

Colebrook Select Board
Selectmen Meeting Minutes
January 22, 2024

Selectboard Members: Sue Collins, Greg Placy, and Ray Gorman (arrived late)

Staff: Tim Stevens & Heidi Lawton

Roll Call & Pledge of Allegiance

Hearing of the Public: None

Regular Agenda:

- A. Selectmen approved the minutes of January 8, 2024. Sue made a motion to approve the minutes of 1/8/24, Greg seconded the motion, minutes approved.

The selectmen signed all manifests.

- B. Town Manager's Report:

-Tim advised the board that he would be reaching out to the owners and abutters of the new well project sites and anyone that is within the 400 ft buffer zone. Tim is also getting a list of the abutters of Aldrich Road regarding a proposed warrant article on reversing the scenic road designation. Tim already has a letter ready to go. Sue asked how Ray was doing on the petition? Tim said, "he picked up the information the other day." Sue asked if the new system we purchased two years ago could print out a list of abutters. But then she remembered that it only prints out abutters of properties, probably not abutters to a road. But the new system does print out labels that Tim could use. Tim also explained to the board that Angels Road had been extended as well as Aldrich Road. Aldrich Road used to stop at Linda Shaw's house, now it goes all the way up to Angels Road.

-Assessing: Tim let the board know that the town has someone interested in completing our statistical revaluation. His name is David Buckley, and he is out of Vermont. He is charging \$15,000.00, broken down into 12 monthly payments. Sue asked, "is that pickups as well?" Tim said, "no that is just for the statistical revaluation." Tim explained this is not for doing the measurements, he does a lot of his work from home. Tim contacted DRA to check on reciprocity. Mr. Buckley has also contacted DRA to see what he needs to do to be certified in NH.

-Tim talked to Vickie from DRA when she was at the Town Hall last week. She wanted Tim to know that the Selectboard should think about upping the amount for Veteran's Tax Credit and the Elderly Tax Credit. DRA advised that once the town completes the full revaluation, it may push some property values up. Greg said, "if it pushes everybody up equally, it shouldn't be a change." Tim said, "on the Elderly Tax credit one of the things to take into consideration is their assets can only be thirty-five thousand. Their car could be worth thirty-five thousand, so if they have a house that is worth fifty thousand and a car worth thirty-five thousand, they are already not being considered. DRA just wants the board to consider it. Sue suggested that the board revisit this suggestion next fall prior to the 2025 budget and warrant preparation.

-Tim talked to Hannah Campbell today from the Chamber of Commerce, she has sent in the 2023 Appropriation Request from the Chamber. Tim had let her know that the town never received a letter last year from the Chamber of Commerce. Tim received it today. The Town received the Chamber of Commerce 2024 letter last week.

-Kiwanis asked the town for more money for fireworks, Tim advised them that they cannot put in for it this year, as the budget has already been completed.

-Highway: Two candidates were interviewed for the Highway position, both had CDL certification.

-The board received a thank you from Casa for the appropriation for last year.

New Business:

-None

Old Business:

- A. Status of Colby Street Pumping Station: New pumps are all installed, they are just not bolted down. They had to order the bolts and they are not in yet. While they are waiting for the bolts to come in, they did contact Rodney Smith, and he said, "this is a Spring project, not a Winter project, it is zero degrees out there." Tim notified the Water Department and told them that "this project needs to be done now, it is a Winter project, if they need him to call Rodney, he will." Greg asked, "are we waiting for bolts again?" Tim said yes, they are different bolts, and they will be bolted to the rails. Everything is done to the point where we can remove the temporary pump.
- B. CO-OP Agreement with Trailer Park: Tim has talked with Attorney Frizzell on a new agreement. It is not ready for signatures yet, Tim will review and get the private owners and CO-OP signatures first, then bring it to the board.

