

Carroll Select Board
Meeting Minutes
March 30, 2021

“These minutes of the Town of Carroll Select Board have been recorded by its Secretary. Though believed to be accurate and correct they are subject to additions, deletions and corrections by the Select Board at its next meeting when the Board votes its final approval of the minutes. They are being made available at this time to conform to the requirements of New Hampshire RSA 91-A:2.”

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically and did so through Zoom.

Minutes recorded by Heather Brown, Secretary

Board Members: Robert Gauthier Jr., David A. Scalley, Kenneth D. Mills

Members of the Public: Imre Szauter, Tadd Bailey, Jeremy Oleson, Erin Oleson, Sandy Pothier, Mike Hogan, Bonnie Moroney, Josh Basnar, Chris Pappas, Ben Jellison, Paul Hayes

The meeting was called to order at 7:00 p.m. by Chairperson Scalley.

PLEDGE OF ALLEGIANCE

Chairperson Scalley stated the reason for the remote meeting is Covid.

Chairperson Scalley confirmed that everyone present could hear and speak, everyone confirmed.

Chairperson Scalley acknowledged that the board would be doing roll call votes.

Chairperson Scalley asked members to state their name, remote location and identify if anyone was at their remote location.

Gauthier – at hotel in Biddeford ME, alone

Mills – at Fire Station, with Chairperson Scalley, Imre, Heather & Tadd

Scalley – at Fire Station, with Selectperson Mills, Imre, Heather & Tadd

APPROVE & SIGN THE MANIFESTS – Chairperson Scalley announced the approval and signing of the manifests. All acknowledged that they had signed.

APPROVAL OF MINUTES 3/23/2021 – Selectperson Mills made a motion to approve the minutes of 3/23/2021. Selectperson Gauthier seconded. ROLL CALL VOTE: Mills-AYE, Gauthier-AYE, Scalley-AYE. All in favor. The motion passed unanimously.

APPROVAL OF MINUTES 3/26/2021 – Selectperson Mills made a motion to approve the minutes of 3/26/2021. Selectperson Gauthier seconded. ROLL CALL VOTE: Mills-AYE, Gauthier-AYE, Scalley-AYE. All in favor. The motion passed unanimously.

Chairperson Scalley announced that he would like to try going through the agenda items and having the public comment afterwards to see if it would help move things along.

The Board reviewed the WATER WARRANT – QUIRK-BESSETTE. Selectperson Mills made a motion to approve and sign. Chairperson Scalley seconded. ROLL CALL VOTE: Mills-AYE, Scalley-AYE, Gauthier-Abstain. The motion passed.

The Board reviewed the PRIMEX PUBLIC ENTITY APPLICATION. Discussion amongst the Board regarding the application; the Secretary informed the Board that Primex did indicate that some of the answers may be unanswerable, as well as all the answers were done in collaboration with Certified Computers and Notchnet. The Board suggested that the Secretary send the application to Primex to see if it is acceptable or if additional information is needed. Selectperson Mills made a motion to have Chairperson Scalley act on behalf of the Board and sign the Primex Public Entity Application. Selectperson Gauithier seconded. ROLL CALL VOTE: Mills-AYE, Gauthier-AYE, Scalley-AYE. The motion passed.

SALE OF OLD FIRESTATION – The Board reviewed the options of selling the old Fire Station, sealed bid, auction or listing. Pros and cons of each method were discussed. Chairperson Scalley explained once the method is decided and an idea of how they want to list it and then the Chair and the secretary would need to get into contact with the town attorney because the three selectmen had chosen the options, they wanted in the deed that they felt would fit best for the town. Once everything is decided the the town attorney will create the package and go from there. The Board agreed to get another appraisal before deciding which method to go with; the Board is aware that there is a fee associated with getting another appraisal. Chairperson Scalley will get more information to get an appraisal for the next meeting.

COMPUTER LINE, HIGHWAY DEPT – Chairperson Scalley brought to the Board's attention that Greg Hogan is in need of a computer and explained that there are two computers from the EOC Grant. Chairperson Scalley asked the Board if they would be opposed to the Highway Department using one of the laptop computers, which would save them having to purchase one. The Board agreed to let Greg Hogan use the one of the EOC laptop computers.

DISCUSSION-RELEASE OF FUNDS TO THE PD FROM THE CRF FOR COMPUTERS/TECHNOLOGY – Selectperson Mills reviewed his research with the Board regarding the CRF fund, noting correspondence with NHMA and John Foster, as well as reading Article 5 from the 2002 Town Report. Selectperson Mills explained the specific requirements of how the money can be used and the process to access the money.

Discussion amongst the Board regarding how the funds could be used to help offset the budget.

Discussion amongst the Board and Police Chief Tadd Bailey regarding the cost and benefits of the IMC switch as well as the potential cost in the future for dispatch. Chairperson Scalley confirmed the total cost with Chief Bailey, Chief Bailey explained that he is only looking for the \$6,000 and that it's a year long project.

