – COVID-19:  
 Reported by Jayne Smith**

* Dalton is in the yellow currently in the number of COVID cases spectrum of grey, green, yellow, and red. If we end up in red for 3 weeks or more it will change gathering limits, etc. The increase was traced to small gatherings from before/ after Halloween and Thanksgiving time. Updates will soon be posted on the Town website.
* J.Smith presented the Department of Labor Standards COVID-19 Prevention Control Plan based on mandatory workplace standards for offices; including self-screening for those to log in contacts with people that spent 15 minutes or more within a 6 ft. distance. Trainings with every employee are soon be conducted with Smith. Temperature guns for the offices are proposed. Notification and privacy of employees discussed- most people with symptoms have been up front; it is agreed that they can report to their supervisor and the Board of Health/ J.Smith. The Select Board amends: COVID-19 related illness supersedes the Town’s current policy for sick time.  
  Length of quarantine policy for close contacts of a positive COVID-19 case:

|  |  |  |
| --- | --- | --- |
| Options | Criteria | Active Monitoring |
| 7 days of strict quarantine | Release on **Day 8** after last exposure **IF**: - A PCR or antigen test taken on Day 5 or later is negative; **AND** - The individual has not experienced any symptoms up to that point; **AND** - The individual conducts active monitoring of symptoms through Day 14. | Individual must actively monitor symptoms and take temperature once daily. IF even mild symptoms develop or the individual has a temperature of 100.0 F, they must immediately self-isolate, contact the public health authority overseeing their quarantine and get tested. |
| 10 days “ | Release on **Day 11** after last exposure **IF**: - The individual has not experienced any symptoms up to that point; **AND**  - The individual conducts active monitoring through Day 14.  - No test is necessary under this option | “ |
| 14 days “ | Release on **Day 15** after last exposure **IF**: - The individual has experienced ANY symptoms during the quarantine period EVEN if they have a negative COVID-19 test; **OR** - The individual indicates they are unwilling or unable to conduct active monitoring. | No additional active monitoring required. |

Further information can be found on the Town website.   
M.Strout motioned to approve the Board of Health’s recommendation for an amended COVID-19 Prevention Control Plan, J.Diver seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”..  
J.Boyle motioned to accept the amended policies that employees impacted by COVID-19 will be cleared by the Board of Health prior to returning to work, J.Diver seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

**Appointments:**

* Permanent Full Time Police Officer-

R.Bishop reads Police Chief Riello and Interim Town Manager, Sandra Albano’s recommendation of Joshua T. Bradley of Dalton for the appointment as a full time officer effective November 23rd, 2020. Officer Bradley was appointed March 11th, 2019 and has been serving as a temporary full time officer since June 9th, 2020. Bradley will be allowed to work as permanent full time officer until he can attend the next full time police academy in march with a temporary waiver to MPTC.  
M.Strout motioned to appoint Joshua T. Bradley to Permanent Full Time Officer, J.Diver seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”. Discussion:  
M.Strout- “I am familiar with Bradley, he is excellent and an asset to the community.”   
Riello & R.Bishop echo Strout- “Great kid; bright future; impressed with his knowledge.”

**CBRSD Update- Q&A with Leslie Blake-Davis:**

* School was in a hybrid model which went extremely well. Capacity to ensure 6 ft. distances has been the challenge in bringing back more students. The second reason for remote learning was under negotiation that if any of the member towns were in the yellow, we would alter.

4 positive cases at Wahconah; 1 positive case at Kittredge; 1 positive case at Craneville. School COVID cases were transferred *outside* of the building.

J.Boyle inquired about the proposed date of the new high school opening which is approx. Sept. 2021.

**~Opened as Licensing Board at 8:30 p.m.**

**Alcoholic Licensing Approvals:**

* J.Diver motioned to approve the 2021 liquor licenses, J.Boyle seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.  
  All but one business did not apply for renewal despite being contacted which went unanswered. This may mean he has opted to go out of business.  
  D.Esko confirmed that we are still waiving fees and we’ll review in July 2021.  
  Those who paid early are being refunded.
* Shire Breau Hous – Change of Manager-   
  J.Diver motioned to approve the change of manager, J.Boyle seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

**~Closed as Licensing Board at 8:32 p.m.**

**Police Chief Update:  
 Report by J.Diver**

* A request for funding was going to go before the Finance Committee tonight however their meeting was postponed to December 1st. The funding would be for professional services to help us search for a new Chief; which is common and they have served many communities across Mass.
* We now have 18 applicants. They’ll be knocked down to a top 6.

