

**Town of Colebrook
Select Board Meeting
December 13, 2021
17 Bridge Street, Colebrook, NH. 03576**

Select board present: Greg Placy, Chairperson; Sue Collins, Ray Gorman
Staff present: Melanie Fogg, Tax Collector; Christine Charman, Transcriptionist

The Pledge of Allegiance was recited as the meeting was called to order by the Chairperson at 5:04pm.

HEARING OF THE PUBLIC

The Select board met with the Hodges Management Company for the Colebrook Mobile Home Cooperative via Zoom.

Present on the Zoom call: Alan Blake, NH Community Loan Fund; Dawn Cameron, Colebrook Homeowners' Cooperative; Maria Carlson, The Hodges Company; Erin DiBacco, NH Community Loan Fund.

The Purpose of the meeting was for the Hodges Management Company to give the select board an update on the status of paying the Colebrook water bills on behalf of the Cooperative.

Sue Collins introduced the topic by stating that the Cooperative is in arrears of \$33,000 for water and sewer payments combined. Sue noted that the Town of Colebrook received \$8000 mid-November and \$1000 a couple weeks ago.

She noted that the Town of Colebrook cannot continue to supply water and sewer services to the Cooperative if they are unable to pay for what they are using, let alone unable to pay down the overdue amounts.

July 1, 2021, there was an agreement that the Cooperative would pay \$1000 payment every month on the past due amounts and the Town agreed that CHC would be billed a fixed amount quarterly (\$2620.80 water and \$4,099.20 sewer totaling \$6,720) until next summer when grant funds will be available to fix water lines, sewer lines and the water leaks of over 15,000 gallons per day.

Maria Carlson from the Hodges Company reported that the first bill the Hodges Company received from the Town of Colebrook for the current year was at the end of October. This bill was for July, August, and September 2021 for \$8500 and was paid in full.

Ms. Carlson went on to say that the Company has been making monthly payments since end of April of \$1000+. She noted that a \$1100 check had been cut today.

To date, the Company records indicate that they have paid \$10,251 towards the Cooperative's old balance. Their plan is that the quarterly bills will be paid in full and that they will continue with the monthly \$1000.

Maria sent an email that explained all of this to Melanie after the last **selectboard** meeting. ~~after the last meeting (after the last selectboard meeting)~~ Maria outlined it all, including how the budget worked, and all that outlined above.

When Sue requested that this Hodges Company plan be emailed to the select board, Dawn Cameron of the Cooperative said that she had sent a full explanation from Maria to the select board on November 15th.

The selectboard reviewed with Dawn and Maria the correct email addresses for corresponding with the select board members and requested that the email be resent since none of the three selectboard members received that November 15th email.

Sue noted that the November 15th email she received from Dawn only talked about Zoom meeting with Hodges Company.

Alan Blake commented that notwithstanding the email mis queue, the Cooperative nor the Hodges Company has any intention of letting these payments (as planned) slide.

An email will solidify the understanding/agreement. That email will come from Maria Carlson directly to the select board and to Melanie.

Alan reported that the USDA approved the CDBG grant, and that the USDA said the Cooperative is their priority in 2022.

The Zoom call was ended.

SAU #7 Superintendent Taylor cannot make a 5pm meeting. Item postponed to 12/27/21.

REGULAR AGENDA

Review and approval of Minutes of 11-22-2021 and 12-6-2021 - Sue Collins made a motion to accept the Minutes of November 22, 2021, and December 6, 2021, as presented. Ray seconded the motion which passed unanimously.

Review and Sign Payroll and disbursement Manifests. In a follow up to the December 6, 2021, meeting, Sue sent a letter to be included with all Town employee paychecks.

Manager's Report - none this week.

NEW BUSINESS

2020 Single audit finding and regular audit outstanding items:

Sue is still waiting for Tammy's MD & A. Melanie emailed Tim Greene today to find out what the Town of Colebrook is missing. Tim has already sent that list to Sue. Mel will review everything with Tammy this week when Tammy is in Colebrook.

Northern Borders Commission/EDA Grant - Status of QBS process:

No update. Melanie sent an email - no response. The Town of Colebrook cannot expend any of the grant funds until all relevant paperwork is completed.