The Board agreed to hold off on a decision and Selectperson Mills will follow up with NHMA to make sure the correct way to use the fund.

Chairperson Scalley asked the public if there were any comments from the public about any of the items that were discussed prior to moving onto the budget.

Bonnie Moroney reminded the Board that with the Fire Station sale everything is documented for the buyer and they are aware that they are responsible. Chairperson Scalley confirmed that was one of the things to be included in the deed.

Discussion between Bonnie Moroney and Chairperson Scalley regarding the default budget, articles that did not pass, how money is used, etc. Bonnie Moroney also explained her view of how the Computer/Technology CRF funds can be used, noting it is for equipment, not support.

Ben Jellison asked if the new process of not allowing the public input on any of the agenda items until after discussing was a new procedure, noting his concern with waiting until the end for public input and eliminating any input on decisions. Selectperson Scalley explained that the Board was only trying it to see if it would help with efficiency with the meeting, noting the interruptions in the past and that it is not a new procedure and does not disagree.

Ben Jellison asked if employees, Board members, or anyone that has something to do with the Town, are restricted from putting bids in on the Fire Station if it is decided that a sealed bid is the method the Board chooses. Selectperson Scalley responded that they have not been in the past and does not see why they would.

Selectperson Mills informed the Board that he already asked NHMA about the Computer/Technology CRF and cautioned the Board about the line items and articles.

BUDGET DISCUSSIONS – Selectperson Scalley explained that after last weeks meeting, he got creative with his numbers and put money back in, noting that he took the numbers away from the 2020 budgeted number and worked with the actual that was spent and put some numbers back in. The Board agreed that Chairperson Scalley would provide his number for each account and then the Board could discuss. Chairperson Scalley further stated that he would like to get some type of idea of where they are with budget and if they cannot address each line item from each department, he would like to focus on employee salary increases and needing to find the \$17,000 in the budget to do so. Below are round numbers of the suggested budgeted amount of each account Selectperson Scalley presented.

ACCOUNT	PROPOSED NEW BUDGET	NOTES
TOWN OFFICERS	\$44,400	
ELECTION & REGISTRATION	\$3,300	Ben Jellison referenced an invoice that was received today and needing the line to have more money. The Board will review for the next meeting.
FINANCIAL ADMINISTRATION	\$153,918	
PROPERTY ASSESSING	\$65,500	Chairperson Scalley explained that this number includes the \$17,500 re-evals.
LEGAL EXPENSE	\$110,000	Chairperson Scalley explained that this includes the \$35,000 for the school withdrawal and an addition \$35,000.
PERSONNEL ADMINISTRATION	\$300,000	Was \$319,000 with original increases, with proposed increases, took a percentage off to come up with number. Noting that it is \$27,000 more than was used in 2020.
PLANNING BOARD	\$1,840	
BOARD OF ADJUSTMENT	\$1,200	
GENERAL GOV'T BLDGS	\$56,040	
CEMETERIES	\$2,200	Selectperson Scalley explained that he brought the maintenance down 50% and took out the improvements for \$1,200, noting last year Ed mentioned he has done a lot of the gravestones himself and there was not much left to do and only spent \$600 previous.

ACCOUNT	PROPOSED NEW BUDGET	NOTES
INSURANCE	\$57,000	
OTHER GENERAL GOV'T	\$100	
POLICE DEPT.	\$305,178	Selectperson Scalley revisited again and brought it down \$19,000.
FIRE DEPT.	\$281,154	
INSPECTIONS	\$503	
INSPECTIONS PI	\$29,900	Chairperson Scalley explained that this was \$37,000 and brought it down because with the hotel being done, he does not feel there will be as many inspections. Selectperson Mills reviewed his research regarding building inspections, warrant article, etc and NHMA suggested the Board reach out to their Town attorney. Discussion regarding the position, adopt 2018 IBC, when position created and voted in, etc. The Board discussed and will look into when the position was voted in and do more research before speaking with the Town attorney.
EMERGENCY MGT.	\$2,250	
HIGHWAY DEPT.	\$110,158	
STREET LIGHTING	\$23,000	
AIRPORT	\$0	
SOLID WASTE	\$76,927	
TRANSFER STATION	\$129,927	
SEWER	\$1,500	Chairperson Scalley explained that this number is light because there are a couple more tanks and those were not budgeted in and additional money would most likely be needed.
PUBLIC ASSISTANCE	\$5,575	
PARKS AND RECREATION	\$3,075	Discussion regarding program, cost per child, cost to run program, Covid, etc. Erin Oleson explained that she would meet with the committee and get back to the Board next week.
LIBRARY	\$15,500	Research what can/can't be done with budget.
PATRIOTIC PURPOSES	\$0	
CULTURE	\$5,200	Discussion regarding necessity of info booth this year, scheduling. Have not heard back from Carol.
CONSERVATION	\$275	
PRINCIPAL LONG-TERM NOTES	\$235,697	
INTREST	\$127,258	

Chairperson Scalley explained that with the numbers he just provided the new budget would be \$2,148,575. However, there are additions that need to be added back in, including: Fire Truck payment-\$50,000, Employee's pay increases-\$17,000 and the Buyout-\$74,000; estimating the total budget to approx. \$2,290,000, give or take and further noting around \$133,000 under budget. Discussion amongst the board to recheck the numbers for the next meeting and identify if/where some money may be able to be added back in where it is needed.