**Dalton Community Cable – Acceptance of Franchise Fee for 3rd Quarter:**

* J.Diver motioned to transfer the franchise fee of $29,792.32 from Charter Communication to the Dalton Community Cable Association for July, August and September 2020, D.Esko seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

**Discussion on Town Manager’s Job Description/ Salary:**

* Draft Job Description-  
  -S.Albano reported that our 3 interviews are in the next 2 weeks.

-Draft job description changes made by and to be approved by the Select Board this meeting. J.Diver reviews the job environment which spoke to include media when it comes to the communication hub on behalf of the Town with strict confidentiality. Essential functions were edited to include strategies for our Master Plan goals. Managing others calendars was stricken. Programs established by the Select Board was refocused onto the Town Manager. Grants promotion. Securing our infrastructure which we have funding for this year. J.Boyle adds to #17 to outline function, limitations, and time and date of expiration of all committee creation.  
J.Boyle motioned to accept the Town Manager job description, D.Esko seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

-The bylaw act states that the Town Manager must take residency in Town after 1 year; an applicant asked if they could live here in Dalton during the week and go back to their other home on the weekends. Allowing this would mean changing the bylaw.   
J.Diver & R.Bishop find it critically important that our Town Manager reside in Town as we have a lot of weekend activity.   
J.Boyle suggests loosening it to the metro area, not too far.  
M.Strout & D.Esko point out that the Town Manager is the face of the Town. And we’d much like someone impacted by the taxes, budget, decisions, etc. All members agree. This may be voted on as a case-by-case basis.

* Salary-J.Boyle moved to establish a salary range of $100K- $125K for the Town Manager’s position, M.Strout seconded. Discussion:  
  M.Strout & D.Esko agree that the range is reasonable.   
  Ken Walto’s final pay was $114,815.  
  Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.

It is suggested to extend/ re-advertise in all facets with the new information; salary subject to negotiation based on experience, education, accomplishments, etc. Three of the applicants were selected to interview, but the job is still active on the Town website and open to apply to presently.

**Town Manager Updates:  
 Report by Sandra Albano**

* Thank you to Jayne Smith for her work on the Town’s COVID-19 protocols, policies and procedures.
* Santa’s Wave Parade- the Dalton Civic Arts Committee, Dalton CRA and Grow Dalton present an alternative event to Light up the Holidays for this year due to COVID. Santa’s Wave Parade will take place December 12th, 2020 at 5:00 p.m. (Rain date = Sunday, December 13th). Santa will be riding on a float through Dalton neighborhoods led by the Dalton fire engines and police cars. The float will have no elves; there will be music and a microphone to talk to kids. The route will be posted at daltoncra.org by December 7th.
* Tax Rate- is going up 10% due to the new high school.

**Items for Future Agendas:**

* J.Diver- Rotary & Shared Street Grant  
  Shared Streets Grant/ Crosswalk Project- We have an RFP written and an advertisement is getting ready to be put in the paper; aiming to accomplish this week. J.Diver seeking a timeline for this 4 year old plan that began in 2015; D.Filiault explained the issues created by MassDot that stifled a progressive timeline. We’ve been following all State guidelines; you can’t start an RFP if you don’t have a permit, we acquired our permit 3 weeks after the grant. We will be filing a progress report for December 1st. Following the RFP, someone will be hired to build the crosswalks. Also construction can’t happen until the spring due to weather.  
  J.Diver moved to write a letter to Paul Mark to move MassDOT along.   
  It is believed that a letter won’t be effective.  
  R.Slick stated that the RFP is a 60 page document that received some changes and is getting reviewed by Town Council before it’s put out to bid. With Town Hall closed due to COVID, people can’t come in to physically look at it. It must be posted two weeks prior and offer time to answer questions before awarding. That’s the most up to date movement on this.  
  M.Strout seconded the motion.   
  J.Boyle suggests waiting until the next meeting to pursue; there should be a clear indication by December 14th. We have a permit in hand which is huge, since the State didn’t approve either location before/ didn’t want to do this project.  
  D.Esko points out that this is not MassDOT’s issue; we need to get an RFP out. And put this on the next agenda.   
  J.Diver rescinds his motion.   
  M.Strout motioned to table this, J.Diver seconded. Roll call vote: J.Boyle “yes”, J.Diver “yes”, D.Esko “yes”, M.Strout “yes”, R.Bishop “yes”.
* D.Esko- Town Manager search & Police Chief updates to be put on Town website. The Berkshire Eagle will share the update as well.