- C. Bolens Septic Dumping Fee: Tim talked to Brian and Brian has no idea what happens with that. All he knows is Bolens goes and dumps and then brings Dottie a check. Tim explained the process is Bolens goes in and dumps, then brings Dottie a slip with a check after he dumps. Heidi said, "I was told by Water & Sewer no one else dumps there, like CDS or Scott Nash." Greg's question is, "what does Bolens pay? How much does he dump? What does it cost the town?" Greg said, "If we knew the total volume that goes through our system in a year which we can figure a guesstimate off the water bills and then we know what the total budget is of wastewater." Greg said, "if you took the total cost of wastewater and the total gallons of water that go into the system, you could figure out how much it costs per gallon, then you would know how much we should be charging." Tim said, "we will follow up on that."
- D. Paul Gleason Rd.: Heather Baillargeon, who originally proposed this, has now sub-divided her land and sold the property that Paul Gleason Rd. is on. Tim said, "I have talked to the new owner, and he is not sure what he wants to do." Discussion ensued.

Tabled/Pending Items:

- A. Working on Ordinances.

For Approval and Signature:

- A. Veteran's Tax Credit: Richard & Susanne Himelrick, Selectmen signed.
- B. Elderly Tax Credit: Richard & Susanne Himelrick denied due to insufficient paperwork.
- C. Land Use Change Tax: Rachel Contizano, Selectmen signed.
Michael Seraikas, Selectmen signed.
Jeffrey Ricardo, Selectmen signed.
- D. Intent to Cut: Steve Baillargeon (2). Selectmen signed.

Sue wanted to know why Megan Stone was not on the agenda under Land Use Change Tax. Dottie said, "We need to have the new Assessor go up and reevaluate the property because Vickie from DRA said they don't believe the one acre is correct. Vickie wants to put it on hold, until the new assessor looks at it. Sue said, "they said that because she owns 11 or more acres, her property is big enough." Dottie said, "Gary only took one acre out, but Vickie said the town should not only take out one acre, but they also want the assessor to go up and measure and determine if they should take out one or two acres." Sue asked, "so Gary had not gone up and measured it?" Dottie said, "she does not know." Sue said that he did the letter. Tim advised that Vickie said, "the only part of Megan's property that can be taken out of current use is what the property actually consists of as being disturbed." Tim's concern is, is this stopping her from building on her property? Sue said, Dottie should call Megan and say, "we are putting this on hold until we get our new assessor." Dottie also brought in the list of 2023 revenue from Melanie regarding Bolens dumping. Discussion ensued on Bolens dumping.

Non-Public Session Under RSA: 91-A:3, II (a) & (c):

Sue made a motion to go into Non-Public Session under RSA: 91-A:3 II (a) & (c).

-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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.

- Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application of assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Greg seconded the motion.

Motion to enter non-public session was approved by a roll call vote:

Sue Collins YES

Greg Placy YES

The board entered the non-public session at 3:33pm. Tim Stevens was present with the board during the non-public session.

Sue made a motion to exit the non-public session at 3:50pm, Greg seconded the motion. The motion to exit non-public session was approved by a roll call vote:

Sue Collins YES

Greg Placy YES

Sue made a motion to seal the non-public minutes of 1/22/24, Greg seconded the motion to seal the non-public minutes of 1/22/24. The motion to seal the minute of 1/22/24 was approved by a roll call vote.

Sue Collins YES

Greg Placy YES

At 3:51pm the board returned to public session and Ray Gorman entered the meeting.

The 2024 Budget Public Hearing will be on Wednesday, February 7th at 6:00pm.

Hearing of the Public and Any Other Business:

-Selectmen reviewed list of Unpaid Balances: Melanie came in to answer questions.

-Selectmen reviewed Dottie's Payment Agreement Spreadsheet: Heidi advised the board that Dottie has sent letters to a lot of these people, but they are not paying. We can shut water off during the winter, it is the power companies that cannot shut off electricity in the winter. There are only two new people on the payment plan list. Discussion ensued. Tim advised the board

that in his research on the statutes, he found that if a property owner owes back water and sewer, you cannot shut off their water if they have tenants. You must notify the tenants and they can choose to start paying it if they want to.

