

**Colebrook Select Board**  
**Selectmen Meeting Minutes**  
**July 22, 2024**

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

Staff: Tim Stevens and Heidi Lawton

Public: Theresa Williams & Taylor Bowse from HealthTrust and Sue Sullivan & Brittany White from Interlocal Trust

**Roll Call & Pledge of Allegiance**

**Hearing of the Public:**

- A. Theresa Williams & Taylor Bowse presented the Health Insurance options that they have for HealthTrust and Sue Sullivan & Brittany White went over the Health Insurance options for Interlocal Trust. Both companies went over rates, wellness programs, and other programs offered. New rates will be out in October and the Selectboard will go over those as soon as the town receives them.

**Regular Agenda:**

- A. Review and approval of Minutes of 7/8/24. Sue made a motion to approve the minutes of 7/8/24, 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

-Tim advised the board that Richard Clark passed away. Tim spoke with the family, who are researching what can be done with the property. They understand that the property must go through Probate Court, and that is a timely and costly process. Tim has contacted legal to figure out how to move forward considering the condition of the property. There might be a way that the town can send a letter to the estate saying they have 30 days to clean up the property that is in the right-of-way of the NH DOT and if you don't the town will start cleaning it up. The clean-up that the town would go towards a lien on the property. Sue asked how big his property was. Tim said he thinks it is a half-acre. Tim explained that the family has no money to clean it up, so if the town got it, the town could at least clean it up. There is grant money available for clean-up, but we could not use it until the property was deeded to the town.

-Deputy Town Clerk: Tim advised the board that we have one nominee that we would like to recommend to the board. There were three candidates interviewed, two were pretty good, one had a very good background in accounting. The nominee recommended is Velvet Sweeney.

-Bear Rock Bridge Project: moving along well, Tim has been going out and checking on them. The road is closed, and all first responders and the school have been notified.

-Washburn Dam Project: the project is going along, there were some problems when the rain hit with water going into the neighbors well and flooding it. Everything is fine now. Tim stated that this is a state project.

-Highway Dept.: with all the rain we have had they are very busy. They have 3 to 4 culverts that need to be replaced. Some damage on Hughes Road needs to be repaired.

-Current Use: Tim showed the Selectmen a brochure that was done up by staff explaining the new current use regulations for the Town of Colebrook. Greg asked if the brochure has to be done every year. The consensus was that only in certain years and if there are changes. The town needs to send out new applications to all current use owners this year to be updated.

-Greg wants to know at what point do we go above DRA and say do something about the assessing and re-evaluation? Tim said he has heard back from BTLA and they extended us until 2025. We are getting another RFP together and sending it out to all the agencies again with the new dates. Tim explained this is what we have to do by order of BTLA. If no one says they can do our revaluation, the town will go back to DRA and say we need this work done and they have to come up and do our pick-ups. There are several properties that need to be revalued because they have been improved a lot.

**New Business:**

A. None

**Old Business:**

A. None

**Tabled/Pending Items:**

A. Working on Ordinances.

**For Approval and Signature:**

A. ATV Permit: Rose Boivin-The Selectboard cannot authorize her to go into the Town of Columbia, the permit is rescinded.

B. ATV Permit: Santiago Quiroz, Sr.: The Selectboard approved the permit.

**Hearing of the Public and Any Other Business:**

-Tim let the Selectboard know that Mike Ouellet has been approved by the Secretary of State's office to be the Town Moderator.

-Sue: She has been asking Melanie every meeting for the Revenue Reports, the Police Detail Revenue & Expense Report, and the end of month taxes reports, but never has not received them. She would like them every meeting.

-Sue wanted to know about an account number that was created (01-4912-00.-000) Transfer to Special Revenue Fund. Melanie indicated Maggie had Melanie create that number, but can't remember why. Sue said there is no way that Maggie would have created a number like that; it does not fit with the Town's account numbering structure. Heidi will check with Maggie to find out about it. The amount is \$75,932.00. Sue said the Selectboard has asked for a report on what is due for taxes and what properties can be taken, this is due at the last Selectmen's Meeting every month, but they haven't gotten one. Heidi will continue to inquire with Melanie to have these reports as requested.

-Sue: Where are the Yield Taxes showing on the revenue report just presented. The board signed the Warrants last meeting.

