

Colebrook Select Board Meeting

July 23, 2021

Colebrook Town Hall Courtroom

Select Board Members: Greg Placy, Chairperson, Suzanne Collins, Ray Gorman

Town of Colebrook Staff Members: Dottie Uran, Assessing Clerk; Melanie Mathieu, Tax Collector; Greg Marchand, Water & Sewer Department.

Guests: Ken Jaworski. Dawn Cameron, Colebrook Mobile Home Cooperative; Jake Mardin, News & Sentinel; Joia Hughes, CDBG Consultant.

At 1:00pm The Select Board held a series of three public hearings to address three components of a proposed Community Development Block Grant (CDBG) for the Colebrook Mobile Home Cooperative. Those components are:

- a. Approval of a proposed Community Development Block Grant Application for \$500,000.
- b. Approval of the Colebrook housing and Community Development Plan.
- c. Approval of the Residential Anti-Displacement and Relocation Assistance Plan.

**Colebrook CDBG Application
Open Public Hearing**

The Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low- and moderate-income persons. The Town of Colebrook is eligible to apply for \$500,000 each calendar year for public facility/housing rehabilitation and economic development projects as well as emergency funds. Feasibility Study/Planning Study funds are available for up to \$25,000.

Purpose of Community Development Blok Grant funding for Colebrook Homeowners Cooperative as attached. The project conforms with Colebrook's Housing and Community Development Plan's Goals.

Public comments were requested and there were no public comments.

The public hearing was closed.

The select board opened a public hearing to discuss the proposed Housing and Community Development Plan. There have been no changes since the January approval of the plan.

Public comments were requested. There were no public comments.

The public hearing was closed.

The select board opened a public hearing on the Residential Anti-displacement and Relocation Assistance Plan. There have been no changes to the plan since the January approval of the plan.

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Public comments were requested and there were no public comments.

The select board closed the public hearing.

Sue made a motion to adopt the Housing and Community Development Plan. Ray seconded the motion which passed unanimously.

Sue made a motion to adopt the Residential Anti-displacement and Relocation Assistance Plan. Ray seconded the motion. The motion passed unanimously.

Sue made a motion to approve the submittal of the application and to authorize Greg Placy to sign and submit the application, and upon approval of the CDBG application, to authorize Greg Placy to execute any documents which may be necessary to effectuate the CDBG contract. Ray seconded the motion. The motion passed unanimously.

Upon completion of the three public hearings the select board went into a non-meeting with legal counsel at 1:09pm.

The board went back into public session at 1:28pm.

Requests to Meet with the Board – Hearing of the Public

Ken Jaworski – Presented about Cars and Coffee Car Show at the C4 Automotive Parking Lot 2nd Sunday of each month. There is no sale of anything – just people getting together to admire their cars. Ken has advertised on Facebook and has a signed letter from the landowner. He anticipates 10 – 15 cars.

The select board had no questions or issues with this idea.

Buddy Boudle – Water Bill at Mobile Home Park. Mr. Boudle did not attend.

Review & approval of the Minutes of July 12th. Sue made a motion to approve the minutes of July 12, 2021, as presented. Ray seconded the motion. The motion passed unanimously.

New Business – The holder of Colebrook’s Boston Post Cane has unfortunately passed away, so Sue suggested that the select board put an ad in the paper asking for nominations to find out who the oldest resident is. Sue has an example ad from Lancaster. The same type of ad will be placed for Colebrook.

Paul Rella requested signatures for the Stonegarden grant paperwork.

The 2020 Operation Stonegarden Memorandum of Agreement with the Coos County Sherriff’s Department.

The board executed the needed signatures. Sue requested that Paul send the new 2022 Stonegarden budget to Tammy and to Sue.

South Hill Road – ATV application of Mr. & Mrs. James Carleton of Stewartstown, NH. The board made a motion to table the application from the Carleton’s request for access to the trailhead on South Hill Road in Colebrook until after the August 9th ATV/OHRV Public Hearing. Motion was seconded by Ray and passed unanimously.

Sale of Town Property – Selection of Real Estate Agent. Ray made a motion to approve the proposal of Ray Davis Real Estate to list the property that the Town of Colebrook has for Sale. Sue seconded the motion which passed unanimously.

Status of Appointment of Dan Skousen to Coos County Broadband Committee – Greg has not heard an update on this. This item is tabled.

Updated Tax Deeded Property List – At the last meeting Mel was to bring in a cleaned-up listing of tax deeded properties. Melanie did not have a chance to update the list. She made a verbal report of updates to the list. She noted that she is not sending notices out until August because they are not deeding until September 7th.

Sue asked when the select board could expect to receive an updated and cleaned-up list. Mel said that the select board will have the list before their August 9th meeting.

Status of Request for County ARPA Funding for Wastewater System

Infrastructure – Ray reported that he presented all the appropriate information to

the County Commissioners last Wednesday and it was approved. It is on the agenda now for the County Delegation for approval on Monday at 10:00am.

This funding request is for the Edwards Street Pump Station and related piping for a total of \$229,000. This would be a pipe blasting contract which is something done underground rather than digging up the land. One part is \$50,000 of engineering study for the complete project. We have an area of sewer line that is getting infiltrated by the swamp.

Ray has talked to various State of NH Representatives, and it looks like things should be “a go.” Sue wondered when the County will be authorized to cut checks out of that money they have received already.

