

Colebrook Select Board
Selectmen Meeting Minutes
January 12, 2026

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

Staff: Tim Stevens & Heidi Lawton

Members of the Public: Buddy & Sam Boudle and Barbara & Roland Smith

Meeting Start Time: 1:00pm

Roll Call & Pledge of Allegiance

Hearing of the Public: Buddy Boudle came in to talk to the board about possibly abating Norman Deline's taxes and water and sewer. Norman Deline owns a trailer in Boudle's Trailer Park and Buddy has been trying to evict him since June. Buddy is working with Attorney Jay Riff to get him evicted. Buddy says he finally got him evicted and it has cost him \$4,000.00. Buddy's intent was to tear down the trailer because he has someone interested in putting a new trailer there in the Spring. Buddy found out after he got him evicted, that Buddy can only touch stuff outside the trailer. Buddy told the board that he cleaned up everything outside the trailer that he could. Norman went over to the trailer and put a bunch of stuff from the outside, inside the trailer. Buddy said, "the trailer is completely full of garbage and Norman broke the windows and put a hole in the roof so that Buddy could not sell the trailer. Buddy is finding out now that if he is to take possession of the trailer, he has to pay off Norman's taxes and water and sewer. Buddy will not take possession of the trailer if that is the case. Buddy has to get Norman to sign off on the deed for the trailer. Norman asked Buddy for \$500.00 to sign off on the deed, Buddy gave him \$250.00 in cash and got a receipt. He has not paid Norman the other \$250.00 and will not until Norman signs the deed. Sue said, "there are three years' worth of liens on the property, so I don't know how you can get a deed to the property until the liens have been released." Sam said, "that is what Buddy is here to find out." Sue advised Buddy that the water and sewer bills need to be paid. Greg explained that the water and sewer is an enterprise fund, so that needs to be paid. Buddy said, "Norman told him that the town had gone over and shut off his water." Buddy said that apparently when he and Keith Smith installed the water system in the park, he put the shut-off on backwards; because now when they shut off the water at his trailer, you can hear water running in the ground, but when you turn it back on, you can't hear the water. The water guy at the Colebrook Water & Sewer Department advised Buddy that maybe he put the valve on backwards. Buddy said he went over and could hear water running into the ground, so he went over and turned the water back on, so that it wasn't running into the ground. Buddy will have to fix all of this after the trailer is torn down. Discussion ensued.

-Buddy advised the board that he is going to be evicting 2 other people in the park. Tim agreed with the board that the water and sewer will need to be paid, but the board could look at abating the taxes. The board agreed to abate the 2023, 2024, and 2025 property taxes with interest and the water & sewer interest. Buddy will pay the water & sewer bills. Buddy advised the board that he is in the process of turning his park into a fifty-five and older park. Tim will get an agreement done up for Buddy to sign that he will be responsible for tearing down that trailer and removing it from the park. The board advised Buddy to work with Tim here on out for the rest of the process.

-Sam Boudle asked the board about a building and the value of it, in the trailer park. The board advised her to talk to Dottie at the front desk. Dottie will be able to print her property/tax card. Tim explained that as far as the revaluation goes, the town cannot do anything because the town did not do the assessment, DRA did. People can fill out an abatement form and we can give it to DRA, but the town can't change anything.

