

SELECTMEN'S MEETING
January 31 2023, 1 PM
Colebrook Town Hall

Present in Person from the Board: Greg Placy, Chairman; Raymond Gorman, Suzanne Collins

Present in Person from the Public: Brian Sullivan & Mike Worters, Colebrook Water & Sewer Department; Melissa Elander, Clean Energy NH; Nathan Borland, 45th Parallel EMS

Present via Zoom Link: Jamie Emery, GZA Environmental; Paul Schmidt, Jason Beaudet, Ben Clark, Josh Bouchard, and Liam Kalloch, CMA Engineers

Chairman Placy called the meeting to order at 1 P.M. He led everyone in the Pledge of Allegiance.

HEARING OF THE PUBLIC: Zoom link was established with representatives of CMA Engineering and GZA Environmental. The Selectmen had requested this joint meeting to stay abreast of Colebrook's various grants, loans and on-going projects.

1. **NEW WELL DEVELOPMENT:** Jamie Emery updated the Board on this project. They are keeping 4 potential sites open to further exploration – 4F, 3A, 5E and 1B. He inquired if Greg had been able to find any old records on the installation of the lagoons and borings that were taken at the time. He had spoken with Andrew at DES who found records that show the lagoons have low levels of PFAS. The floor of the lagoons is 30' to 60' of clay and the likelihood of anything leaching into the water supply from the lagoon site is low. At this potential site, Jamie would install monitoring wells and do more sampling of the lagoons. CMA is interested in Site 5E as it is closest to the existing water mains but has the lowest amount of yield. Jamie is hoping that someone will try to contact the landowner of the Keach field who last summer did not allow exploration on his land. Jamie will still offer the Keach field as a site for DES consideration and if necessary, pursue eminent domain.

Paul Schmidt stated that CMA has made substantial progress on Environmental Review (ER) of the sites. There have been no hiccups. He has DES engaged in the process and they have been responsive. Paul will submit ER of the sites to DES by February 15. He confirmed that Greg Placy is now the contact for the Town since the Town Manager has resigned. DES is in the process of determining if the Town must file 4 separate applications for the sites (with a \$500 fee for each) or if the 4 sites can be submitted in one application. Jamie added that DES doesn't normally review 4 sites at once but they are willing to do so due to the predicament that Colebrook is in recognizing that the Town is really trying to remediate this problem. Jamie thought it was good to have all the sites under DES review concurrently in case one of the landowners balks up, it gives some flexibility.

Jamie stated an easement would be needed on the corner of the property owned by North Country Recreation Center if that site is selected. Greg stated that Upper Connecticut Valley Hospital is close to taking that property over and he will speak with CEO Scott Colby. Greg thought it should not be a problem.

The next steps will involve continuing to use town funds obtained from the settlement from the north end wells lawsuit as the Town has not received full notice to proceed using the Drinking Water

Ground Water Trust Fund (DWGWTF) grant. DES is in deliberations on how to allocate costs between the DWSRF loan, the DWGWTF grant and town settlement funds. These 3 blocks of money - \$550,000 settlement, \$428,000 loan and \$419,000 grant are being used for well development. When we get to construction we will need to talk with USDA and SRF for additional funding. Paul stated that the Environmental Review must be done before any permanent wells can be developed. Jamie stated that they will be drilling test wells this coming summer. The goal is to determine the site we want to use. ARPA has no more money available. The DWGWTF has already been tapped so Paul will eck into USDA funding. Jamie stated there is still the federal Infrastructure Act and that we want some of that money.

Jamie suggested that we all meet once a month. Later today he will send Site 5 information to Greg for his discussions with the hospital about the North Country Recreation Center property.

