

Dalton Select Board Meeting Minutes

Minutes of November 4, 2019 Meeting

Present were Select Board Members: Chair Jo Beth Dudley, Carol Sheltry and Tamela Swan

Absent: Tina Peabody (vacation)

Meeting Called to order: 6:30 pm by Chair Jo Beth Dudley

Checks and other documents were signed and reviewed.

Reviewed October 21, Meeting Minutes. Carol suggested to amend minutes, reference AVRRDD, their letter did not say "instead of Casella". No other corrections. Carol made a motion to accept the minutes with the amended corrections and Tamela seconded the motion. All in favor- Jo Beth, Tamela and Carol. Minutes approved

Review of the Non-Public Session Minutes. No Changes – Carol made a motion to approve the non-public meeting minutes, Tamela seconded motion. All in Favor Jo Beth, Tamela and Carol. Non- Public Minutes approved.

Carol brought up that the September 9, 2019 public meeting minutes need to be updated on the web site with the changes made.

Cohos Advisors – (formerly Crane & Bell) CPA Firm Kendra Bell and Tammy Letson were at the meeting to talk about the engagement letter for the upcoming year. They came to introduce themselves and to let us know what they are doing for our Town Account and what services they provide to the town and if with the personnel changes if there were any changes to make in their services. Kendra provided to the board a Summary of Services and stated that there have been changes in employee and employees' roles and that they would like to give us a summary of the services they offer and the financial information that they do for reports and data. Account receivable and account payable. Kendra Bell explained what they are doing and if we wanted to make any changes, they are open to making changes to accommodate the town's needs. Jo Beth Dudley inquired to the cost associated with the engagement letter for 2019 services. Kendra Bell provided a copy of the 2019 engagement letter to her.

Tammy Letson also stated that Anna Gilbody was the Portal Administrator to DRA and have we chosen someone else to do it? Jo Beth Dudley stated no. Tammy can upload the form, but the administrator has to push the submit button once it is uploaded. There are 3 Portal Administrators – Gary the Accessor and One Trustee and One Board Member. Discussion among the board and Tamela Swan volunteer to be the Portal Administrator to DRA. Tammy Letson will send an email to Jamie at the DRA and let her know about the change, and Tammy Letson will upload the MS-1 form for us to the state.

Jo Beth Dudley asked if we had a motion to accept the MS-1 Form and a motion was made to accept by Carol Sheltry and seconded by Tamela Swan. All in favor yes – Carol, Jo Beth and Tamela. A copy was given to Tammy Letson to upload.

The original was signed by all SB members

Jo Beth Dudley thanked Kendra Bell & Tammy Letson for their assistance and explained that with all of the board members being new, we have not been through this process. That we appreciate that they took the time to come to the meeting and very glad that they are here to help us.

Tammy Letson also brought up the acceptance of the Municipal Aid and stated because it was over \$10,000, RSA 31:95 b requires the governing body to hold a public hearing on the action to be taken. Jo Beth Dudley stated that she is aware and it is on tonight agenda to discuss a date and time for the public hearing.

Carol Sheltry look into information about AVRRD, and spoke with Sharon Gauthier (AVRRD) and they will not take on Dalton. Spoke with Barry Normandeau reference trucking and Bill Morin about Compactor – need to have input from Town reference size of Compactor and if it is a possibility to proceed with looking into a compactor and how many loads and cost efficiency, Will have more to discuss before we can budget for it. Will speak with Bob Wentworth.

Christine Ordinetz suggested that we used the State Aid money to help offset the cost of the compactor.

Linda Greenwood, Christine Ordinetz and Eldora Bigelow came in with a few concerns, Jessie had asked for a new computer and printer, which was in the budget so that she could print tax bills and has any actions has been taken on it. The printer that we're using now is everybody but that's the problem, it's over 10 years old. It is good for a little printing jobs, but to run the tax bills last year it just didn't handle it. It then missed a couple of tax bills stated Eldora Bigelow. Jo Beth, we have approved a contract with Consolidated Computers last meeting and with the administrative assistant has been on vacation, so I am not sure where we are at with it. It is for a new administrative computers and server network and email. Because we are looking at all the computers on the network need to be upgraded before January, because of the window 10 will not be supported anymore.

owned by  
the  
town &  
used by All

Tamela Swan, we are looking into leasing a copier, we need to know how many copies will make in a month because that depends on what they do, but usually they do it like 5000, 10,000 increments.