-Barbara Smith came in to talk to the board as a concerned resident. Barbara had heard that many taxable buildings were not taxed properly or at all because they did not obtain permits to build them. Barbara asked about how much that amount came to? The board advised that we have not received that information from DRA yet. Barbara wanted to know if they were taxed this year. The board said yes, they were all added to the tax rolls this year. Barbara asked, will they be fined for not obtaining permits? Sue asked Tim if he had checked with legal on this matter. Tim said, our town policy is "if you build a building without a permit, you have to pay twice the amount of a building permit application fee." Barbara asked, for how many years? Sue explained that a building permit fee is a one-time charge. Barbara said, "if I built and I didn't get a permit for ten years, how do you face that?" Tim said, "the town does not fine for that." Tim explained that there was a case in southern New Hampshire where the Supreme Court upheld someone to tear down their building because they did not obtain a building permit before building." But he said the problem with that is, you are then losing out on taxes going forward on a building. Sue said, "the only thing we can do is when we get the list from DRA, the town will send them a letter and they will have to apply for a building permit and if they don't meet our regulations, the town can have them tear it down or bring it into compliance." Barbara asked, "so if it has been like 5 or 10 years, the town can't make them pay back taxes? The board said, no they can't. Tim explained what happened with the revaluation process. Barbara asked about the town having a Building Inspector. She asked if it would be a big cost to the town. Sue said, "the town would have to hire someone." Barbara said, "Colebrook has a lot of back roads that people have been building on, can't someone drive around on those roads and find these buildings." Greg said, "that would be cherry picking, and the town can't do that." Tim explained that if someone has a no trespassing sign on their property, DRA cannot go onto their property to assess it, so they can only do it from the road." Sue said, "so basically people are defrauding the town, but with the current law, the town can't do much except require them to file for a building permit and pay double the permit fee." Barbara asked the board if they had ever considered a tiered tax system. Barbara explained for instance, number one I am a homeowner, and I live in my home, number two I am a homeowner, but I don't live in Colebrook, I just come up on weekends and use it. It is a vacation

home, third I have a home, and I rent it out as a B&B, I am making money off of it. Sue said, "NH legislature has some bills in front of it on dealing with exactly that." So, the board would have to wait and see what the state decided for this. Greg said, "all the neighboring states are doing it." Tim said, "anyone that has a B&B would be paying NH Rooms & Meals Tax as well as their property taxes, and part of that comes back to the town." Barbara asked the board if they would be willing to do this if it was passed by the state. Greg said, "if it passes, we will have to do it." Sue is not sure that the town would have to do it or if they would vote on it at Town Meeting. Greg said, "another law they are looking at is getting rid of current use." Barbara then asked if commercial properties pay anything extra than the regular property owner. Sue said, "just the value of their assessed building." Barbara said, "but they are making money off of their building." Barbara asked, "so if the tiered tax law is passed, it will come up at town meeting?" The board said yes.

Barbara said, "we have quite a police force and it is quite expensive, do we bill other towns when our police respond to help?" The board said yes, we do bill other towns, but we do not bill State Police if they ask for assistance because we have a mutual aid agreement with them. Greg said, "but if State Police asks us to respond for them, we do bill." Barbara said, I am talking about something that you might not have an agreement with, like an instance that I do know about where Colebrook Police went out to Errol one time for a problem, did you bill Errol or someone private for the call?" The board said they do not know. Barbara said, "well it happened already, so you either did or you didn't." Sue doesn't believe that they billed Errol. Barbara said, "I didn't think so either personally, but I thought I would ask."

Barbara then said she asked about two years ago at town meeting and never got an answer about paying for town employees and employees of the school's insurance. Barbara said we pay more than what Medicare pays now as it stands. Barbara said, "I asked two years ago, I asked you Suzanne and you said the board ran out of time, so you never did look at that insurance apparently." Have you looked at insurance since? Sue said, "yes we have gone out twice with insurance proposals since that meeting. Barbara asked, "what are the percentages of what we pay." Sue said, for a family plan the town pays 80% and the employee pays 20%, for a two person plan the town pays 80% and the employee pays 20%, for a single plan the town pays 100%. Barbara said, "Medicare doesn't pay 100% for old people and we have high taxes." Greg and Sue both said, "we don't pay their deductibles, we pay for their insurance." Barbara asked, "what are their deductibles?" Heidi said, "I believe it is \$500.00 for a one-person and \$1,500 for a family or two-person plan." Heidi explained that we just went on this insurance in January. Barbara said, "well if they paid a higher deductible, we could probably get the insurance cheaper." Barbara said that deductible is very low for the person, but very high when you consider that town's people are paying it, you have to consider it that way, and we are local people with retirement, old age. Sue said, "I am 100% percent on the single plan, I will share with you my thinking, not speaking for everyone else, so you have an employee that takes a single plan and it costs the Town \$13,000.00 a year and you have another employee that is on the family plan, it costs the Town \$36,000.00. So you are giving a benefit to one employee of \$36,000.00