-Selectmen would like a list of properties that can be taken.

-Sue passed out a second draft of the Town Warrants for Town Meeting. Sue has not heard back from Rosemary Trustee of Trust Funds, on how much the Town will get from the Trustees of Trust Funds for cemetery revenue, except for burials. Sue has sent Rosemary another email, but she still has not heard anything. Sue also put Warrant Article #21 in for Paul Gleason Road and Article #23 is a Warrant Article on the Scenic Designation for Aldrich Road. Sue left a copy for Ray.

- Sue's Questions:

-Coos Economic Development did not get a regular tax bill. Dottie bills them miscellaneously. Their agreement runs out on June 30, 2024. Melanie has to figure out how to bill them. Sue said she sent Melanie a spreadsheet on how exactly to bill them. Melanie will figure it out.

-Heidi went to get Melanie.

-When are the water bills going out?

-Did the town bill Northern Borders, yes, Melanie has billed them.

-County ARPA Funds: Has the town billed for this yet? Melanie sent Michelle Morin-Gray an email about Northern Borders, so she asked her about the County ARPA funds at the same time. Michelle has not gotten back to Melanie yet.

-TAP Project: Melanie is waiting for Reimbursement #7 to come in, she has talked to Dawn at the State. Sue said, "on the TAP Project we are responsible for 20%, when do we take money out of our Main Street Capital Reserve?" Is that what Tim Greene had us take out? Melanie said to Sue that the account number Sue gave her is not the account number that Tammy had put into miscellaneous for reimbursements for TAP. Melanie has a different number that is off by one number. Melanie printed a detailed report to show the board what we have received so far for 2022-2023 to go with your spreadsheet. Tim Greene told us how much to draw out of there based on the 2022 Audit and we did. Greg says it looks like the town will be using \$200,000.00 or more of that money, then we need to decide what to do with it.

-Bridge Account: Sue asked the board if they should be taking any money out of the Bridge Trust Fund or putting any money back into it? The Town puts in what they appropriate every year, but they have not taken anything out of that account for three years. Sue said we need Kendra to get these grants up to date. Melanie said Kendra and Maggie will be here on Thursday, January 25th. Greg said there should be a list of everything Cohos Advisors are doing this month, and what they aren't doing this month. Sue doesn't understand why Maggie is spending all this time here at the town hall when every month the general fund accounts are supposed to be reconciled, and if it is reconciled it means everything ties out. Melanie said there is Town Clerk stuff that she is trying to fix because it is merging over twice, with Melanie's stuff it is the Credit Card payments, they are getting posted into the bank account but sometimes Melanie misses one. Sue said that

should be done every month, not trying to catch up for four or five months at the end of the year. Melanie said that Maggie got into a mess when Tammy left, so she is trying to catch up on that as well. Melanie said, Maggie said moving forward things are going to be different every month. Tim said he talked to Maggie and Kendra and told them the registers would be posted and closed on time every month because there are things they are waiting for. Discussion ensued.

-The board brought up the fact that individual officers from the Police Department were buying items for the department and using their personal credit card and having everything shipped to their house. The Selectmen do not want that happening again. Everything needs to be purchased with the Town credit card and shipped to the Town Office. Tim will talk to Chief Rella about this.

-Zoning Board of Adjustment: Sue advised the board that The Zoning Board of Adjustment approved the lot line adjustment on the property across the street from the Town Hall, so Sue sent Mike Ouellet a text asking him if that needs to come back to the Planning Board or is the town ready to have Atty Frizzell do a Deed?

Determine Date for Next Meeting: February 12, 2024, at 5:00pm

Adjourned: Sue made a motion to adjourn the meeting, Ray seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 4:00pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant
Town of Colebrook