2. **SOLAR FIELD STUDY – NORTH END WELL SITE:** Jamie stated that out of the 100+ acre site, 30 acres could support a solar field (as stated at our last meeting). The power would not be commercial type power. He stated that he would like to contact some companies that would make the installation at no cost to the Town and share in the proceeds of the power sales. The Board authorized Jamie to contact some firms to see if there is any interest in making a pitch to the Board. He anticipated that we might revisit this in April after Town Meeting.
3. **MAIN STREET TAP PROJECT:** Jay Beaudet stated that he had submitted the preliminary plan to the Town and received feedback. He then contacted Greg last night to address a couple remaining issues on which he needs feedback. He will forward a copy of these concerns to Sue and Ray as the Board needs to make a decision on 2 elements. Once this is complete, then the final preliminary plans will be sent to NH DOT. DOT will require 60 days for its review and we cannot do a lot with ROW until we get the approval to go to Final Design stage. However, the task of assigning values to ROW properties can happen concurrently with preliminary design review.

Josh Bouchard is doing the utility coordination to lay out the design. Greg asked Josh to set up a utility coordination meeting as soon as possible. Josh will send them the CAD drawings and schedule a meeting.

4. **BEAR ROCK ROAD BRIDGE UPDATE:** Paul introduced Engineer Liam Kalloch who will be oversee the construction on this project for CMA. Greg has submitted the QBS selection scoring to NH DOT. HEB is close to having its fees essentially complete as is CMA. Both firms need to be sure there is no overlapping of scope. Greg stated the project should take place right after the close of school in June and shoot for completion by the re-opening of school in September. Chris Fournier of HEB stated that the project does not need a full-time manager on the project. Liam and Paul stated they will coordinate with HEB. CMA has some experience with the new DOT coordination requirement as they participated in a similar project last summer. Greg stated that the Board has approved of the contractor recommended by HEB after bid opening.
5. **NORTHERN BORDERS COMMISSION/EDA GRANT:** Sue stated that the Town contracted with North Country Council for grant administration and asked Paul if he knew if the quarterly report due

12/31/2022 had been completed as Paul had replied to Michelle Morin-Grey that CMA had a delay because the engineer working with CMA from Ramboll had left that firm. Paul stated that the engineer was Bill Miner and he left Ramboll two weeks ago. Paul had been developing the scope of work for the WWTF with him. Miner left Ramboll and went to work for Jacobs – a national firm. CMA has a conference call with Jacobs today at 4 PM and will know more after that.

Paul will ask Michelle Morin-Grey for the Quarterly Report and send it to the Board of Selectmen for our files. He will also ask for the form naming Greg as the authorized signer on the \$1,000,000 grant.

Paul will submit the engineering proposal to the Town in the next 3 weeks.

In response to Sue's comments about sludge spreading or landfill disposal, Paul said that is the million dollar question. Part of the scope of work will be to measure both the quality and the quantity of the sludge. With this characterization, they will see if spreading the sludge is still an option. If not, disposal at AVRDD or some other landfill would have to be discussed.

In regard to the communication between Tracy Wood at DES, Paul Schmidt and Brian Sullivan on the issue of the town submitting an overdue quarterly report on the NOF (Notice of Findings) and the related Corrective Action Plan, Brian had replied to Paul. Paul stated he would circle back with Brian and will send an updated schedule to Tracy at DES. Paul will call Brian after today's 4 PM call with the Jacobs firm.

As for the \$2,023,000 grant- loan package (\$809,200 grant, \$1,213,800 loan with \$182,070 loan forgiveness) approved at March 2022 town meeting and by the Governor and Council, Paul had explained to Tracy Wood that again, CMA got delayed by Miner going to Jacobs. This grant will among other things address the aerators and the baffles but there is no funding for the UV equipment upgrade and other needs.