and a person working with them in the same job is only getting a benefit of \$13,000.00, I have never been in favor of charging a single person 20% of their plan. Greg agreed. Barbara said, "but don't you think a deductible of \$500.00 is a good deal?" Barbara said, "I think that maybe the insurance would be a little bit cheaper if they had a higher deductible." Heidi said, "I will tell you, being a single person that we looked around at a lot of insurance plans and they are very expensive, I think that we got this deal because we went back to HealthTrust, whom we were with before." Barbara said, "for people who are paying for it, your tax people, did you look for a higher deductible?" Sue said, "this was a recommendation." Heidi then said, Barbara, just to let you know, there is not a lot of benefits working for the town, and it is hard to get people to work here because they don't pay as much as some other employers do, so the insurance is one way of getting people to want to come here." Barbara said, "I tried to apply for the part-time town clerk position, but you have to go to Concord for training, and I can't do that." Why can't she train people here? Tim said, "because you have to get state certified." Sue said, "also because you are using the state computer system." Discussion ensued. Barbara told the board that she picked up an abatement form, but she was not really impressed with it. She asked the board if they realized in the abatement paperwork where it talks about poverty, the first thing it says is to relocate. Barbara explained that there is a line for poverty/hardship and one of the recommendations is to relocate. Barbara said, "I have only lived her 77 years." It also said as a second choice to remortgage. Barbara said, "I think this is an insult." The board advised Barbara that form is not a town form, but a state form. Barbara said, "she was offended." The board thanked Barbara for coming in and told her she had great questions.

Regular Agenda:

- A. Review and approval of the Minutes of 12/22/25 and 12/24/25. Sue made a motion to approve the minutes of 12/22/25 and 12/24/25, Ray seconded the motion, motion passed, all approved.
- B. Review and Sign Payroll and Disbursement Manifests: The Selectmen reviewed completed payrolls and disbursement manifests and signed them.
- C. Town Manager's Report:

-SCADA System: Tim told the board that he talked to Josh at CMA and the SCADA computer system itself is not in the new project. However, if it is wrapped up in part of the construction phase and the contractors, they might be able to do it. They will already be up here, and they have all the points already in. Sue asked if we already had a quote for the SCADA System? Tim said no, not yet, that is what we are trying to get. Lavolette got back in touch with Mike and said "we need certain numbers from your SCADA system, so Mike collected those numbers to give to Lavolette so they could put together a quote. Josh from CMA is going to try to find out how much it will cost if it was included in the new project. Sue said, "since we have been here as a Board of Selectmen, we have updated it once." Greg asked, "what do we need, new hardware, new software, a new computer, etc." Tim said, the SCADA itself, which is the new computer, has much more than we will ever need. They just needed the old numbers off of the SCADA system

that we have now, to know what to order for the future. The old system ran on Windows XP, which went out a long time ago. Greg said, "it would be nice if we knew what the SCADA System actually does." Greg said, "I know what it does, but it is made up of computers and different components." What are we actually purchasing? Tim said, it is the actual computer itself that we need. Ray asked, "is it a license that we need?" Greg said, "I don't know." Discussion ensued.

-Primex: Tim advised the board that David Goglen from Primex asked CMA for a quote for a new UV Building and CMA has sent them a quote, but they are not at the final design stage yet. Greg said, "Primex needs to authorize the town to have a certain amount of dollars to pay for that design." Tim advised that Josh is currently working on that. Greg said, "someone needs to have a conversation with Paul Schmidt about Josh Bouchard, because I feel he is doing nothing for the Town of Colebrook." Greg advised that Tim should call Paul ahead of time and let him know the town needs some results out of Josh for the January 26th meeting, then on January 26th after the meeting, we will keep Paul on the phone and talk to him about what we are getting out of the company and what we are not.