**Remarks of the Select Board & Chair:**

* Happy Thanksgiving – remember to wear masks and don’t gather.

**Announcements:**

* **The Town Hall/ Senior Center/ and Highway/ Cemetery Offices are closed to the public** effective Monday 11/16/2020. All offices will remain staffed and will be available by phone or email during their normal business hours. Please see the Town of Dalton’s website for departmental information.
* **Significant Drought** for Regions in Level 2 –Residents and Businesses: Minimize overall water use; limit outdoor watering to hand-held hoses or watering cans, to be used only after 5:00 p.m. or before 9:00 a.m. one day a week; limit or prohibit installation of new sod, seeding, and/ or landscaping; watering during or within 48 hours after measureable rainfall; washing of hard surfaces (sidewalks, patios, driveways, siding); personal vehicle or boat washing; operation of non-recirculating fountains; filling of swimming pools, hot tubs, and backyard informal rinks. Implement drought surcharge or seasonal water rates. Establish water use reduction targets for all water users and identify top water users and conduct targeted outreach to help curb their use.
* **The Transfer Station New FY21 Prices:**sticker price 1st vehicle $115.00   
  2nd vehicle $40.00   
  Bags price 30 gal. bag (large) $4.00 – package of 10 $40.00   
  15 gal. bag (small) $3.30 – package of 10 $33.00   
  For a complete price list go to Dalton-ma.gov and click on the Transfer Station button.   
  **New hours for** **compost and brush area:**  
  Tuesday/ Wednesday: 2:00 p.m. – 5:00 p.m.  
  Friday/ Saturday: 8:00 a.m. – 3:00 p.m.
* **The Dalton Police Department is now open to the public.**   
  The Dalton Police Department lobby is now open to the public. Please feel free to stop in and see an officer. Social distancing and masks are required and only two (2) people area allowed in the lobby at a time.  
  **Processing of Firearm Permit:**  
  Firearm permits are processed between the hours of 10:00 a.m. – 3:00 p.m. by appointments only due to COVID-19. Please call 413-684-0300 to schedule your appointment. No walk-ins are being accepted at this time. A check or money order for $100 made payable to the Town of Dalton. Permits are taking between 4-6 months to process from start to finish. Please be advised that even though permits are processed during 10:00 a.m. – 3:00 p.m. there are circumstances that will prevent permits from being processed. We apologize for any inconvenience.
* **2020-2021 Winter Parking Ban**The Dalton Police Department is reminding the citizens of Dalton of the Winter Parking Ban which goes into effect on November 15th, 2020, and will be in effect until April 15th, 2021. There will be no parking allowed on the streets between these dates.
* **The Dalton Library** is now open 12:00 p.m. – 5:00 p.m. on Monday, Thursday & Friday; 10:00 a.m. – 5:00 p.m. on Tuesday; and 12:00 p.m. – 8:00 p.m. on Wednesday. Anyone in a high risk population may schedule a time in the AM to come in by themselves with no questions asked. Lobby pickup continues for anyone who would rather not enter the building. Call 413-684-6112 for more information.
* Please note that **Dalton’s Official Meeting Postings, Agendas and Minutes** can be viewed at *mytowngovernment.org/01226*.

**Adjourn:** Meeting adjourned at9:32 p.m.

Respectfully submitted,  
Brittany Miller  
Recording Secretary

*The next scheduled meeting will be held on December 14th, 2020 at 7:00 p.m. via Zoom.*