

Colebrook Select Board
Selectmen Meeting Minutes
January 8, 2024

Selectboard Members: Sue Collins, Ray Gorman & Greg Placy

Staff: Tim Stevens & Heidi Lawton

Public: Dawn Paul & Crystal Hodge

Meeting Start Time: 1:00pm

Roll Call & Pledge of Allegiance

Hearing of the Public:

- A. Dawn Paul and Crystal Hodge came to the meeting to ask the Selectboard if they could write them a letter that they need to get their liquor license at The Wilderness. Sue made a motion to authorize the Town Manager to prepare a letter to The State of New Hampshire to authorize a liquor license for The Wilderness Restaurant, Ray seconded. Crystal said, “it is just Wilderness, not The or Restaurant.” Sue amended her motion to say “we authorize the Town Manager to prepare a letter to The State of New Hampshire to authorize a liquor license for Wilderness, Ray seconded it, motion passed. Tim will get the letter to Crystal or Dawn by Thursday, once all the Selectboard have signed it.

Regular Agenda:

- A. Selectmen approved the minutes of December 28, 2023. Sue made a motion to approve the minutes of 12/28/23, Ray seconded the motion, minutes approved.

The selectmen signed all manifests.

- B. Sue had some comments on the manifest.

-On the SNS bill, the check shouldn't have been mailed for the hardware upgrades since they have not been completed and Dottie was not informed to hold the check.

-Lab Cabinets, check shouldn't have been mailed. Again, check mailed prior to good being received.

We will communicate better in the future. Also, Tim said departments should not wait until December to buy items, they should do it before the last month of the year. Sue doesn't want departments thinking that they should just spend any money they have left in their budget at the end of December. They should

budget for items in 2024. If they didn't need it until December 28, then it should have gone into 2024's budget. Sue asked about an Eversource bill for the Town Hall, it went from \$600.00 to \$1,200.00 a month. Heidi called and Eversource said it is just the amount of electricity used. Tim and Heidi explained to the Selectmen that we did have a lot of space heaters plugged in all over the building when Tallmage came to replace the boiler because there was no heat.

-United Rentals: \$1319.00 for a saw rental for the Colby Street Project. They were sawing through cement with rebar.

-Water & Sewer Truck Warranty from Ford in the amount of \$6280.00, now Melanie has to request that money from the NH PDIP, and Alicia has to transfer the money.

C. Town Manager's Report:

-Tim advised the board that he left a message for Clint Savage regarding the Railroad Taxes. Tim said Clint was not in the office today but will be back tomorrow. Ray wants Tim to ask Clint about the railroad trail behind Tim's Motel. Ray said the Town gave a letter to the State about five years ago asking for that trail to be open for OHRV's and Ray thinks that property is now owned by someone different. Tim said it is now owned by the State NH Trails Bureau.

-Zizza Camera Proposal: Tim received a verbal quote for the camera system of \$14,500.00. That will be for putting in the new cameras and the new system. Currently there are 12 cameras, and with the new system it will be 16. Mark Zizza said the last system he installed was about \$10,000.00. The new system has the option of analog and digital. Sue said, "that we do not have enough money in the general building budget to afford that." Ray would like to put it in the budget for 2024. Sue said we can talk about it later in the meeting.

-Hannah Campbell came to talk with Tim today about employee housing for the people at the Balsams. Tim said, "Hannah said they have looked at on-site options and off-site options as well." One of the problems they have if they do it on-site is there is an eight to ten month waiting list for their wastewater plant to get approved by NH DES to get up and running. Hannah wanted to know if it was something we could do, or if any surrounding communities were interested in taking their wastewater at our lagoon while they were waiting to get their permits to come through. Sue asked about how many housing units would there be? Tim said, "it would be about 10 to 14 thousand gallons a day." Tim said Hannah thinks that is a high estimate. Sue said, "we might have to check with CMA since the town is doing the sludge removal project." Hannah said this would be for the summer or fall. Discussion ensued.