Ray noted that the Town of Colebrook is in good shape. He reported that the select board did all the right things to prepare the Commissioners for the request.

Greg Placy asked Greg Marchand about the status of the **EPA Permit Application** due in August. Greg Marchand reported that Brian is working on this. This application is the full single permit – the new permit to discharge into the Connecticut River.

Sue noted that this will stay on the agenda until the permit is granted/issues are resolved. Greg noted that this is a complex application.

OHRV/ATV Ordinance and Permission Form – the Public Hearing is on August 9th at 5:00pm. Sue will send an advertisement for the local newspapers so that the select board is in accordance with the publication requirements for a public hearing.

Hughes Road Reflectors – Greg Placy noted that Danny Lyons talked to him this morning. There is a white delineator on the mile marker at Hughes Road to help those who are having trouble finding Hughes Road at night.

Personnel Policy Manual – On hold for new town manager.

Signatures – Budget Transfer – Town Administration & General Office. Sue reported that there will be a budget line transfer of money from the General Office cost center to the Town Manager cost center. The select board authorized this budget line transfer.

The select board signed a sewer abatement of \$172.64 on the 2021 second issue sewer billing for Jules Kennett who filled his pool.

Water and Sewer Abatements – Third Issue. The board discussed the abatements for residents of First Street who were billed for water and sewer incorrectly prior to

the arrangement that the select board made with the Colebrook Mobile Home Cooperative: Beaton, Jeffers and Boucher. These abatements were all signed.

Hearing of the Public and Any Other Business – Civil Forfeiture – Unlicensed Dogs. Sue made a motion to authorize the issue of a civil forfeiture for the police department to issue a letter to each owner of an unlicensed dog.

Ray noted that this is mandated by the State of New Hampshire to do this and has to do with the rabies vaccinations. Ray seconded the motion and all approved.

Dawn Cameron from the Colebrook Mobile Home Cooperative talked about the possibility of people taking down trailers. She wants to see about getting permission to clean up trash in the yards of the empty trailers. There is one empty trailer that the Cooperative owns, and that trailer could be taken down. She requested an abatement to take the trash to the Town Transfer Station. She is requesting this for both the trash and the trailer. She noted that on Second Street there is trash on the ground. On 4th Street there is all kinds of trash on the lot next to Dawn's lot. There is everything from appliances to other household trash.

Dawn is thinking that while the Cooperative is waiting for all the other deed stuff to go through, the Cooperative could still be cleaning things up. She could make a dump run or two when she has the opportunity. There is one trailer that the Cooperative owns, and they could rip that trailer down. She said the Cooperative could do this work if the Town would pay for the disposal at the Transfer Station.

Greg said that it's too much stuff for the Town. Everything that goes to the Transfer Station as trash, the Town has to pay \$95 per ton to have transported away. This would be too expensive.

Sue said that the Town could take regular trash items but not the fee items (for free). The board made suggestions of who might help the Cooperative with this clean up and salvage of appropriate items.

Select board – Individual Lists

Greg – update on the Route 145 work. Jim Wells' cost came in at \$25,000. This is what Greg estimated. Jim said he could do it for \$14,000 as long as the Town helped him, and he could get the paving done without having to pay mobilization.

Josh reached out to the NHDOT to get the process going for a trench permit to replace the line in the road and Josh has been stonewalled by NHDOT who says it will be done outside the road or will be done using underground technology.

Certainly, the underground technology would cost about \$120,000 so that is not going to happen.

Ray asked what happens next with all the piping that has been purchased and what is the future of this section of road?

Greg Marchand said we will store the piping, so that if there is a break, it is ready to go. It is being stored correctly. At least we have the materials.

If a break happens, there will be an emergency open cut – a small section “band-aid” at the break.

This is the only road water and sewer activity happening right now.

Sue reported that everything is all set for the Bear Rock Bridge replacement sub-award. The Town has not received a check from Trout Unlimited. The project has not been bid out yet.

The select board has been invited to the 2021 annual dinner of the North Country Chamber of Commerce. Registration is required. All three will register for now.

There was discussion about the Boudle Trailer Park water billing. Mr. Boudle was not able to attend. Greg Marchand described the metering and subsequent billing for the trailer park. The quarterly bills that were reviewed demonstrated steady usage.

Mel described her process for billing to Mr. Boudle versus billing the individual trailers. There was discussion about the ordinance and about the metering at this particular mobile home park.

Greg Placy and Greg Marchand described the metering and piping configurations.

Greg M. and Mel discussed the billing process versus the meter reads. There was some discussion about how the accounting system works relative to the Boudle Trailer Home Park billing.

Mel offered to provide a print-out of the actual water use for each trailer in the trailer park. She is concerned because of the advice she is following from Tammy (Letson).

Ray reported that a citizen asked him if the Town of Colebrook would allow citizens to bring in televisions, etc. at no cost. This would not happen because it would be too expensive.

Greg Placy brought up a request from John Petrofsky regarding OHRV/ATV trail access. This will be a topic for future discussion.

Jake Mardin requested further information on the CDBG application and the related engineering study.

Greg reported on the Piper Hill Road project and materials needed for the project.

The select board is signing a stack of Yield Tax Warrants. Sue made a motion to adjourn at 2:28pm, seconded by Ray Gorman. Meeting was adjourned after all the Yield Tax Warrants were signed.

Respectfully Submitted,

Christine E. Charman

Christine Charman, Transcriptionist