

**Colebrook Select Board**  
**Selectmen Meeting Minutes**  
**October 8, 2024**

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

Staff: Tim Stevens, Heidi Lawton, & Becky Robinson

Public: Don Campbell

**Hearing of the Public:**

- A. Public Hearing for Unanticipated Funds for Dispatch: started 1:00pm
- Sue explained that she had a grant agreement from the State of New Hampshire, Division of Emergency Services & Communications with an award to Colebrook Dispatch for \$1,092,613.00 for the purpose of procuring software and equipment for the upgrade project to the computer aided dispatch software solution. All funds under this contact must be expended by Northern Borders Dispatch prior to December 31, 2026, according to the ARPA FRF guidelines. The remaining \$1,094.00 shall be used for the audit funds set aside. The total is \$1,093,707.00 because of the audit. The board was free to read the Scope of Work and Sue asked if anyone had any questions. Don Campbell asked the board if they had any questions for him. Tim said the only concerns he has are about the signers of the grant. Legal Counsel said, Normally, either the Chairman of the Board or the Town Manager are the signers. The Selectboard can pick whomever they want to do it, but it is normally the Chairman of the Board or the Town Manager. The only concern Tim has is about the cutting or checks and payment. Tim does not want there to be an open-door policy with Melanie where anyone can just go in there and say, “we need a check.” Tim wants to be the filter for that. Sue said the grant says that Donald Campbell is signer number one, Ray Gorman is signer number two, and there is room for a third signer. Don said that they had to put people in there to sign because everything happened so quickly that he and Ray put their names in. Ray said that the state was pressuring them to sign the grant quickly, so they did that. Sue agrees that since the grant is to the Town of Colebrook, we authorize the Town Manager to be the signer of the grant. Don said he doesn’t care in what order that they sign. Becky said that dispatch did a special meeting to get this signed and it is due tomorrow. Tim just wants everyone to be protected. Greg said we can add Tim’s name to line three without effecting anything in the grant. Tim said if we go back to the Homeowners CO-OP, none of the Selectmen were signors on that. Greg said, “but you are.” Tim just wants this to go smoothly and not just anyone can say, “do this and do that.” Don asked, “I don’t have it in my head, but does that reflect the signing of checks or is that the signing of grant documents?” Sue and Greg both said, “grant documents.” Don thinks that the checks coming through Colebrook and Tim signing them is fine, but as far as the grant is concerned, then it would be Ray and I dealing with the state.” Sue said, “yes.” Becky said, “the state wants

us to put this into a PDIP account.” Sue said we mentioned it at our last meeting, that that was the best place for it, because we really don’t want to co-mingle with our funds. It is going to show on fund 07, your dispatch fund, there will be a revenue of \$1,093,707.00 and then we are going to establish a line item for the revenue and a line item for the expense.” Sue said, “I don’t think there is any need for more than one line item for each side.” Sue said, “so you are really only dealing with two outside vendors?” Don said, “yes, and then hopefully Nic from TAC 2 is going to be able to take care of everything in under six months and then the computer system will take a little bit longer.” Don said, “does that make sense to you Ray?” Ray said, “yes that is fine.” Sue said, “we weren’t talking about your name being on here, we were just talking about we are the fiscal agent.” Ray said, “it is a mess of a process and I understand that it needs to go through Tim and that we are not to be going to another office and talking to, I know all that, I think I have been playing the game very well for the last year and a half, since we have had that policy, all right, and I have had a chat with both my fellow folks about that.” Greg said, “are we ready to close the hearing, and my thought is still that the motion that is made is to allow Tim as a third signer for purposes of the checking account and leave the others just the way they are.” Sue agreed. Greg asked if there were any more questions or comments. Greg said, seeing that there is none, the hearing is closed.”

Sue made a motion that the Town of Colebrook certifies that we have complied with all public meeting requirements for acceptance of this grant in the amount of \$1,093,707.00 including RSA 31:95-B and to authorize three signers on this grant, Donald Campbell, Chairman of Northern Borders Dispatch, Raymond Gorman, Board Member of Northern Borders Dispatch and Town of Colebrook Selectman, and Timothy Stevens, Town of Colebrook, Town Manager. Ray seconded the motion, all in favor, motion passed.

Hearing adjourned at 1:20pm.

