

Colebrook Select Board
Selectmen Meeting Minutes
February 27, 2025

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

Staff: Tim Stevens & Heidi Lawton

Hearing of the Public: None

Regular Agenda:

- A. Review and approval of Minutes of 2/10/25. Sue made a motion to approve the minutes of 2/10/25, Greg 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:

-Article #16: At the last meeting we signed the warrants, after that DRA came back with a change, but they said it could be a floor change. In Article 16 it says, "to see if the town will transfer" it should read "to see if the town will raise and appropriate." Tim said, "the town Attorney didn't say anything, but I contacted him after the fact and he said, "I don't think it's wrong, but I am not willing to go to battle with DRA because they are requesting it, just sign off on it and make the floor amendment, that way you are keeping DRA happy and that is what they want." Sue said, "Jamie Dow already reviewed it all and she didn't make a comment." Tim said, "She was the one who told us to change it." Sue thought it was the attorney that said to change it. Tim said no, it was DRA.

-Test Well on Lynch Road: Tim advised that the test well on Lynch Road is currently being tested. They will be testing for five days. Greg asked, "they pump water out of the well, then what do they do?" Tim said, they have a hose that goes to the water source, and it goes right into there."

-Insulation: is finished; The Historical Society is thankful, they said there is a big difference up there. Ray wanted the board to know that he was told by Becky Robinson that when they did the insulation, they didn't cover up the equipment in the radio room and insulation got into the equipment. The radios weren't working for a day or two, it was several hours of work from a company up here to clean them. Ray is supposed to get an update soon; he is hoping the costs are covered by contracts. They didn't realize how sensitive the equipment was. Sue asked Ray, "what do you mean by the cost is covered?" Ray said, "Well do we have a service contract with the company that covers all that? Will there be

a bill coming out of that? Do we speak to the contractor and say there might be something coming up here or what? Tim said, "I guess the other question is, they knew it was coming, is there any responsibility on their end to take care of the equipment if there is going to be stuff sprayed around there? They weren't spraying into that room, they covered the top floor, and they sprayed over the top floor, it was airborne, I guess the question is, do we bear any responsibility knowing they were going to be insulating up there? Ray said, "but it did get into the room?" Tim said, yes.

-Route 145: Tim advised the board that the project will be completed either the first or second week in March. It was supposed to be done in the winter months, but one of the construction companies had people come down sick with illness, but they are scheduled to come back in and complete the project. Sue said, "CMA sent the town another bill for the Route 145 project, she wants to know when they are going to stop billing the town for this project?" Tim advised, so what CMA did, at our request, is they allocated the money prior to the year turning over because we thought it had to be expended by December 31, 2024. So CMA actually sent us one bill that we never paid, a ten to twelve thousand dollar bill, then they got in touch with us and said, "we billed you for this because it had to be obligated by the end of the year, do you want to give us that money and any bills from here on out to finish the project comes out of that? Tim said, "no, since we already have the money set aside, you send us the bills as they come until the project is completed." Greg asked, "So did they accept any responsibility for this additional cost that we don't have?" Tim said, "they didn't." Greg asked, "did you say anything?" Tim said, "yes." Discussion ensued.

-Main Street Easement Packages: Tim advised that he has all the easement packets for the Main Street Project and will be disbursing them shortly. Tim wants to do a cover letter and send it all out to them and let them look it over, then see if the board possibly wants a meeting where the easement holders can come in and ask questions. Sue asked how many packages are there? Tim advised forty-six. Greg said, "I think you would get a group to come and listen to how that all works, so in the letter I would say, here is what you are getting, there is a scheduled meeting for anyone with easements or rights-of-way that have questions to come to on a certain day and time." Tim said, the signatures have to be notarized, so one of the things I am contemplating doing is Heidi and I taking a field trip one day and going to those places and getting signatures, having Heidi notarize it, and getting the information in, with the exception of writing a check and taking a copy. Greg said, "have them all completed and signed before they can advertise the project." Discussion ensued. The board decided to have the informational meeting for the Main Street Project easements on March 17th at 6:00pm.

