**Minutes of December 2, 2019 Meeting**

Present were Selectmen**:**  Chair Jo Beth Dudley, Tamela Swan and Carol Sheltry

Also present were Katie Lavalle of CCSNH, John Swan, Ron Sheltry, Fire Chief; Linda Greenwood, Treasurer; and one other.

Called to Order at 6:33 PM by Chairmen Dudley.

Jo Beth Dudley made a motion to accept the November 18th minutes with the following changes: regarding the Health Trust discussion after “the coverage” add “*for the future*”; regarding the Electrical Power Provider replace “has” with “*had, in the past*" and after Provider insert “*, Direct Energy,*” and regarding Bob Wentworth’s Highway budget insert “*current”* between detailed and budget. Tamela Swan seconded the motion and all 3 selectmen approved the motion and signed the non-draft copy of the minutes.

Jo Beth Dudley made a motion to accept the November 18th Non-Public minutes with the correction of “Ridgerun Terrace” to “*Ridgeview Terrace*”. Tamela Swan seconded the motion and all 3 selectmen approved the motion and signed the non-draft copy of the non-public minutes.

Katie Lavalle of Certified Computer Systems stepped up to the Boards table and proceeded to review the process and changes made regarding the new hardware for the Town. Questions regarding the cost, hardware, setup/install process, website and emails were discussed. There was also discussion of the difference between a one year and a five year contract. Katie made it clear that while they will support our emails, they would recommend we upgrade to new software which would be at an additional cost. Carol Sheltry made a motion to accept the five-year contract, at an annual cost of $7,680, which includes a server, 5 workstations, Windows 10, and Office 365; setup and maintenance and authorized the Chair to sign the contract. Tamela 2nd the motion and all three selectmen approved the motion. It was also noted that a new printer/copier in the amount of $2,385 had been approved at a previous meeting.

The temporary administrative assistant will get more information about what to do in the absence of any trustees of trust funds and on the $5,000 transfers in and out regarding the police cruiser warrant article and purchase.

An update on the Calkins Insurance claim was given. Primex is waiting for the “evidence” from American National/Farm Family Insurance reference the Calkins claim has not yet been received. If nothing further is received by the end of the year Primex will close the claim file. It can be re-opened if necessary.

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There was discussion on the Shawn Nobel Mowing contract. The Select Board would like an invoice from him for the balance due on his contract.

Linda Greenwood, Treasurer, informed the board that she is still researching the requirements for a TAN (Tax Anticipation Note) but does not think it will be necessary. She also reminded the board that the AP checks require only two board signatures, the third line being for her and the Payroll checks only require one board signature.

An abatement request offered to the board for their signature from the Tax Collector brought many questions. The Temporary Administrative Assistant will bring answers back to the next board meeting.

The proposed 2020 Transfer Station Budget was reviewed. The amount of trash disposed of is up considerably this year. Linda Greenwood said she could provide the board with a spreadsheet of revenue at the Transfer Station for the past 3 years broken out by trash bags and other. The Town is not getting much, if any, revenue from recyclables. There was discussion about having a compactor and Bob Wentworth answered he believed it was a bailer. Research needs to be done into the cost of both a compactor and a cement slab to put it on and whether the savings in shipping trash would offset those costs. This will require a research project.

 The Highway Department budget was reviewed. The board explained they wanted the actual anticipated expense not just having the budget equal last years as it appears the budget is always over expended.

We still need a Tax Collector and Police budget proposal.

There were several instances of expenses being charged to the wrong department which will be looked into and resolved. In a discussion it was mentioned that it would be helpful if the account names in QuickBooks could match the department descriptions. This will be looked into. It was also discussed as whether the Health Insurance should be charged to the department or to Financial Administration. This was not resolved.

The Chair requested a detailed Revenue report t.

There was discussion about getting another Home Depot credit card for the Fire Department. After discussion it was decided to look into getting a Town Credit Card that could be used by any department with pre-approval.

Carol Sheltry thought the cost of recent advertising was too high and requested we look into find a more cost effective way of handling this.

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The board signed the AP and payroll checks.

At 9:08 PM Jo Beth Dudley made a motion to go into non-public to discuss Tax Collector Deeds, a Personnel matter and another item. Tamela Swan seconded the motion. Voting in the affirmative by roll call was: Jo Beth Dudley, Tamela Swan and Carol Sheltry.

Jo Beth Dudley made a motion to come out of the Non-Public session at 9:41. Carol Sheltry seconded the motion and all approved it.

There being no further business, at 9:42 PM Jo Beth Dudley made a motion to adjourn which was seconded by Carol Sheltry. All three selectmen voted in favor and the meeting was adjourned.

The next Regular Board meeting is December 16, 2019 at 6:30 PM.

Respectfully submitted,

Tina Peabody

Temporary Administrative Assistant

Town of Dalton

**December 2, 2019 Minutes as** approved by the Select Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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 Carol Sheltry, Select board Member

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 Tamela Swan, Select board Member

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Jo Beth Dudley, Select board Chairman