-CO-OP Agreement: Agreement between the Trailer Park and the three private citizens. Tim passed out the agreement to the Selectboard at the last meeting so they could read it over. There is a question about the one hundred dollars per quarter that the three private residents would be required to pay. Tim said, “no one else in the precinct has to pay an additional one hundred dollars all their infrastructure is through taxes or them paying for their sewer and water. These three residents are paying their sewer and water, and just based on the fact that we don’t have water and sewer going there, they have to go into the CO-OP, they would get charged an extra one hundred dollars a quarter.” Should that \$100.00 come out of their sewer and water bill or why are they getting charged an extra amount that nobody else is. Sue said, “because if the line breaks between the main and their house, it is their responsibility, if the line breaks within the park, the CO-OP wants help from these three people to pay for the repair.” Tim asked, “should the one hundred dollars come from their water and sewer bill like every other resident in town that pays water and sewer, if we have to fix it, it comes from them paying their water and sewer bill. They are being taxed one hundred dollars simply because they are connecting to the line, shouldn’t we be taking the one hundred dollars out of their bills and putting it into this reserve, rather than adding to it. We are not adding a hundred dollars to anyone else’s bill to keep up their infrastructure. Discussion ensued. Sue wanted to know if the three homeowners were current on their bills. Sue recommended that Tim talk to Attorney Frizzell and get clarification language for the CO-OP Contract. Sue said, “the town will maintain the funds in an interest bearing account and yes the town will participate, but proportionally to the number of users.” Discussion ensued.

-A legal trapper came into the town office and asked if he could trap beaver across from KHEOPS. The Selectmen said that is fine.

-Tim gave the Selectmen a copy of the Roberts & Greene summary for next year.

-Phones: Tim is going to work with First Light to get the PD phones after 4 rings to go to the dispatch line. Ray wanted to know if the PD calls can go to an answering machine instead of to Dispatch. Tim will talk to Chief Rella about this.

New Business:

- A. Bolens Septic Dumping Fee, we are charging .12 cents for a dumping fee. We need to consider putting the fee up this year. The Selectmen want to know the process, does he come in once a day, does he have a key, etc. Is this run through a meter? Does Brian Riff and Scott Nash dump in our lagoons as well. The board needs information on this. Tim will get back to them on this. Sue had a question on the Landfill and how many loads a day are taken to our lagoons? Water and Sewer users are paying for processing the water that leaches from the landfill. Should the Water & Sewer

Department be billing the landfill for what they bring? Tim said along the same lines, the letter that Mike Worters wrote to the board about the percentage of using the backhoe and how much they get charged. Sue said we should look into this. Sue will put the landfill question on the 2025 budget schedule. The Bolens Dumping Fee question will be on the next Selectmen's agenda.

- B. There was a discussion about Suga'z Enforcement: Suga'z has been operating for some time without the proper permit or site plan approval, now we should decide if the Town wants to send them a Cease & Desist. Sue made a motion to direct the Town Manager to speak about the Suga'z Operation with our legal counsel and a possible Cease & Desist unless new information is provided tonight at the Planning Board Meeting, Ray seconded the motion, motion passed.

-Greg entered the meeting.

- C. Boston Post Cane Recipient: Mrs. Ruth Brooks has passed away so the town will be putting an ad in the paper for a new recipient.

Old Business:

- A. Status of Colby Street Pumping Station upgrade: The Water & Sewer Department is working on this project. They rented a saw for \$1300.00 for sawing through cement and re-bar. Tim had a discussion with the new employee and Mike and they discussed the personnel policy and how it relates to overtime and emergencies. Tim explained that their work week should be Monday through Friday 7am to 3pm, with one employee authorized two hours of overtime on Saturday and one on Sunday for rounds, unless there is a water main break or sewer backup. Tim followed it up with an email to Brian Sullivan because he was not there.
- B. Discussion ensued on the CO-OP Agreement/Landfill Dumping/Dumping Fees/Highway Loader Fees.

For Approval and Signature:

- A. Intent to Cut: Wayne Richards, Selectmen signed.
- B. Rodney Smith Contract, Selectmen signed.
- C. Tax Map Maintenance Proposal, Selectmen signed.

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

Sue made a motion to go into Non-Public Session 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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Ray seconded the motion.

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

Sue Collins YES

Ray Gorman YES

Greg Placy YES

The board entered the non-public session at 4:44pm. Tim Stevens was present with the board during the non-public session.