-Deputy Town Clerk: Tim advised the board that he and Heidi interviewed an applicant that lives in Colebrook and has just completed her master's in environmental studies and GIS Mapping. Tim explained that she is very organized and interested in the job. She had an interview with Jolene, then us and she is very computer savvy. She moved up here from Hudson, NH and they live on Skyline Drive, her name is Jessica Lopes. The board approved Tim hiring her for the position.

-Vicki Ayers from DRA is on the schedule for the next Selectmen's Meeting. She wants to talk to the board about the revaluation. We will schedule her for 2pm on January 26th.

New Business:

- A. Colebrook Homeowner's Cooperative: Greg said that all the trailers in the trailer park now have new meters, and they need to be read. They will now get bills from the town on water & sewer. Some of the property owners in the trailer park are saying they have major leaks, so Tim advised Mike Worters, from the Water & Sewer Department, to go to the trailer park every two weeks and read the master meters, so we can let them know, this is how much water is going through your meter.
- B. Assessing Moving Forward: Greg said we could opt for annual updates, a fifth per year. Tim said cyclic evaluations. Greg thinks this would be good because it would save the town money. Greg said, before we go to that, I would want to know more about it. Sue said, "We can ask Vicki that question when she meets with us."
- C. AHEAD Amendment to Agreement: AHEAD looked at their preliminary numbers when the evaluation was first done, so they sent us a letter asking to change the agreement. But then they got their tax bill, and they were fine with it. Greg asked, "do we need to re-do the agreement?" The current agreement expires in March of 2026.

- D. New Water Rates: Sue looked at how the Water & Sewer Department did in 2025, and they are going to need to up the water rates at least 14%. Sue said, “they are in a deficit position now.” Sue said, “that it would take it from \$75.00 to \$84.00, and that still isn’t enough.” Sue believes we should go up to \$90.00, just like we did for sewer. Sue advised the sewer department is doing fine now. Sue said, “we haven’t even started to pay back any loans yet.” Tim asked when the rates changed, he said they were set at least three years ago, the board said yes. Sue advised this increases the rate \$15.00 more a quarter or \$5.00 more a month. The board agreed to have a Public Hearing the third week of March, notice will go out in the paper, website, and Facebook.
- E. Post Office: Greg feels that the town needs to send a letter or call someone that manages the people in the Colebrook Post Office. We need to get back to common sense. When someone in the Post Office is sick, people should still be able to get their mail. Their customer service is awful, when you go in with certified mail, they try to send you to Canaan, VT to have them done. Tim will write up a letter for the board to sign.
- F. Shingles: The board feels that the transfer station should not be taking shingles anymore. The town is losing money on this. As of March 1, 2026, the town will not be accepting shingles, an ad will be in the paper. People will have to get a roll-off from JK Lynch.

Old Business:

- A. Reservoir Road Property Offer from Richard Hicks: Board has to decide if they want to sell or keep the property.
- B. Aldrich Road Update: No update.
- C. Status of APP Glove Formula: No update, discussion ensued.
- D. Water Wells: CMA is moving ahead with the survey.
- E. Congresswoman Goodlander on the question of loan forgiveness for the north wells: Stephanie no longer works for Congresswoman Goodlander.
- F. Status of UV Building Claims: Primex is waiting on a new quote from CMA.
- G. Status of Water Disconnects: Tim said the next letter will go out with the next water bill regarding shut offs. Sue said, “I want to say thank you to you, Tim, because we have been dealing with this issue of delinquent water and sewer bills for years.”
- H. Status of Tax Deeding: Tim talked to Melanie, and she knew what the board wanted done. Tim told Melanie it did not matter if people sent in money or not, if it isn’t paid in full, take the property. Melanie should start on this immediately.
- I. Cohos Advisors: Tim advised the board that they are still working with us, they will be here next week to wrap everything up. Sue asked, “that is not billable time right, this is under their contractual obligation.” Sue said, “they had better not bill for those hours.”

