

**Colebrook Select Board Meetings**

February 14, 2022

5:00PM

Colebrook Town Hall Courtroom

Select Board Members Present: Greg Placy, Chairperson; Sue Collins, Ray Gorman

Staff Present: James O’Gorman, Town Manager

Guest: Dawn Cameron, Colebrook Mobile Home Cooperative

**Public Hearing #1**

**Acceptance of Unanticipated Funds**

Chairman Greg Placy opened the Public Hearing at 5:05 P.M. Greg explained that this Public Hearing is necessary in order to comply with RSA 31:95-b, III (a) for the acceptance of unanticipated funds in excess of \$10,000.

On January 18, 2022, the Town of Colebrook received approval for a grant from the NH Drinking Water and Groundwater Trust Fund in the amount of \$419,000. A requirement of the grant is that we hold a public hearing on receipt of these funds and **formally accept the funds after the close of the public hearing.**

The \$419,000 is partial funding for the Colebrook Alternate Water Supply Project totaling \$1,397,000. This amount is broken down into 3 components:

Grant	\$419,000
North Wells Settlement Funds	\$550,000
Bonds, Notes or Loan	\$428,000.

There were no questions on the acceptance of the Drinking Water funds.

Public Hearing 1 was closed by Chairman Placy at 5:08pm.

**Public Hearing #2**

**Proposed Issuance of Bonds**

Chairman Greg Placy opened the Public Hearing at 5:09 P.M

Pursuant to RSA 33:8-a, the Board of Selectmen of the Town of Colebrook held an advertised Public Hearing on Monday, February 14, 2022, at 5:09 PM in the Town Hall Courtroom to discuss the proposed issuance of bonds of approximately \$448,000 to finance a project to replace existing water supply wells to meet source water protection requirements. The Warrant Article 3 is to be voted on by ballot at the March 8, 2022, Town Meeting.

Chairman Placy stated that part of the grant package from the NH Drinking Water & Groundwater Trust Fund involves a \$428,000 loan or bond to finance part of the project.

Phase I of the project consists of a well siting study which is going on right now. Phase I also consists of test wells, permitting, and the completion of production well drilling, along with design, permitting and bidding for Phase II components.

Phase II will include the construction and engineering services for connection to the water system.

There were no questions or comments. Chairman Placy closed the Public Hearing #2 at 5:10pm

### **Regular meeting**

**Sue Collins made a motion to accept unanticipated funds** in accordance with NH RSA 31:95-b, III(a) from the NH Drinking Water & Ground Water Trust Fund of up to \$419,000 for Colebrook's project to replace existing water supply wells to meet State of NH source water protection requirements. Ray Gorman seconded the motion. Motion passed unanimously.

**Jeff Wolf, General Manager** at American Performance Polymers, arrived at the **Regular Meeting** after the Manager's report.

### **Hearing of the Public**

Review & Approval of the Minutes from: January 24<sup>th</sup>, January 31, and February 7<sup>th</sup>. Sue made a motion to approve the minutes as edited. Motion was seconded by Ray. Motion passed unanimously.

**Manager's Report** – as attached to these minutes

### **Highlighted parts included below:**

Sue does not recommend signing the engagement letter from Devine Millimet because that letter includes mention of only Article #3. The letter needs to be redone and could be approved by the board later this week.

The Manager and Board discussed the issue of property taxes for non-profits owning property in Colebrook, not just UCVH, relative to properties being used for tax exempt purposes or not? This topic was tabled until after Town Meeting for a larger discussion.

Discussion about various properties and the applicable junkyard ordinance:

#61 Bridge Street – James sent a letter to the property owners and went through the property with them to talk about making changes.

There is a property on Edwards Street for James to look at.

There was discussion about a property on Second Street as well.

**Jeff Wolf from American Performance Polymers (APP)** – Discussed the letter from Town of Colebrook to (APP) and the timing of these letters and the references to correspondence listed in

the letters. Jeff noted that it was a bit confusing and that the two letters in question: October 8<sup>th</sup> and October 12<sup>th</sup> were quite different in scope: The costs, while being present in one are not present in the other. There is a request for money in one and no request in the other letter.

Jeff Wolff requested:

1. For the letter requesting \$45,000 payment from App to the Town of Colebrook – Jeff has the Jan, Feb, Mar invoices that state exactly what CMA was doing related to APP and the entire Town.
2. He would like to see or get copies of invoices related to the additional funds the Town is requesting from APP.
3. The other item Jeff requested was a specific reference to the proposal going forward for the reimbursement of the water and sewer fees.

One of the October letters states a baseline of the last three quarters, the other a baseline of the last three months.

Jeff would like to iron all of this out with a specific agreement on the baseline: Here we are now and here is where we will be going forward.

Jeff posed a general question: What if APP is so efficient that they never exceed their baseline?

He described that once fully operational APP's production will include 20 lines of various sizes. But using a current baseline now, the credit would never come.

Mel will provide Jeff with the invoices as requested.

Jeff noted that APP is running only two machines currently. They are well under their output limits. He described two processes: A & B in detail.

Regarding the metering station – the metering pumps have not yet arrived. Jeff noted that APP is experiencing supply chain issues related to COVID. The meters are supposed to be in next Wednesday.

He went on to describe that process A requires heat: They still do not have heat in that part of the building. There is no structural steel available. Biological reaction requires +45 degrees. Part A requires power: Diesel generators cannot stand up to the cold – failing almost bi-weekly – they have gone through 17 generators.

Jeff: The factory is trying their best to get the processes started and do what they've committed to do. The timeline for all four of the big machines installed and operating will be made available to James next week.

Greg invited Jeff back to a meeting on February 28<sup>th</sup> at 1:00pm.