Sue made a motion to exit the non-public session at 4:50pm, Ray seconded the motion. The motion to exit non-public session was approved by a roll call vote:

Sue Collins YES

Ray Gorman YES

Greg Placy YES

Sue made a motion to seal the non-public minutes of 1/8/24, Ray seconded the motion to seal the non-public minutes of 1/8/24. The motion to seal the minute of 1/8/24 was approved by a roll call vote.

Sue Collins YES

Ray Gorman YES

Greg Placy YES

At 4:52pm the board returned to public session.

Tabled/Pending Items:

- A. Working on Ordinances.

Hearing of the Public and Any Other Business:

Ray: Advised the board that he attended a meeting with Border Patrol about getting help with funding for the Monadnock Tower. Ray has been going to the Lemington Selectmen's Meetings on Wednesday as well to try to make some progress with their Selectmen. The biggest thing that came out was the 45th is having a special meeting. It is about Vermont UTG's only wanting Averill serviced. Nate was very upset about the amount that dispatch was charging them. Ray said it is only two thousand dollars more than what you are charging them for ambulance services. Ray explained what the County does for billing for the Unincorporated Places in Coos. Ray said the budget is all set and you can't just come in now and change everything. Ray hopes the other Selectmen will attend this meeting. Sue said to Ray, "the Town has already signed an

agreement for the 45th for this year about how much we are paying, they cannot change this if the UTG's in Vermont pull out.”

Sue:

-Has North Country Council been billed for NBRC EDA Grant, CMA invoices 1-4, in the amount of \$21,774.75? Heidi went to get Melanie; Melanie was already gone for the day.

-Has the County been billed for ARPA Funds for the Route 145 project?

-Melanie needs to create an account number for the Alan Blake money from Invest NH for the Colebrook Homeowners CO-OP trailers that were demolished.

-Has APP paid any money on their taxes or water and sewer? Heidi said no, they have not. They sent in a new payment agreement but have not sent any money in yet.

-How is the Right-Of-Way work going on Main Street? Greg said, “the right-of-way numbers that were needed for the state to figure the rate for each parcel is with the state, right now the state is the one holding everything up.” Greg said, “CMA needs to make sure the right-of-way plans are ready very shortly, Greg said, I am guessing the only thing that Jason is waiting for is to know exactly where the underground items are going to be.”

Sue: Eversource sent an email with three different light styles, do we need to decide on that now? Greg said no, not yet. Tim said, “Tim Kelly called him the other day from Eversource, and he was talking with Tim about LED lighting, they will work with them to get everything done.” We just need to figure out who is paying for it, who owns it, and how do we do it.

Sue: Went over the Warrant Articles with the board and explained the process to everyone. Sue said, “on Article 15 I have contacted Rosemary Mulliken of the Trustee of Trust Funds to find out the amount of this, she is supposed to let me know the amount by the end of the week.” On Article 21 we need someone to contact DRA to see if we need to leave the Veteran’s Tax Credit on the Warrant every year or not.” Heidi will talk to Vickie Ayers from DRA when she is here Thursday. Sue said something that almost got overlooked was that Northern Borders Dispatch Board wants us to take all their money out of Capital Reserve and she told them we cannot do that without town permission, so that Warrant Article (17) is in there to see if the town will authorize the Board of Selectmen to close the Northern Border Dispatch Center Capital Reserve Fund’s and any and all interest accrued on said funds, funds will be transferred to a Northern Borders Dispatch Center Equipment Savings Account as requested by the Board of Directors of the Northern Borders Dispatch Center.

Tim: Does the Town need to do a Warrant Article to completely abolish Gleason Road or would that be Heather Baillargeon that needs to do a petition for that? Tim has the correct wording. Sue said, go ahead and give it to the Selectmen, and they will put it on a Warrant Article.

Sue: Tim, you will find out about the Mark Zizza quote to see if we can do the project in two parts. Tim said, yes, he will check on that.

Determine Date for Next Meeting: January 22, 2024, at 1:30pm

Adjourned: Sue made a motion to adjourn the meeting, Ray seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 5:12pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant
Town of Colebrook