-Water & Sewer Bills: bills have gone out.

-Letter of Assurance: Tim had a Letter of Assurance for Melissa Elander for the board to sign so that she can get paid by the grant for Clean Energy NH. Sue made a motion to

authorize the Town Manager to sign the letter of Assurance for Melissa Elander for the Clean Energy NH Grant, Ray seconded, motion passed.

-John Cotnoir Property: Melanie reached out to Town Counsel to ask what needs to be done? Town Counsel advised the town, (knowing boards can always do what they want), his advice is, if you have a trailer that is on somebody else's property, besides the trailer owner, if you go after it and get it, you could very well be required to remove it and do you have a place to put it. Sue said, "but this is his property." Tim said, "that is not what I heard." Heidi said, "his trailer is on Jimmy Jeffer's land." The board did not know this. Greg would like Tim to reach out to Jimmy Jeffers to see what he thinks. Discussion ensued. Sue asked if delivery was made to John Cotnoir? Tim said, it is going to be delivered tonight. Discussion ensued.

-Tim advised the board that Heidi has been making huge progress on the Stonegarden and Northern Borders Grants. She has sent in the reimbursement for Northern Borders in the amount of \$28,161,00. Additionally, she has brought Stonegarden all the way up to compliance by completing and submitting the following Quarterly Reports:

-2 for 2021

-4 for 2022

-3 for 2023

-1 for 2024

-Heidi also submitted two letters of support from the town for the BEAD Grant Program (Broadband), one to Jeff McIver from Consolidated and one to Edee Murphy from NHEC.

-Tim advised that he and Heidi are working on a USDA Grant with Josh and Rena Peck, for the Wastewater Treatment Facility.

-Tim had an appointment letter for Heidi to be appointed the Deputy Tax Collector, the Selectmen signed the appointment letter.

-Tim advised the board that there have been a number of calls regarding snow removal, highway, sanding, etc. We had an issue the other day with someone not being able to get up an icy road. We followed what we said we were going to do, and the police went up there. The police said it was pretty icy, but there was only one person that wasn't making it up their road, they called Highway, Highway said, "if we go out now, we will be out all night, so we are going to wait until three." "If we go out at three, we can sand then, if it's still raining it won't wash it away." So that vehicle stayed there, and the lady walked home, up the hill, on Russell Road. The next day, there was a different dispatcher, Kevin was going up with the sander, ended up spinning out and losing traction, and sliding down almost hitting the car, but stopped prior to hitting it. He didn't dare move from there, because he knew if he did, he was probably going to slide into it because he was within

five to six feet of it. Kevin called dispatch and dispatch said, “we don’t have a phone number for that person.”, but they did, because the dispatcher the night before took it down. Anyway, said they didn’t have the number so they couldn’t contact them, so they said they needed to get the vehicle out of there in order to get the other sander up there. So they called C4, C4 went up and towed the car. Tim talked to the lady today and said to her, “you did what you were told to do, we are going to cover the bill for your tow.” Tim also talked to the lady’s mother. The lady’s mother is an insurance agent, and she was very concerned about emergency vehicles getting up the hill. Tim assured her that the town was doing the best they could to resolve the issue. Discussion ensued.

-Tim showed the board a picture of the sand at the garage and it was all clumped together. He wanted the board to see what kind of sand the Highway Department was dealing with. The board said that the reason the sand looked like that is because TJ did not add salt to it.