Discussions regarding additional money that will need to be added back into Accounts that were discussed throughout the night (election, personnel, police and maybe highway). The Board agreed and will review for the next meeting.

Mike Hogan brought to the Board's attention the CARES Act and the possibilities of what the money could be used for, noting at this time, the amount for the town is not known. The Board acknowledged and briefly discussed what they learned at a webinar regarding what the money could/could not be used for, but no specifics were given. Mike Hogan expressed that he is wondering if there will be a committee formed/towns people to make sure the money is spent correctly. He also reviewed some ideas to for Rec. (trips, grants, etc.).

Discussion of a spending freeze. The Board agreed that all departments should be on a spending freeze until the budget is figured out.

FOLLOW UP:

TAX DEEDED PROPERTY, ROUTE 3 NORTH – Chairperson Scalley updated the Board that Bob Carey has been looking into it with the State.

SOUND PANELS – Chairperson Scalley updated the Board the sound panels are scheduled to be installed starting 4/19 and lasting approx. 2 weeks for completion, noting the task form team will be working with the installation to help get things cleaned up after.

WATER REPORT – nothing new to report. Selectperson Mills wanted to note that there was a big tree down over the weekend and had been communicating with Greg Hogan. Selectperson Mills wanted to give kudos to Greg and staff for addressing it.

RIGHT TO KNOW/SOCIAL MEDIA – The Board explained that a couple questions had been asked to Primex since the last meeting and reviewed the responses from Primex. The Board agreed that they wanted to do further research.

LAND USE SECRETARY POSITION – The Board is underway with interviews. There are two applicants. One was interviewed last week, and the other applicant has an interview the end of this week. Chairperson Scalley explained that there may be another applicant, however their resume has not been received. The Board will discuss further after the interview the end of this week.

DISCUSS WITHDRAWAL INFORMATION, SELECTMEN'S REP – Chairperson Scalley explained that he emailed Marion Anastasia today asking if the Town could have multiple Selectperson's on the committee, noting the difficulty of having a 100% commitment from just one selectperson. Chairperson Scalley explained that the response was not a yes or no answer, so it is unknown if there can be two selectpersons on the committee. Chairperson Scalley suggested that Selectperson Mills and Selectperson Gauthier share the duty. If both can be present that would be great, otherwise the two of them can work together to make sure the Town is represented one or the other and they communicate with what is going on. Ben Jellison was fine with it and agreed that if both could go it would be best, highlighting the need for continuity of the conversation if it's going one at one meeting and another at the next meeting, further noting that he hopes the committee will allow other people from the town as well. Ben Jellison reminded the Board of the timeline that needs to be followed. Chairperson Scalley confirmed that he would follow up with Marion Anastasia via email to let her know of the select board reps.

OTHER:

Ben Jellison inquired about the timeline of the sound panels and if there had been any discussion of Town Hall reopening in the near future. The Board responded that the panels should be fully installed

in May and as for opening Town Hall that discussion has not been had, but will be in the next few weeks.

Chairperson Scalley announced the next meeting will be Wednesday, April 7, 2021 at 6:00 p.m.

At 9:06 p.m., Chairperson Scalley announced that the Board will be going into non-public session per RSA 91-A:3 personnel and RSA 91-A:3 legal.

At 9:06 p.m., Chairperson Scalley made a motion to go into non-public session per RSA 91-A:3 legal. The motion was seconded by Selectperson Mills and polled; Gauthier – yes, Scalley – yes, Mills – yes.

At 9:23 p.m. Selectperson Scalley made a motion to return to public session and seal the minutes. The motion was seconded by Selectperson Mills and polled; Gauthier – yes, Scalley – yes, Mills – yes.

Selectperson Mills reiterated to the Board that he would like an answer/commitment to a decision on the IMC switch for the Police Department's request to use monies from the Computer/Technology CRF. The Board briefly discussed. Selectperson Mills volunteered to do additional research before the next meeting.

At 9:27 p.m. Chairperson Scalley made a motion to adjourn. Selectperson Mills seconded.
ROLL CALL VOTE: Gauthier – yes, Scalley – yes, Mills – yes. Chairperson Scalley declared the meeting ended at 9:27 p.m.