Jo Beth Dudley, do you know what we are looking at as far as timing for getting one. Tamela Swan, typically you can get them in relatively quickly, I will call and get quotes this week. Jo Beth, so we hope to have a new printer within a week or two.

Carol Sheltry, can we set up a meeting for next Monday night to discuss leasing a printer instead of waiting 2 weeks and also to work on the budget. Jo Beth, Tamela and Carol agreed to meet next Monday November 11, at 6:30 for a public select board meeting.

Christine Ordinetz asked about the administrative assistant position, Jo Beth stated that it is on the agenda later in the non-public session, we haven't been able to deal with it because we haven't had a full board.

Eldora Bigelow, So, apparently Jesse's access to the web page was taken away and I think more than one person should have access to the website. Jo Beth will look into the matter.

Jo Beth Dudley, A letter needs to go out to Michael Bowman, reference changes in his plans as per the APPROVAL FOR CONSTRUCTION OF INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS) Existing Barn to be converted to a 1- bedroom apartment and Existing house to be converted to 2 – 1- bedroom apartments.

Tamela Swan attended the Council's Annual Meeting and Commission Meeting on October 24<sup>th</sup>, she stated that there was discussion on the Master Plan- Craft Zoning and also there is a lot of grants available and she would like to look into getting some grants for the Fire Department.

Carol Sheltry presented a certified letter to the board from the State of NH Department of Safety, Robert L. Quinn, Commissioner In reference to the Allegations filed by Kathryn Barden with the NH State EMS Board, against the Dalton Fire Chief Ronald Sheltry. Under RSA 153-A13 have all been deemed unfounded.

Jo Beth Made a motion to go into Non-public session, to discuss legal matters (PSNH) Tamela Swan made a motion to seconded. Road call was done. Carol, Jo Beth and Tamela 8:09 pm

Motion to leave Non-Public session at 8:29 pm Road call was done. Carol, Jo Beth and Tamela

Public session reconvened at 8:30pm

Jo Beth made a motion to sealed the minutes, seconded by Tamela Swan all in favor- Roll Call Vote to seal minutes-Jo Beth, Tamela and Carol at 8:31pm

Discussion on the open Admin Assistant Position- Carol would like to see job descriptions and to have a better understanding of what is involved with the position. It was decided to define the rolls before making a decision.

Jo Beth Made a motion to go into Non-public session, to discuss legal matters (Town counsel) Tamela Swan made a motion to seconded. ~~Road~~ <sup>Role</sup> call was done. Carol, Jo Beth and Tamela 8:40pm

Motion to leave Non-Public session at 8:59 pm Road call was done. Carol, Jo Beth and Tamela

Public session reconvened at 9:00pm

Jo Beth made a motion to sealed the minutes, seconded by Tamela Swan all in favor- Roll Call Vote to seal minutes-Jo Beth, Tamela and Carol at 9:01 pm

Jo Beth Made a motion to go into Non-public session, to discuss legal matters (Sheltry) Tamela Swan made a motion to seconded. ~~Road~~ <sup>Role</sup> call was done. Jo Beth and Tamela 9:05pm

Carol Sheltry rescue herself on the Sheltry Legal matter.

Motion to leave Non-Public session at 9:19 pm Road call was done. Jo Beth and Tamela

Public session reconvened at 9:20pm

Jo Beth made a motion to sealed the minutes, seconded by Tamela Swan all in favor- Roll Call Vote to seal minutes-Jo Beth, Tamela 9:21pm

Meeting adjourned at 9:30

November 4, 2019 Minutes as approved by the Select Board on 11/11/19

Carol Sheltry

Carol Sheltry, Selectboard Member

Tamela Swan

Tamela Swan, Selectboard Member

Jo Beth Dudley

Jo Beth Dudley, Selectboard Chairman

---