

Colebrook Select Board
Selectmen Meeting Minutes
September 11, 2024

Selectboard Members: Greg Placy, Sue Collins, and Ray Gorman

Staff: Tim Stevens and Heidi Lawton

Public: Kenneth Willey, Robert Murphy, and Don Dawson.

Roll Call & Pledge of Allegiance

Hearing of the Public:

- A. Kenneth Willey came in to see the board about his Class VI Road. He said that the road has not been graded in four years and it is in horrible condition. His brother, in the past, has written many letters to previous Town Managers about the road conditions and how they need to be graded. Mr. Willey read a letter that his brother sent to one of the Town Manager's in 2016 and how this is an on-going problem. Mr. Willey said that the Class VI roads in town are all terrible and that the ATV trails are better maintained than they are. Greg said, "the problem is that it is a Class VI Road, and it is built on ledge." Mr. Willey stated, "two culverts were put in, but the water doesn't run into them because the town grades the road flat, not at a pitch, and now that it has been graded flat the water runs down, and ledge is exposed." Tim advised Mr. Willey to read the guidance on Class VI roads, then Tim read to the board that "The Town does not have to maintain Class VI roads and if they do, they can charge a fee for it." Mr. Willey provided documentation that in December 2014, the Board has voted to grade Class VI roads annually. Greg advised Mr. Willey that Tim will talk to the Highway Department about this and call him.

- B. Bob Murphy came in to see the board as the Chairman of the Planning Board. He has looked into state funding for updating Zoning Ordinances and while he was doing that, he found funding for updating the Town Master Plan. He reported to the board that the Zoning Ordinances were now all up to date and in compliance with the state. He advised that Invest NH has money for updating the Master Plan. Sue stated that Tara Bamford from North Country Council helped with the last plan. Sue made a motion to submit a letter in support of the Planning Board's application for state funding for Master Plan update work, Ray seconded it, motion passed. Robert Murphy and Sue Collins will be the lead on the grant for the funds to update the town Master Plan. The board signed the letter to get the grant going.

Regular Agenda:

- A. Review and approval of Minutes of 8/26/24. Sue made a motion to approve the minutes of 8/26/24, Ray seconded. Motion passed.
- B. Review and Sign Payroll and Disbursement Manifests: The Selectmen reviewed completed payrolls and disbursement manifests and signed them.
- C. Town Manager's Report

-Netafy Tower: Tim was advised that Netafy is putting up a tower at the landfill property, they did this without getting permission first from the Planning Board or the Selectmen. Tim has talked to the President, Don Dawson about the tower and he was very cordial and apologetic, he had no idea what he needed to do, he was just looking at it from a safety perspective as the old tower base is crumbling. They are in the process of pouring a cement slab as of today.

-International Truck Sold: Tim advised the board that the international town truck was sold for \$25,000.00 to Clark Jeffers. The money will go into the general revenue budget line. To move the money to the Highway Equipment Capital Reserve, a warrant article will be needed in March 2025.

-Letter to New Owner on Route 145 with well and Town Water: Tim sent a letter to a taxpayer that has a private water well but has town sewer about putting a meter on his sewer. This letter was sent due to the taxpayer not letting the Water & Sewer Department put a meter on his sewer. Tim gave the owner three options.

1. Put a meter on your sewer because sewer bills are based on water usage.
2. Pay \$160.00 every quarter when water and sewer are billed.
3. Have your sewer blocked.

Tim will be talking to the owner to see what he would like to do.

-Bear Rock Bridge Project: Tim gave the board an update on the Bear Rock Bridge Project, he said the guardrails will be going up this week and final paving will be done by next week. Sue had a question on the billing to Trout Unlimited, Sue wanted to know if we had billed them yet and the amount. Tim advised Sue that yes, they had been billed and in the amount of \$20,498.00. Once the project is completed, the town can bill Trout Unlimited for the remainder of the balance.

-Main Street Lighting: Tim gave the board an update on the Main Street Lighting project. There are 23 lights from Colby Street to Bridge Street and that will cost around

\$57,000.00 to replace. There are 36 lights from South Main Street to Park Street and that will be \$88,000.00. These prices include base and installation.

-45th Recovery Group: Tim attended a meeting at the Tillotson Center for substance abuse services in Coos County. He advised that a 45th Recovery Group is being formed to accept a \$100,000.00 grant for substance abuse recovery services. It is still very gray as to what they will be doing exactly. They may form a team to help substance abuse individuals, or they may start a Recovery Center. The Town of Colebrook may be the lead to manage the grant, they do not have that figured out yet. There is a potential to receive a \$1,000,000.00 for this program in the future.