6. **COLEBROOK ARPA FUNDING FOR PRELIMINARY ENGINEERING REPORT AND NUTRIENT STUDY:** Paul stated that completion of this project had been held up by waiting to hear about what was going to happen with APP. Since no changes have happened since APP curtailed operations last July 1st, the PER will address APP minimally. The PER draft is done and they will finish it. The PER addresses the whole system.
7. **NEW WWTP ADDITIONAL UPGRADE PLANNING GRANT \$100,000.** Paul stated he is really close to sending the final application to the Town. Ben Clark asked about the Town's Unique Entity ID (EUI number) which he needs for the application. Selectmen were to find it and send it to him.
8. **COOS COUNTY ARPA FUNDING FOR CORLISS/EDWARDS STREET.** Sue stated that the scope of the project had changed and the Town had obtained an additional \$75,000 from the County. Josh Bouchard had sent a new engineering amendment for the changed project, now called **ROUTE 145 SEWER MAIN RELOCATION.** It combines the two ARPA projects into a single project to design/bid/construct the relocated sewer on Route 145. As part of this project, CMA included a

day's worth of geotechnical investigation mainly to confirm that there isn't any ledge and to see what the subgrade materials are. That investigation will be conducted on February 13th. Greg stated he would review the amendment prior to the end of today's Selectmen's meeting. Josh stated the design would be done by the end of February or the beginning of March.

9. **OTHER ITEMS:**

Outstanding retainage owed to Jim Wells on last year's Beyond the right of way project was submitted to the Town for payment. Melanie stated she would process it this week – both payments. Josh said that he would be sending a small final bill from CMA on this 972 Project.

That concluded the Zoom meeting with Engineers and Greg returned to the balance of the agenda.

HEARING OF THE PUBLIC:

Melissa Elander, Clean Energy NH, met with the Board to discuss the Town's grant application to USDA for a solar array at the Highway Garage. The Town has received 4 proposals that have been submitted with the grant application. The Board asked Melissa to include the cost of the engineering assessment conducted by Vector Engineering in the grant budget (\$750). Melissa provided a grid with information from the 4 proposals. She stated that the Board needs to hold a Public Hearing on the application prior to Town Meeting. The Public Hearing was scheduled for Monday, February 20th to meet the USDA publication requirements. Melissa will send a script for the Public Hearing so that all the points required by USDA are covered at the hearing.

Nathan Borland, 45th Parallel EMS, met with the Board to address the large increase in Colebrook's share of the 45th's 2023 budget request – from \$201,179 to \$229,900. Mr. Borland explained that all costs of operating emergency medical services are going up – wages, cost of vehicles, cost of operating aging vehicles, etc. In addition, the formula is largely based on call volume from each town and Colebrook's calls went from 266 in 2021 to 386 in 2022. In analyzing why, Mr. Borland stated that post-pandemic, sicknesses are increasing and the opiate epidemic is adding to call volume. He explained what types of calls are reimbursable by insurance, Medicare, Medicaid etc. Interfacility transfers are not charged against a town. He stated he will look at the data more closely to better respond to the question. Ray asked Mr. Borland if he would attend Colebrook's town meeting in case there are any questions from the public regarding this budget. Greg Placy mentioned his concern about how to educate people about when to call for an ambulance versus when it is not really necessary. When the ambulance responds and does not transport, EMS cannot charge for the service.

Review the Minutes of 01-23-2023: Ray Gorman made a motion to accept the minutes of 01-23-2023 as distributed to Board members. Greg Placy seconded the motion. There being no discussion, all members voted in favor of the motion.

Review and Sign Payroll and Disbursement Manifests: The Board reviewed one payroll and 3 vendor manifests and signed them.

Town Manager Advertisement & Feedback: Sue informed the Board the outlets where she and Melanie Fogg had placed the display ads for the Town Manager position. Greg stated he had received only inquiry about the pay range.

Reports of Wood Cut Forester and Process: Sue reported that Dorothy Uran had contacted Forester Greg Ainsworth to see if he would commit to another year as Colebrook's Timber Tax monitor. He agreed at a rate of \$45/hour with the stipulation that the Town make every effort to receive reports of wood cut in a timely manner which had not always been the case in the past. He stated that the Town should consider instituting a late fee for those who do not file by the deadline of May 31. Dorothy had agreed that by May 1, she will contact all landowners who have not filed a report and remind them of the deadline. The Board will consider charging a late fee at another meeting.