-Sue: Why is the Used Oil Grant money not in the account?

-Sue: asked about Maggie's report that was going to send to her? Heidi stated she sent it to Sue's email but will go print it now. Heidi brought it in and gave it to Sue.

-Sue: the revenue line Sale of Town Property needs to be fixed regarding the sale of cemetery lots, that still has not been fixed.

-Sue read the report that Maggie sent to Tim and Heidi.

-PD Border Security: This line needs to be broken down between wages, Medicare, social security, and retirement. Tim has asked Melanie to break this out.

-Sue is going to come up with another list of questions for Heidi to give to Melanie.

-Police Detail money, the town has gotten \$32,000.00 in income so far, but this money should be going into a savings account. The difference between annual revenue and expense needs to go into a savings account at the end of each calendar year. Still waiting to hear if this was done in 2023. If so, when. Sue asked for a detailed accounting for 2023.

-Ray: Anything more on the FEMA stuff for Aldrich Road? Tim said Trout Unlimited is working with NH Fish & Game to get a grant to handle that side of it. The Town still needs to find out what the cost will be and whether it is any value to go with FEMA or go on our own. We have gone out to several people for them to let us know if they have any blown down trees. We will pick them up and bring them to the stump dump and cut them so that we can use the root balls. We still have to see if we need to hire an Engineer to figure out what we need done there. The money that North County Council has for Engineers, the town does not qualify for. Greg said, "so do we need to put out an RFP for an Engineer?" Sue said that we have a little budget for Aldrich Road. Ray said that the brook is working closer to the road every day. Tim asked do we need to go out with an RFP or can we use HEB since we have already done one with them? Sue and Greg both said HEB engineers are for bridges. Tim said FEMA works with HEB all the time on disasters. Discussion ensued.

-Ray wanted to know about the Cease & Desist Items from the Planning board. Sue said at the Selectboard's last meeting she went home after the meeting and sent an email to all the Planning Board members telling them when there are problems, let the Selectboard or Tim know. The only response that Sue got was from Greg Sipple who said he was willing to ride the roads with Tim and show him all the issues. Sue said the Rt. 26 trailer issue now has a fence up without a permit. Ray is concerned about the Edwards Street property acquired by the mental health agency; did they fill out the change of use paperwork with the Planning Board yet? Sue is not sure if Mike has that paperwork or not.

-Melanie brought in a report for Selectmen about taxes 2018-2020. Sue would like to know does this mean that no one owes anything before 2018. Sue asked Melanie why the town cannot take Martha Laramee's property? Melanie answered that she has been in touch with Jane Sanders and Jane told Melanie she needs to send a notice for thirty days and she has to do more research again on the property, and then give them thirty more days and then we can take the property. Sue asked Melanie when she is doing that. Melanie replied that Jane said sometime in August because she is currently working on regular tax liens right now. Melanie confirmed that no one owes any money before 2018. Melanie talked about who comes in and makes payment. Discussion ensued on who is making payments, who is not paying, and what properties can be taken. The Selectboard would like Melanie to take Martha Laramee's property as soon as she can.

-On Water & Sewer Mike had 48 people where the drive by method of getting information did not work. He is staying on top of it and they are trying to make phone calls to make appointments to have him go inside to install new meters. Melanie is working on the bills. Tim is sending a letter out with the water bills to customers making payments, telling them to make their payments or their water will be shut off.

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

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

*- Matters which, if discussed in public, would likely affect adversely 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.*

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 4:15pm. Tim Stevens and Heidi Lawton were present with the board during the non-public session.

Sue made a motion to approve the item discussed in Non-Public, Ray seconded the motion, motion passed unanimously.

Sue made a motion to exit the non-public session at 4:35pm, 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

Ray made a motion to seal the non-public minutes of 7/22/24, Sue seconded the motion to seal the non-public minutes of 7/22/24. The motion to seal the minutes of 7/22/24 was approved by a roll call vote.

Sue Collins YES

Ray Gorman YES

Greg Placy YES

At 4:35pm the board returned to public session.

**Determine Date for Next Meeting:** August 12, 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 4:38pm.

Respectfully submitted,

*Heidi Lawton*

Heidi Lawton, Administrative Assistant, Town of Colebrook