New Business:

- A. Status of UCVH Donation: Tim is meeting with Greg Cook on March 5th to discuss. The house is being used as a residency, it is not being used for charitable purposes. Discussion ensued. Ray explained that that is the same rationale we would use to explain to Northern Human Services about their property on Edwards Street. They didn’t apply when they were supposed to, they moved clients from a residence that was paying taxes, and they are using it as a residence. Tim said, “they are going to say that they provide services in that house as well.” Sue said, “but they charge for those services, they are not free.” Tim said, “according to them, they do not make money, they break even.”
- B. Status of Town Report: Tim was under the impression that the Town Report was done today. Heidi said, “Melanie was waiting for corrections from Sheila, Alicia, and Sue, then she was going to send it to the printers. Sue said, “February 24 at 5:30pm, I get a text “the school is being held open so I can go post the MS-636, could you sign it digitally?” Sue said, “I wanted to see it first, I am not signing anything without looking at it.” Sue is tired of things, always being late and last minute. Tim said he is constantly telling her to get things done weeks ahead of time and not wait until the last minute.
- C. Letter from Liquor Commission: The Liquor Commission sent the Town a letter to let them know the Black Bear Tavern has applied for a new liquor license.

-Discussion ensued on if the Wilderness Restaurant was being sold and the water situation.

Old Business:

A. APP: Was supposed to go up for auction and it was cancelled. No one has contacted the town about any of it. Greg said he heard that the 7.8-million-dollar lien holder purchased the property with no cash exchange. Tim said he saw that they were selling off pieces of equipment. Greg said Tim could talk to Donna Jordan to see if she had more information.

B. IRS Letter: Still no response

Tabled/Pending Items:

A.

For Approval and Signature:

- A. Northern Borders Agreement: Selectmen signed
- B. Sewer Warrant: Selectmen signed
- C. Water Warrant: Selectmen signed
- D. Town Meeting Warrant: Selectmen signed
- E. 2024 Operation Stonegarden Grant, Sue made a motion to accept the 2024 Operation Stonegarden Grant in the amount of \$40,528.00, Ray seconded, motion passed.

Hearing of the Public and Any Other Business:

-Sue asked if the State of NH has paid the town the Diamond Pond Road money? Heidi will ask Melanie.

-Ray has a question about Welfare Assistance and what we are paying Gary Puleo for. Heidi explained that he had tenants that applied for assistance and that the assistance money goes to the town because Gary owes the Town of Colebrook taxes and water and sewer. One of the tenants has signed an agreement to pay back the town.

-Ray asked about signage at the Transfer Station for glass. Tim advised that he ordered signs from Colebrook Copy Center, but maybe because they are going to be specially made for outside weather, they were taking longer to come in. Ray said he thought he saw new signs down there, but he didn't see any bottle signs. Tim advised they would be up soon.

-Sue asked about when can we put in an insurance claim on the UV Building, Tim advised that Melanie already has.

-Greg asked about reimbursement for the Bear Rock Bridge project. Tim said it is all done and we will be doing this soon.

-Sue asked a question on a December NH DOT bill that came to the Town. She wanted to know where the backup was. Heidi explained that they no longer send the backup and that we need to go into the portal and print it out if we want it, but Tim is the only one with access to the portal and it is not easy to do at all. Sue wants us to do this every month. Tim tried for over an hour to try to print the information and could not. Sue said we are still being charged for gas for the 2019

Dodge Charger. Tim explained that all that means is when they got a new vehicle, they did not turn in the fob from the old vehicle, they just used the same fob. So, Sue wants the information changed to reflect the new vehicle. Greg agreed

-The Moderator, Mike Ouellet wants to meet with the board. The board decided on Monday, March 4th at 1:00pm.

Non-Public Session Under RSA: 91-A:3, II (c): none

Determine Date for Next Meeting: March 17th, 2025, at 5:00pm.

-March 11, 2025, at 7:00pm: Town Meeting

-March 13th, 2025, at 1:00pm: Utilities Meeting

-March 17th, 2025, at 1:00pm: Projects Meeting

-March 17th, 2025, at 2:00pm: Bangor Presentation

-March 17th, 2025, at 6:00pm: Main Street Easement Informational Session.

Adjourned: Sue made a motion to adjourn, Greg seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 4:07pm.

Respectfully submitted,

Heidi Lawton, Administrative Assistant, Town of Colebrook