Encumbrance of Funds – 2022 BUDGET: Due to supply chain interruptions, the Water & Sewer Truck that was ordered in March 2022 did not arrive by year end. Sue stated that the Town issued a purchase order and that a motion would be needed to encumber the funds. Sue made a motion to encumber \$38,100 from the 2022 Water Department budget and \$38,100 from the Sewer Department budget for the truck and body as approved at 2022 Town Meeting. Ray Gorman seconded the motion. There being no further discussion, the Chair called for a vote and all voted in favor.

2023 BUDGET AND WARRANT: Sue stated that Melanie is working on inputting both into the NH Department of Revenue Administration portal. It was agreed that both these documents for posting would be signed right after the Public Hearing on 2/9/2023 unless items at that meeting might necessitate a change. Towards the end of the meeting the Board noted that a petitioned warrant article had been left in the Selectmen's mailbox sometime the previous day. The wording of the petitioned article read, *"To see if the Town will vote to require all regular and special sessions of the Board of Selectmen meetings be video recorded and live-streamed on a platform that is accessible to the public"*.

Complaint from Pleasant Street Resident: Pleasant Street resident Jules Kennett called to say that the highway plow had damaged his fence during the last storm. It was agreed that Ray would inspect the fence after the snow has melted in the spring and report back to the Board.

CDL Checklist for all Town Trucks (required daily): As a result of damage to a wheel on one of the Town trucks potentially due to loose lug nuts and the associated repair expense, the Board questioned whether daily logs are being kept for each vehicle. It was agreed to speak with Mr. Rossito about the CDL checklist requirement at the Board's next meeting with him.

CEDC Refund: Sue stated that Melanie will be processing it this week. The Board had signed the abatement at its last meeting. Ray mentioned that he attended a CEDC meeting on Saturday and outlined some of the ideas they have about incubator space in Colebrook.

Status of Fire Department Water Meter Installation: Mike Worters reported that Tallmage Plumbing & Heating will do the installation either on Friday this week (weather permitting) or early next week.

For Signature and Approval:

1. Greg Placy signed the 2023 45th Parallel EMS Agreement as authorized by a motion made by Ray Gorman and seconded by Sue Collins. All voted in favor.
2. The Board approved a Property Tax Abatement for N. Linden at 65 Susan's Way as recommended in a written statement by Assessor Gary Fournier.
3. The Board signed an Abatement Warrant for J. Sweatt at 35 First Street due to an error in billing her for water & sewer when her home is served by the Colebrook Homeowners Cooperative master meter.
4. Ray Gorman made the motion to approve the **CMA Professional Engineering Services Agreement for the Route 145 Sewer Main Relocation Project** and authorize Chairman Placy to sign the agreement. Sue Collins seconded the motion. Sue stated that the agreement would be mostly covered by County ARPA funds, \$229,000 approved in 2021 and \$75,000 approved in 2022 totaling \$304,000 and the remaining \$78,700 to come from unencumbered Town ARPA funds. The Board agreed. Chairman Placy called for a vote and all members voted in favor of Ray's motion. Sue Collins then made a motion to oblige \$78,700 of Town ARPA funds for the Route 145 Sewer Main Relocation Project. Ray Gorman seconded the motion. Without further discussion, the Board voted unanimous approval.

At 3:30 PM, Sue Collins made the motion to convene a Non-Public Session under RSA 91-A:3, II (a) and (b). Ray Gorman seconded the motion. Vote: Collins – yes; Gorman – yes; Placy – yes.

At 3:40 PM, the Board came out of non-public session. Vote: Collins – yes; Gorman – yes; Placy – yes.

The Board resumed the regular session.

Sue Collins made the motion to seal the non-public minutes. Ray Gorman seconded the motion and all voted in favor.

Sue Collins made the motion to adjourn the meeting and Ray Gorman seconded the motion. All voted in favor and the meeting was adjourned.

Respectfully submitted,

Suzanne Collins
Selectman