Finally, Jeff noted that the APP business can run and be profitable on the current flex-lines which are the smaller lines, they are able to manufacture medical and industrial grade gloves.

Ray noted that the select board appreciated Jeff coming in. Select board members thanked Jeff and there were no further questions.

**Golf Links Road Funding Letter of Support** – the select board reviewed the letter that James had drafted.

Ray Gorman testified in Concord last Thursday. He reported that the Legislative Committee recognized the need to do this road work. Copies of the articles from the Chronicle and the News & Sentinel should go to the committee. In attendance at the meeting were Bill Cass and Victoria Sheehan – both from NHDOT. The Coos County Delegation needs to submit a letter as well.

Ray went on to say that his testimony stressed Colebrook's commitment to this project. He noted the history of bond issues, warrants and townspeople's approval as well as the APP expansion. The Town of Colebrook is committing to the Balsams and to APP – that was the message that Ray presented.

James will re-draft the letter of support based on Ray's recommendations and comments.

**Abatement of Abandoned Trailers Colebrook Homeowners' Cooperative.**

Alan Blake from the New Hampshire Community Loan Fund asked the Town of Colebrook to abate \$6,492 on abandoned trailers. In his correspondence, there are eight trailers listed. Sue noted that the true total tax due is \$15,808, not the \$6,492 amount.

Dawn Cameron reported that the NH Charitable Foundation wants to see that the Town has some commitment to the project before the Foundation will fund the project to remove the trailers.

Dawn noted that she had made the list received from Alan and that she got the information off the tax collector's website. She pulled up all that information as of a certain date: December 31, 2021. The website may not have the correct or updated information: Dawn used what she had access to on-line. It didn't make sense to her. The information online is probably only showing certain years not going back for everything that is owed.

Sue asked if the grant look favorable. Dawn noted that they are going through the application process. The grant does look favorable.

Dawn reported that Phoebe Backler from the Tillotson Fund said it looks favorable. All of the people in a recent Zoom meeting that Dawn attended were interested in helping get the project on its way. The Foundation wants to see multiple revenue streams for the project before they will fund.

Sue noted that the trailers are abandoned but are still owned. Jonathan Frizzell, Attorney, needs to know that the New Hampshire Community Loan Fund, via Alan Blake is requesting that all the taxes be forgiven.

The grant is funds from the NH Charitable Foundation would be for removing all the trailers. The Cooperative is not going to be able to pay the back taxes.

If the Cooperative gets the grant – the motion that would be made would be to abate the taxes. This will not happen unless the Cooperative gets their grant.

James will update Jonathan to get Jonathan's advice. Forgiveness is only a possibility if there is a grant to get the trailers out of there.

Dawn said that she is getting quotes from a contractor on how much it would cost to get rid of all of the trailers at one time. She noted that the list of eight trailers in Alan's letter are the trailers to be removed. Sue wants to make sure that eight is the correct number of trailers to be removed.

**Warrant for Sewer & Water Tax Collector's for the record** - Sue made a motion to approve the Tax Collector's Warrant for \$66,909.69 for water tax, for period October through December 2021 (Fourth Quarter, 2021). Ray seconded the motion. Motion passed unanimously.

Sue made a motion to approve the Tax Collector's warrant for \$96,092.98 for sewer tax for the period October through December 2021 (Fourth Quarter, 2021). Ray seconded the motion. Motion passed unanimously.

### **Non-Public Session**

A motion to enter non-public session was made by Sue Collins under RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

The motion was seconded by Ray Gorman.

Greg Placy YES

Sue Collins YES

Ray Gorman YES

**At 6:18pm the select board entered into non-public session.**

No decisions or motions were made during the non-public session.

**Sue Collins made a motion to exit the non-public at 6:59pm.**

Greg Placy YES

Sue Collins YES

Ray Gorman YES

**The board re-entered public session at 6:59pm.**

### **Old Business**

James has done a lot of research on the water rates in various towns.

Town warrant is ready to sign, and the signatures were completed.

**Sandra Searches** contract signed (lien notices): The contract is for \$2,000.00.

**The contract for CAI Technologies, Littleton, NH** signed for the tax map maintenance proposal for \$3,400.00.

**Lease Agreement for the garage at the Landfill.** This is a one-year lease, expiring January 31, 2023. Lease agreement is with Rodney Smith for \$4200. Signed.

**Intent to cut** signed for David Hicks, Sr. on Lyons Lane.

**Property Tax Request of Abatement due to BMSI error** – Molly Graves 43 Forbes Hill Road. \$25 on 2021 second issue taxes. There are two different lots. The other lot abatement amount is for \$2,453 on 2021 second issue taxes.

**Water rentals request for abatement** – CEDC Bill Bromage Drive. Abatement request is for July, August, September of 2021. This is an empty lot there are no connections.

**Sewer rental request for abatement** – CEDC Bill Bromage Drive. Abatement request is for July, August, September of 2021. This is an empty lot there are no connections.

**Warrant for \$17,250 of Current Use Penalties:** James & Vickie Salonia, Charles McCune & Hardee, and Maggie Herma-Madrak, 4 Paw Drive, LLC.

**Cemetery** – David Kolok is selling back is cemetery lot to the Town for \$150.

**Li-Wah Restaurant Liquor License.** The name on the license is: Laucheekeung at #14 Colby Street. Select board signed a letter recommending approval of the liquor license.

Abatement Request for #32 Park Street. The request is dated December 10, 2021. There is a question about why the select board is just seeing this now? Discussion that this request probably does not rise to the level for an abatement.

The ARPA reporting forms due February 11<sup>th</sup> are signed by the Town Manager and filed.

Sue Colins made a motion to adjourn at 7:30pm. Ray Gorman seconded the motion. The meeting adjourned at 7:30pm.