### **Regular Agenda:**

- A. Review and approval of Minutes of 9/23/24. Sue made a motion to approve the minutes of 9/23/24, 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

-Town Street Light Proposal: Tim gave copies of the Affinity proposal for Main Street lighting to the board via email. Ray said that he has had some computer issues, so he would like a copy. Tim said Affinity had 138 lights as opposed to 134, when they did the reconciliation there were four more on there than what it was supposed to be. Tim had actually proposed that they remove four anyway. The one at the beginning of Fish Hatchery Rd, and then three going up to Sheldon Gray’s pit off on Brandy Lee Lane that

the town is paying for. Tim said that makes absolutely no sense to him why the town would be paying for those. Tim said there is a cost to remove them, but the benefit is you are not paying for electricity on them anymore, once they are removed. So, the town and Affinity is back to 134, which is what they had proposed. Affinity had a bunch of high intensity ones for commercial areas. Tim said if you go to number eleven, the \$295.00 price, they had eleven of those, we knocked them down to one. They had commercial grade on a lot of streets that weren't commercial streets. They had commercial grades coming down Colby Street for a portion and up Park Street. Tim said we only removed four, but we bumped a lot of them down, in bumping them down, the less expensive ones got bumped up, because you have more of them. We kept mainly the commercial ones on Main Street and part of Park Street. When it was all said and done the bid proposal was seventy-seven thousand, that was at 138, from the 138 it went up to two thousand, after we got done, it went from \$77, 700.00 to \$78,600.00. It is \$1,903.00 more than the initial proposal knowing that there is a cost to remove those four that were added in there and that, will significantly lower the electricity that we need, not only because they are no longer sulfur, but because the rest of them are going to LED. Heidi asked about the light at the bottom of Hospital Road and if the town wanted that light brighter because it leads to the hospital. Tim believes that they kept that one commercial. Discussion ensued Ray asked about the light at IGA. Sue asked about the possibility of putting a light at the beginning of Hughes Road. Ray said he thinks the board should look at that. Greg said, "why doesn't Exit 30 on the interstate have one?" Sue said, "I am just bringing it up so we can say we did discuss it." Greg said, "I would say we looked at the list and I don't see a reason for it." Ray said, "the thing is, you have no lights at Nugent's at all, at 7:00 he shuts down and everything shuts down, he doesn't leave a single light on, IGA has a couple on the outside, the same thing with the NH Electric CO-OP, and I believe, (and we have had citizens come to us multiple times), we are going to put in 130 something lights, why can't we put one there? Greg said, "I say if we put one at Hughes Road, we need to put one at Fish Hatchery Road, Carlton Hill Road, Bungy Road, Diamond Pond Road, and Bear Rock Road. Sue said, "Hughes is definitely the brighter right now, than those are." Ray said, "all I am talking about is Hughes Road, not Kidderville, Bungy, or any of that, just one light." Greg said, "and I am saying no because if you say yes to that, you need to say yes to all of the others that get more traffic." Greg said, "I say Tim did a very good job, let's move with what Tim has." Sue asked Tim if they could start soon and Tim said, "Yes, once they get the thumbs up, within two to three weeks they should be ready to activate.

Sue made a motion to approve the lighting plan as presented and go ahead with the project, Greg seconded the motion. All in favor, Sue & Greg, all those opposed, Ray.

-Letter concerning accessibility to Town businesses/sidewalks: Tim gave the Selectboard a copy of the letter he was mailed from Theresa Deuschle. Tim explained that she is concerned with the accessibility to businesses and sidewalks, that when the different programs in town happen, people with disabilities cannot participate. Sue said, "we also received it at the Planning Board meeting last night and what we thought would be nice is

if the town acknowledged receipt of the letter and ask for patience with the State of NH DOT as they complete the Main Street Project and that should make a lot of difference in many of these concerns. Greg said, "I agree with that, but do we, a lot of what she is talking about is business access and that is not ours." "It is businesses, and I would assume that when the Planning Board looks at plans, that they talk about accessibility and I can, off the top of my head can think of any new businesses or renovated businesses, they do appear to be putting them in." Greg said, "Tori's, the old bakery, and Thivierge's old house on Cooper Hill. Greg said, "there is nothing we can do unless the ADA standards have changed, a business has to make improvements for that, and if they haven't, then they don't need to. Discussion ensued and Tim will send a response to Theresa.

-Don Campbell came in to let the Selectmen know that he just talked to the State of NH and everything is fine with the three signers. Sue said, "is it going to Governor and Council now?" Don said, "yes, tomorrow." Tim explained that it goes to the state tomorrow to get ready for Governor & Council.

-Well Sites: Tim wanted to clarify a question that came up at the last meeting. It is 26 gallons per second, per foot, per foot of drop in the well. Sue asked, "per second" and Tim said, "per second, per foot of drop in the well." Tim said, it is not 26 gallons per minute, but it is 26 gallons per minute, per foot of drop." If it pumps 26 and drops a foot, it might have 30 feet, so in a minute it can pump 30 times that." Discussion ensued. Tim said they need to get a list of wells in that area within the thousand-foot radius so that they can monitor those wells while they are doing this pumping test, to see how the individual wells pump. Sue said, "so what is the process of identifying all those wells." Tim asked Melanie to get a list of anybody within that area that is on Precinct water but does not receive town water." Discussion ensued.

