**Minutes of November 11, 2019 Meeting**

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

Called to order: 6:41 PM by Chair Dudley

Administrative Assistant received a copy of the approved and sealed minutes of the 10/21 Nonpublic Minutes, an update to the previously approved minutes of 9/9, the original signed MS1 and the 11/4 minutes were approved with corrections: all references to “road call” were changed to “roll call” in reference to Non-public votes. Jo Beth Dudley made a motion to approve the 11/4/19 minutes as amended. The motion was seconded by Tamela Swan and the motion was approved by all 3 selectmen.

Jo Beth Dudley made a motion to approve the November 4th Non-Public Minutes which motion was seconded by Tamela Swan. Carol Sheltry recused herself from this non-public session. The motion was approved by Jo Beth Dudley and Tamela Swan.

Carol Shelty will provide minutes for the other 11/4/ 19 Non-Public Session at the next meeting.

After a brief discussion Carol Sheltry made a motion to accept the resignations of \_\_\_ and \_\_\_ as Trustees of Trust Funds. Tamela Swan seconded the motion and all voted in favor of the motion. There was further discussion about how to get some residents to serve as Trustees of Trust Funds as there are now no Trustees of Trust Funds. A notice will be posted on the web site.

There was discussion about the Certified Computers contract. Questions were raised as to what happens with equipment after the five years and what would be the schedule for upgrading them. The other concern was what software would be included on the new computers. The acceptance of the contract was deferred until these questions are answered.

Tamela proposed that the board accept the Certified proposal given to Jessie Wentworth for a new printer/copier rather than accept an expensive lease. Jo Beth Dudley made a motion to accept the 2,4\_\_.\_\_ quote for a Kyocera printer/copier which motion was seconded by Carol Sheltry. All voted in support of the motion.

Jo Beth Dudley explained that the $19,\_\_\_\_.00 Municipal Aid received is by special exception of the legislature is NOT subject to a hearing, even though the amount is over $10,000, IF the funds are used to reduce the tax rate. Therefore the hearing that was proposed for this meeting is not being held. Jo Beth Dudley made a motion affirming the board’s decision at the 10/21

meeting to apply all of the 2019 Municipal Aid received to reduce the 2019 Tax Rate. Carol Sheltry seconded the motion and all approved it.

The board had met with Tammy Letson of Cohos Advisors prior to the meeting to learn about the DRA Property portal and the process for setting the tax rate. The tax rate as initially calculated by DRA reflects an increase. However by using $78,000 from surplus the tax rate can be maintained at the same rate as that of 2018. This does not mean that all tax bills will be the same as a change in valuation would cause as change in the tax amount. Jo Beth Dudley made a motion to apply $78,000 from surplus to reduce the 2019 tax rate. Carol Sheltry seconded the motion which was approved by all three selectmen.

By consensus, after a brief discussion, it was agree to NOT meet November 25th which is the Monday before Thanksgiving.

Administrative Assistant Tina Peabody was requested to have 2020 budget requests from the highway and police departments for the November 18th meeting if possible and for the December 2nd meeting at the latest. There was a brief discussion of the Police Department budget and configuration.

All agreed to an additional change in the November 4th minutes to change the reference to Windows 7 not windows 10.

A request was made for all available job descriptions to be presented to the board for review.

There being no further business, at 8:50 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.

Next Regular Board meeting is November 18th at 6:30 PM.

Respectfully submitted,

Tina Peabody

Temporary Administrative Assistant

Town of Dalton

**November 11, 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