2026 Main Street Rumor: Tim advised the board that there is a rumor going around that the Main Street project is not going to start until 2026. As far as he knows, this is only a rumor, and NH DOT will be starting in 2025.

New Business:

- A. Fair Market Value Discussion: The Selectmen want to talk with Jason Beaudet of CMA on this. Heidi advised that while trying to supply Jason with all the information that he needed, she noticed that Lot 109-78 is not in our tax system and does not know if this has been merged with Lot 109-77. Heidi and Tim will investigate this further.
- B. Status of 2023 Audit: Heidi called Tim Greene to see the status of the 2023 Audit. Tim Greene advised that he is working on it and the MS-535 should be done by the end of the month which will allow them to send a draft of the audit shortly after that.
- C. Status of the MS-434 Revised Revenues: Heidi will send Sue and Tim a copy of the email that Maggie sent regarding the MS-434. It will be done next week.
- D. Bid Openings for the Colebrook Homeowner's Project: Tim advised that he received one bid, but that it did not qualify as it did not meet all the criteria of the bid. Tim thinks there is a potential for another bidder, he will update the board as he gets more information.
- E. CMA Preliminary Engineering Report: gave copies to each of the Selectmen.

Old Business:

- A. Tax Lien Update: Melanie advised that she sent out the Certified Letters for the 2023 taxes. Jane Sanders should be starting to work on Melanie's 2020 Mortgage Deeds.

- B. Aldrich Road Update: HEB is starting to work on this, they need to put it back to the way it was before the storm with the gabion baskets.

Tabled/Pending Items:

- A. Working on Ordinances.

For Approval and Signature:

- A. Planning Board Alternate: Mike Ouellet for 3yrs (board signed)
- B. Veteran's Tax Credit: Steve Madonna (board did not sign, board had questions, application not complete.) Board asked that forms only be submitted for their signature after all information is complete.
- C. Water & Sewer Abatement: Laurence Clark (board signed)
- D. Water & Sewer: Mike Collins Sue made a motion to abate the sewer for the 2023 3rd and 4th quarter bills in the amount of \$2,127.62, Ray seconded the motion. Motion passed. Sue then made a motion to rescind the sewer abatement motion as the board needs more information, Ray seconded the motion, motion rescinded.
- E. Property Tax Abatement: Greg Sipple (board did not sign, they need more information.)
- F. Water & Sewer Abatement: Colby Commons (board did not sign, they need more information.)

Tim advised the board that there would be another Water & Sewer Abatement coming into the meeting today, Melanie is working on it. Tim advised that Wayne Frizzell came in to talk to him and Melanie about the water and sewer for Sunrise Housing, LLC. This is the Colebrook Academy property that has been sold to Daniel Hebert and Daniel Dagesse. The office staff will work on a spreadsheet to determine a reasonable abatement for water and sewer.

Hearing of the Public and Any Other Business:

-Don Dawson of Netafy came in to further explain to the Board about the condition of the tower on the Landfill property and apologize for beginning work without notifying the Town. He reminded the Board about his offer for a couple free Netafy hookups for town buildings. Office staff will mention this again to SNS.

-Greg: asked about any new information on the wells, Tim advised not yet, they are still up here drilling.

-Greg: asked about what we are going to do as far as advertising now that the News & Sentinel has closed. The Board agreed to the Colebrook Chronicle and maybe the Caledonian Record.

-Sue: asked if Melanie had completed the budget transfers yet. They are not done yet.

-Sue: asked if Tim had found any information on a Jake Brake Ordinance yet? Tim advised that he has found information and is working on this.

-Ray: asked if there was any news on the Edwards Street property owned by Shallow River. Tim advised that a letter went out today to Susan Wiggin of Shallow River Properties.

-Melanie brought the abatement in for Sunrise Housing, LLC. Sue made a motion to accept the water and sewer abatement for Sunrise Housing, LLC, Ray seconded the motion, motion passed.

-It was agreed that Dottie would prepare the abatement documents and the Board members would come in to sign them.

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

Determine Date for Next Meeting: September 23, 2024, at 5:00pm

Adjourned: Sue made a motion to adjourn, Ray seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 3:40pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant, Town of Colebrook