Tim said, “one of the problems is they can’t fulfill their contractual obligations because we are not giving them the information, they need in a timely fashion.”

- J. Status of Requests from CMA to the State of NH: The Town needs to pay the CMA bill for December, then CMA can put in for reimbursement. CMA was not sending bills to the Accounts Payable email; they started sending bills there
- K. Status of Reimbursement Request to North Country Council for the grant for sewer: Michelle Morin-Gray sent in all the paperwork, Heidi got Tim’s signature and sent everything back to Michelle and she submitted it to NBRC.
- L. Badger Meters: Heidi brought the final invoice from Badger into the board to look at. This will get paid in January and then from now on pay invoices as they come in. Sue said the account number to charge it to is 02-4331.10-330 and pay it in 2025.

Tabled/Pending Items: None

For Approval and Signature

- a. Engagement Letter for Auditors: signed
- b. Intent to Cut: Elaine Haynes signed
- c. Veteran’s Tax Credits: Tabled to next meeting.

Hearing of the Public and Any Other Business:

-Greg: Rec Center has asked what it would take to get a fire hydrant up there. Heidi advised that Jimmy Crossley came in to ask about the size of the line going from the Rec Center to the main on Rt. 3. Heidi got the information from Mike Worters and gave it to Jimmy. They would like a hydrant to flood the ice rink. Greg said, “they would also have to get a meter put on it or the hydrant runs through the meter that they pay water for.” Tim explained that they have some of those different kinds of hydrants for the ballfield. Greg said, “we need to work on what we need to do to help them get one of those hydrants there.” Tim asked, “can we connect them to the new wells?” Discussion ensued.

-Greg: someone is going to request we have Town Meeting on a Saturday at 10:00am. Greg said we had a vote last year at Town Meeting and the taxpayers voted to hold Town Meeting on the 2nd Tuesday of March at 7:00pm.

-Sue: she is trying to get this budget document done, so she will work on it tomorrow, because things did not get done today that she needed done. She also will start working on the Warrant Articles template if the board wants her to. Tim said we have the elderly exemption amount to review, the Veteran’s Tax Credit amount, and the new elevator at the library. Discussion ensued.

-Ray: where do we stand on the Richard Clark property? Tim explained that it is at state recovery, and the property cannot be taken until the property deed is issued.

-Sue: received an email from Drummond & Woodson about how there is no tax on overtime. It is part of the One Big Beautiful Bill. Melanie has contacted Bruce at BMSI to get answers on what she needs to do for One Big Beautiful Bill and Bruce sent her a list of items. There are things that need to be done on the W-2's. Sue asked if we had already ordered our W-2's.

-Sue: sent an email regarding the Holiday Pay policy. She wanted to know who gets paid and who does not. Information in our Town Personnel Policy is contradictory. Tim and the Board need to look at the language and fix it. Discussion ensued.

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

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

-Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

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 non-public session at 3:12pm. Tim Stevens, Paul Rella, Heidi Lawton and Alicia Boire were present with the Selectboard during the non-public session.

Sue made a motion to exit Non-Public Session at 3:37pm, 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 1/12/26, Ray seconded the motion to seal the Non-Public minutes of 1/12/26. The motion to seal the minutes of 1/12/26 were approved by a roll call vote:

Sue Collins YES

Ray Gorman YES

Greg Placy YES

The board returned to public session at 3:37pm.

Sue made a motion to authorize the Treasurer to open a new sub-account with the New Hampshire Public Deposit Investment Pool for purpose of Police Department ICE money, and to

transfer \$107,500.00 into the account from the General Fund, Ray seconded the motion, all approved, motion passed.

Determine Date for Next Meeting: Selectmen's Meeting Monday, January 26, 2026, at 1:00pm.

Adjourned: Sue made a motion to adjourn, Ray seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 4:00pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant, Town of Colebrook