-Pump Station at 59 Route 145: On the Route 145 project, the very last house on the project, just on the west side, is Jane Carpino. Currently at the end of that highlighted section is where our current line ends and goes east across Route 145. Where he highlighted is what we proposed to them and that is, they do not want the pump station and the meter board in their front yard. They have agreed to go over towards the tree line and have it over there, so it is not dead smack in the middle. It is about a twenty-foot extension to what is currently happening, and it is acceptable to everybody. CMA has said that is a good, acceptable plan. The manhole cover that is there now will be removed, it won't be there anymore, and they would extend the pipe out approximately 20 feet where they would put in the pump that was going to go in the manhole cover. It is just going to be closer to the tree line with the electrical board and meter. If we do that, we need to get an MOA from them saying that they are in agreement because the easement is going to take too long to get approved and they are already in the process of getting to that portion. Discussion ensued. Sue made a motion that the Board of Selectmen approves the relocation of the pump station on the Carpino property on Route 145 to the edge of the

woods, Ray seconded, motion passed. Discussion ensued. The board would like to know what the cost will be.

-Letter from State of Vermont: Tim received a letter of Notification from the State of Vermont to the Town of Colebrook, as an abutter of possibly Clark Jeffers property, that a solar array will be going up. Discussion ensued on whether there were wetlands there or not. The company that is doing it Canaan 102 Solar, LLC.

-Solar Array Grant for Town Office: Tim said to Sue that if we received the grant for the Solar project at the Town Office it would be \$102,906.00 and \$90,962.00 would be the Department of Energy's portion and our portion would be \$12,000.00 if we need a transformer. If we didn't need a transformer, it would be at no cost to us. Sue asked, "who determines if we need the transformer?" Tim said, "Eversource." Sue asked, "when would they do that?" Tim said, "not until the end." Discussion ensued.

### **New Business:**

A. None

### **Old Business:**

A. Tax Lien Update: Melanie gave the board a report of lien properties. When someone calls and asks about property, can whoever takes the call in the town office please get the name of the caller. In reference to the APP closure, Sue said this is the week that the federal government came in to make sure they have compliance with all their quality controls under control. Heidi let the Selectmen know that Melanie said there are no properties that she can take at this time. Sue asked why and would like Melanie to come in and answer the question. Heidi went to get Melanie. Melanie entered the meeting. The board reviewed the list. Most of the properties that could be taken are trailers. Martha Laramee called to put money on her property, but Melanie doesn't know if it has been paid yet or not. Sue said, "it is time to take that property." Melanie said that she has to wait for Jane Sanders to send out the lien letters. Melanie also has to give thirty-day notice before she takes the property. Sue asked why Margaret Crawford's property does not show up on the list. Melanie said because we took it a long time ago, but she can't sell it because the town is waiting to find out from her son. It was discussed that Jonathan Frizzell did reach out to Willy, Margaret's son. Sue said the building that we sold (where Todd Lambert's store is now) we didn't wait ten years on that. Melanie said no, we had to have them evicted and technically the deed, she believes is ten years, but the town can sell it after three, if we give the previous owner a chance to buy. Sue asked, "where do we get a list of properties that actually have been taken." Sue said she did not know about us having Margaret Crawford's property, who else do we have? Melanie said Margaret Crawford and Kenneth Wormstead. Greg said that he is next

to Ray on Piper Hill Rd. Melanie explained that Scott Cole is on a payment plan, Martha was supposed to send a check, I haven't seen it yet, and James MacDonald paid everything off. Tim said they are waiting for the whole project to be done in the trailer park behind Noyes Chevy. Ray asked about George Heald Jr. Melanie said they are making payments, Ray said, "I understand, but they are four years behind and there is no way that they are ever going to catch up." Ray asked about water and sewer. Melanie said that she only printed tax lien information, not water and sewer, but whatever they owe for water and sewer is liened into 2023 anyway. Sue said that the report that Dottie sent them on October 4<sup>th</sup> has that information on it. Sue said that APP owes the town \$125,000.00 in water, sewer, and taxes. Greg asked why don't we shut their water off? Melanie said that they just made a payment of \$1,500.00 on taxes last week. Melanie said, "I would love to have time to make an updated spreadsheet with every little detail instead of giving you a report like that." Sue said, "from what she has heard, the APP owner doesn't pay anything until someone says they are done with him, then he coughs up some money." Melanie said that she received a notice from an auctioneer for 23 Gould Street, which is their address. Sue would like a printout of that notice. Melanie went to go print it out.