Town Clerk request for authorization to issue a refund to Town of Columbia:

Sue mentioned that this item was for the prior select board meeting but got overlooked on the agenda. Sue Collins made a motion to authorize Melanie to issue a refund check to reimburse the Town of Columbia \$132 for a trailer that was registered in Colebrook by a business owner but needed to be registered in Columbia instead. Ray Gorman seconded the motion which passed unanimously.

Balsams Update:

Ray Gorman reported that the Coos County Commissioners approved a resolution to work with Provident non-profit group which is the lead developer on the Lake Gloriette hotel \$200,000,000 project. Goldman Sachs will support the project as the lead bond issuer.

There are more negotiations with the County to come. All necessary paperwork has to be completed by March 30, 2022, so that the bonds can be sold, and work can begin.

Information provided to the Coos County Commissioners was very general: A 36-month plan with a lead developer for a significant number of properties. Possible development on golf course as well. The Balsams team see themselves building housing around the golf course which is in Colebrook.

OLD BUSINESS

Tax bills were sent out on December 7th on warrant approved 12-6.

Dan Skousen and Coos County Broadband Committee: Greg reported that Dan is probably not interested.

Fire Department budget feedback is \$15,000 to 2022: Sue reported that the Colebrook Fire Department did not send any new language or new paperwork.

EPA application Outstanding Issues:

Greg reported that there is a meeting on Friday, December 17th at 1pm meeting and an update meeting with APP engineers at 4pm (also on Friday). Greg will call Paul Schmidt (CMA Engineering) beforehand with James to get an update prior to the Friday meetings.

Tabled/Pending Items:

Personnel Policy Manual

Junk and Junkyard Ordinances:

Discussion about the existing ordinances and issues around commercial trash being brought to the Colebrook Transfer Station.

James will need to consult with Jonathan Frizzell on this situation and the ordinances. Greg will stop in and see James about this when James gets back.

For Signature:

Lawrence & Beverly Kenney Laurie Lane land use change tax \$1,380 due per Gary Fournier.

Forest Fire Report & Bill for \$492 payment approved.

Brookfield Generator Services Proposal. Mel received the proposal for year 2022. The amounts are:

\$695 per once a year or \$1115 two visits.

Pay by Jan 15 which would be prepaid the amounts go from \$695 to \$650 or from \$1115 to \$1059.

Sue made a motion to accept generator maintenance proposal from Brookfield Generator Services and to prepay the once per year amount in the proposal by Jan 15th, 2022, of \$650. Ray Gorman seconded the motion and it passed unanimously.

Hearing of the Public and Any Other Business:

Christa Howe Revocable Trust: Application for current use assessment. There was no information from Gary on this, so it was unclear what this was for. The application included 14.9 acres leaving one acre not in current use. The assessor needs to take a look at this first. Melanie will give the application to Gary for recommendation and the board will address this when they have Gary's usual cover letter and recommendation.

Sue Collins discussed some items relative to the 2022 budget including some discussion of water rates in the coming year and about grants and projects and funding.

The select board discussed the updated budget and the NH DOT relative to the Main Street project: Greg Placy noted that a while ago the Town received Amendment One and with that amendment, he had to do an engineering estimate. The cost of Amendment One is \$30,000+.

A project environmental impact review must be done.

Drainage report: DOT requested Colebrook do a study of the DOT drainage system.

Utility relocation: Greg reported that it will take some hours to work this out. At the utilities meeting the district was going to see if DOT Design Services would take a look at the utilities relocation. No word back on this.

Sue reported that she received an email from Josh Bouchard about a December 17th morning virtual meeting. Greg requested a different time. No follow up from Josh as of yet. Also, for TAP funded portion, NHDOT wanted confirmation that The Town of Colebrook could meet the required 20% contribution. ~~Amendment One is \$203,000.~~ Yes, the Town can afford ~~it~~ the \$203,000 match from the Main Street Capital Reserve Fund.

Ray Gorman had NH Public Deposit Investment Pool fund transfer questions: Specifically, the \$2,000 transfer for trail maintenance and the transfer of \$23,000 for capital reserve fund.

Melanie reported that the trail maintenance transfer already went and that the \$23,000 would be done this coming week.

Greg Placy then reported that he had received an email from 45th Parallel that the meeting scheduled for 12/27 had been moved to 12/15. Ray will need to go because both Sue and Greg will be out of town. Ray will attend the meeting at 6pm on December 15th at the 45th Parallel building.

Sue Collins made the motion to adjourn. Ray Gorman seconded the motion. Meeting was adjourned at 5:56pm.