***DRAFT* Minutes of January 6, 2020 Meeting**

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

Also present were John Swan,; Ron Sheltry, Fire Chief; Linda Greenwood, Treasurer; Christine Ordinetz, Moderator; and Cathleen Fountain, Supervisor of the Checklist.

Called to Order at 6:30 PM by Chairman Dudley.

Tamela Swan made a motion to accept the December 16th non-public minutes. Jo Beth Dudley seconded the motion and both approved it. Carol Sheltry recused herself. These minutes were sealed in the December 16th meeting.

Jo Beth Dudley made a correction to the December 30th minutes on page 1: *Jo Beth Dudley will work on the response letter and she and Tamela Swan will work on the question list.* With this minor correction Tamela Swan made a motion to accept the December 30, 2019 minutes and Jo Beth Dudley seconded the motion. All voted in favor of the motion.

Tamela Swan made a motion to accept the 2nd 12/30/19 Non-Public Minutes and Jo Beth Dudley seconded the motion. Tamela Swan and Jo Beth Dudley voted in favor of the motion. Carol Sheltry recused herself. These minutes were sealed on 12/30/19.

The 1st 12/30/19 Non-Public minutes need to have the “recused” on Carol Sheltry’s signature line removed. With this correction Jo Beth Dudley made a motion to accept the 1st 12/30/19 Non-Public minutes. Tamela Swan seconded the motion and all three selectmen approved the motion. These minutes were sealed on 12/30/19.

Tamela Swan and Carol Sheltry reviewed the Non-Public Minutes of the 12/16 and 12/30 Personnel Meeting. Carol Sheltry made a motion to approve them which was seconded by Tamela Swan. Both voted to approve the minutes and Jo Beth Dudley recused herself. The minutes were sealed on 12/30/19.

Reviewing budget printouts and making known adjustments it appears the Town has overspent its budget by approximately $5,000.

There was discussion about the deadline, 2/7/20, for holding the Budget Hearing and about the February 11th primary and that a voter may not change his party prior to the primary. The Supervisors of the Checklist are meeting 1/21/19 from 7-7:30 or longer if needed. The notice of this meeting will be posted on the Website, at the transfer station and the Town Office Bulletin Board. A copy will also be send to the North Woods weekly.

Need to check the scan of double sided documents as they are not consistent on new printer.

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Tamela Swan volunteered to be the representative selectman at the 2/11/20 Primary and to stay for the count. All selectmen need to sign the report of vote after the counting is completed.

The annual Town Meeting is 3/10/20 and the budget hearing must be held by 2/7/20. The Warrant must be posted by 2/24/20 and the Town Report must be available by 3/3/20. The Temporary Administrative Assistant will look into who prints the Town Report and their deadlines. Setup of the meeting and the availability, of audio equipment was discussed. Voting opportunities this year are 2/11, 3/10, 9/8 and 11/3.

Cohos Advisors will attend the 1/20/20 meeting which will begin at 5:30. The change is time will be noticed. There was discussion about the questions to be asked. Jo Beth Dudley will update her list and send it to Cohos.

The board reviewed the emails sent and received between the Temporary Administrative Assistant and the Conservation Commission. Jo Beth Dudley will write them a letter confirming their 1/21/20 meeting at 6:30 PM and that the Select Board will be in attendance so they can determine who will be the board’s representative on the Commission. She will also mention the Right to Know rules, the importance of minutes and updating the Select Board of any actions taken.

Carol Sheltry shared the spread sheet she had developed regarding tonnage at the Transfer Station. Developing a complete list of expenses and income is a continuing project.

Jo Beth Dudley made known that the WMRHS will have their bond and budget hearing on 1/15/20 beginning at 5:30 PM. Snow date is 1/16/20.

There was discussion about changing the invoice approval form to be department specific and include the department subcategories. This will wait on the discussion with Cohos Advisors.

There was discussion again about the Police Department and that budget. Jo Beth Dudley will contact John Tholl.

Send Tamela YE totals and budget WS that was started.

There was discussion about who to dedicate the Town Report to. Bill Abbott’s name was mentioned as a possible. The Budget hearing will be 2/10/2020. Department Annual reports for the Annual Town Report are due 1/20/20.

Dates for Filing for Elected Offices are 1/22/20 to 1/31/20. The Town Clerk’s office will be open until 5PM on Friday 1/31/20.

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Need to get information on the Library and Cemetery budgets.

There was a brief discussion about the need of the Planning Board for an Administrative Assistant to take minutes and to do follow up work gathering information and/or preparing or filing plans. There was a thought that perhaps the Select Board Administrative Assistant position could be combined with the Planning Board’s to make one position with more hours that might be easier to fill.

A calendar for upcoming dates/events will be added to the Agenda.

Ron Sheltry commented that the Emergency Management Plan needs to be updated in 2020 and that the Select Board will need to participate. There is a grant to cover the cost which he is working on obtaining and which will pay a professional to assist in the process.

At 9:38 Jo Beth Dudley made a motion to go into non-public session for legal and litigation discussion. Carol Sheltry seconded the motion and all three selectmen approved it and also by a roll call vote.

Carol Sheltry recused herself from the non-public session at 9:56.

The Public meeting resumed at 10 PM. Carol Sheltry rejoined the meeting. Jo Beth Dudley made a motion to SEAL the minutes of the legal Non-Public session with a second by Tamela Swan and approved by all three selectmen.

Tamela Swan made a motion to seal the litigation non-public session and Jo Beth Dudley seconded the motion. Both voted in favor and Carol Sheltry recused herself.

There being no further business, at 10:02 PM Jo Beth Dudley made a motion to adjourn which was seconded by Tamela Swan. All three selectmen voted in favor and the meeting was adjourned.

The next Regular Board meeting is January 13, 2020 at 6:30 PM.

Respectfully submitted,

Tina Peabody

Temporary Administrative Assistant

Town of Dalton

**January 6, 2020 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