- B. Karen Loux: Tim updated the Selectboard that the town shut off her water. Whoever hooked up Karen's meter, it is hooked up backwards and is not reading. She was directed to put a backflow detector in and once it is in, it needs to be tested. The State has to be the one to test it. The Town set up two appointments, the first appointment, she was not there. The town set the second one up through the town attorney for the 4<sup>th</sup> of October. On the day of the 4<sup>th</sup> Karen said, "I am doing something, and you can't come in today." Because Mrs. Loux was not in compliance twice, the Town Manager had the water shut off. Tim advised the board that she also had a water hook up before the meter.
- C. Sue discussed some properties that should be taken. John Cotnoir was the first one they discussed. Linda Cameron was next, she does not make regular payments, she owns a trailer. Melanie came back to the meeting. Melanie advised the Selectboard that she received a letter from an Auctioneer, they were wanting a tax card of 23 Gould Street (APP). APP (Bearsville) owes a lot of money in taxes and water and sewer. Melanie advised the board that she can't take any properties now, but that once she can, she will need to do a deed waiver for the board saying "no" that they do not want to take those properties, especially since they are trailers and some of the people are on payment arrangements. Greg said even though some people are on a payment arrangement, they are not paying enough, so they might get taken. Discussion ensued on the payment plan spreadsheet Dottie gave the board. The board asked about Arthur Couture's property and if the water and sewer is being paid. Melanie said, "yes, the state is paying the water and sewer bills." Discussion ensued.

### **Tabled/Pending Items:**

- A. Working on Ordinances.

### **For Approval and Signature:**

- A. Intent to Cut: Aaron & Oxana Joos
- B. Intent to Cut: David Hodge
- C. Cemetery Lot: Paul & Cynthia McKinnon
- D. Cemetery Lot: Christa Howe-Lambert & James Lambert

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

-Tim asked Sue if she had the opportunity to talk to Greg Sipple. Sue did talk to Greg, and he gave her an explanation in writing for Dottie. Greg said one property is 5 acres, the second is 10 acres and is current use, and the third lot is 5.21 acres and that has Greg's house on it.

-Greg wanted to know if we were over budget in the gravel line for Highway and we are not.

-Sue advised that Mike Ouellet sent Sue an email he received about a complaint on Skyline Drive that Sam Jeffers is filling in wetlands and putting in a road without a permit. Tim said there is no indication from anything that he can find that there are wetlands on that property. Tim then said that Sam had submitted a driveway application to Mike Ouellet, Mike told Tim he had it.

-Sue said, "we just received the MS-535 from Tim Greene, the Auditor and wants to know is that the last thing that we are waiting for to get our tax rate set?" Melanie said, "she did not know." Melanie said that she needs to approve it first and then get it to DRA, she is waiting for the pickups to be done.

-Sue said that Health Trust is meeting today so we should have their rates tomorrow, the board already has the rates for Interlocal Trust. Sue wanted to know if Melanie could do a poll of the board over email. Melanie said that yes, she can. Melanie will give the rates to Tim as soon as she gets them, and he will give them to the board.

-Preliminary Engineering Report: Sue asked if the engineering report got sent to the USDA yet? Tim said that nothing has been received since the draft was sent to them. Tim said it still needs to be finalized. Sue asked, "have they made the change where Brian says we need to address the UV system before we address some of the other items?" Tim will check on this.

-Sue wanted to know where we stood on getting \$10,000.00 per unit for rentals from the Municipal Grant Program from the BEA. Tim said, "no, one year's money is expired but he believes it goes into next year's money and we can still apply for that."

-Sue said the County Tax Rate has been set and Colebrook's share is one million, six thousand five hundred and thirty-one dollars, which is an increase of sixty-five thousand, one hundred ninety dollars. Sue said, "the town is going to have a school tax increase and a county tax

increase.” Sue advised that she would review the MS 535, our fund balance is there and we will have to decide what we want to do.

-Sue wanted to know if the letters had been sent out yet to all the property owners for the Right-of-Ways on Main Street. Tim said he is working on a template for that and will get them ready to go. Greg asked Tim if we were ready to go with it or not. Tim said he does not think we are ready to go. Greg mentioned that he has not seen any Right-of-Way plans.

-Sue asked if Melanie had received reimbursement from North Country Council on the grant. She was supposed to bill them on August 28<sup>th</sup> for invoices #5-7 and the 2 North Country Council invoices from Northern Borders Commission money. Sue will ask Melanie before she leaves.

-Discussion ensued on the utilities project.

-Don Campbell wanted to advise the board that Colebrook Dispatch needs to show that funds have been encumbered for the Department of Safety grant because they will be using the funds over two years. Sue advised that you don’t encumber funds until the end of the year. Sue said, “you can’t encumber funds unless you have a purchase order to do so.” Don was confused so Sue explained the process to him. Discussion ensued on the grant.

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

**Determine Date for Next Meeting:** October 28, 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 3:00pm.

Respectfully submitted,

*Heidi Lawton*

Heidi Lawton, Administrative Assistant, Town of Colebrook