

Colebrook Select Board
Selectmen Meeting Minutes
February 9, 2026

Selectboard Members: Sue Collins & Ray Gorman

Staff: Tim Stevens, Melanie Fogg, and Dottie Uran.

Meeting Start Time: 1:53pm

Roll Call & Pledge of Allegiance

Hearing of the Public: Selectmen went over all of the properties found in Colebrook that had no building permits with Phil Bodwell and Vicky Ayer from NH DRA (NH Department of Revenue), as they did the assessment for the Town of Colebrook. Phil explained that Tim Northcott, one of the Assessors, picked up 1/3thrd of the new construction and DRA was able to pick up 2/3rds. Phil is not sure where the breakdown happened. Tim explained that he was going to take the list given to us by DRA and check it with the Planning Board records to see if someone actually got a building permit or not. Sue said she had noticed someone that was on the list that she knew received a building permit. Dottie explained that she is not getting the approved building permits from the Planning Board. Sue told Dottie to talk to Mike Ouellet. Dottie stated that he does not get back to her so Sue suggested that the Town Manager talk with Mike.

Phil and Vicky also discussed Land Use Change Taxes for properties. Vicky also stressed that it has been a good two years since anyone has gone out to look at properties. Dottie did an assessment review this year; one is supposed to be done every five years. She sent out letters to all current use owners asking for updates, changes, etc. Dottie got back a lot of blank forms, but some forms had information that was very useful. Phil and Vicky went on to talk to the board about individual cases and the issues associated with them. DRA will be sending letters out to property owners regarding this.

There was also a conversation about campers being put on properties. Multiple campers were found on some properties.

Phil advised the board that they will keep the town laptop until all the work is complete. Phil also advised the board that he is retiring in mid-April, and they will not be able to come to Colebrook after that since there will not be a supervisor.

Sue had some questions about properties that were not being taxed in the previous year, can we go back and bill them? Phil said, "no you cannot." Sue then asked them what a cyclical revaluation is. Phil said, "that is when you get an assessor or company to come here and start measuring a quarter of the town every year, before your next revaluation, so they could get everything measured within 4 years." "When you are done, they do the update on the 5th year,

which is kind of like a statistical, but more because you would have measured every property by then." Phil said, "I don't know if you can find anyone to do that, but it might not be a bad idea because you haven't had that since 6 years ago." "You probably would want a company to do the cyclical because that involves more manpower." "Not many single assessors do cyclical revaluations."

Vicky Ayers provided the Board with a spreadsheet with her estimates of all the land use change taxes that are due. She also had letters prepared that the town will send to all parties affected. There remains a lot of work to do in the Town Office to incorporate all the information found by DRA during the reval.

Regular Agenda:

- A. Review and approval of the Minutes of 1/26/26. Sue made a motion to approve the minutes of 1/26/26, 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:

-Penny less accounting: when there are no more pennies, (they have stopped making them) what are we going to do? Tim said, "thankfully our tax bills are already rounded to the nearest dollar, a lot of towns don't do that yet." Tim advised, "the Tax Collector can already waive up to \$5.00 in interest." Tim tried to explain to Melanie what he would like to waive and how he would like it to be waived. The Town Clerk's office is a little different, the State has changed their billing for registrations to penniless for cars, Jolene doesn't yet know if they have done it for boats. Tim told her to just find out from the State and let him know. Sue wanted to ask Tim if we could get Velvet more involved with the accounting aspect of the town because one day Sue was looking at a manifest and not all of it was there, Sue asked Velvet, and she said that Melanie does not let her print the manifests yet. Tim said, "we need to get Velvet a printer to print the checks." Sue would like Velvet to come to Town Meeting, so she learns about the annual budget process.

-Town Properties: Tim gave the board a list of the Town Properties with the trailers crossed out that were demolished. The board wanted to look at the list to see little pieces of land that the town has acquired over the years and has no purpose for the town. Sue is thinking if they about another piece of property, maybe someone would like to buy them.

-Margaret Crawford's Property: Tim brought the board a Release Deed that was signed by Margaret Crawford's son Willy, the board needed to sign the deed, releasing the property from the Town of Colebrook to Myron J. Strickland. The board signed the Deed and Melanie notarized it.

New Business:

- A. Corrective Action to Property Owner's without building permits: The board has discussed this with NH DRA, and they will follow through on everything they are expected to do. NH DRA gave the board two spreadsheets.
- B. Review Town of Colebrook's Properties: Done in the Town Manager's Report.

Old Business:

- A. Reservoir Road Property Offer from Richard Hicks: No update
- B. Aldrich Road Update: No update.
- C. Status of APP Glove Formula: No update
- D. Water Wells: No update.
- E. Congresswoman Goodlander on the question of loan forgiveness for the north wells: No update. Grant funding information was sent out today, Tim will give to Heidi when she comes back.
- F. Status of UV Building Claims: No update.
- G. Status of Water Disconnects: No update
- H. Status of Tax Deeding: Tim advised the board that for the 65 Colby Street property, we need to send out the last letter to the owner, for their opportunity to purchase. Tim is not sure if that letter went out in the mail on Friday or not. Tim advised the good news is we don't have to go through the eviction process, but we might have to petition the court for an ejection. Sue asked about Scott & Heather Cole, Tim advised they have paid off 2022 and 2023, so they are making progress.

Sue asked Tim about the Rec Center bill for water & sewer and taxes. They were billed, but the board will not sign any abatement or forgiveness paperwork until they see paperwork signed for the water wells easements that the Town needs on the Rec Center property.

- I. **Tabled/Pending Items:** None

For Approval and Signature

- a. Intent to Cut: Bruce Lyons
- b. Intent to Cut: James Lee
- c. Oath of Office for Jessica Lopes (Deputy Town Clerk)

Hearing of the Public and Any Other Business:

-Sue: What is going on with the Norman Deline trailer, did we ever get any information from Buddy Boudle? Tim advised that Norman signed the paperwork that Buddy had, now Buddy just needs to do the transfer of deed and get that to the town.

-Sue: Issue with Library Warrant Article, so board will amend on the floor.

-Sue: still waiting for the SCADA quote. Tim advised that he is waiting as well.

-Sue: sent Melanie an email discussing how one payment has been made to Badger, and nothing has been paid to Stiles. Melanie said, "it will be paid by the end of this week." Sue said, "she told us that two weeks ago, and nothing has been paid on those old invoices." Tim will make sure that it is paid this week.

-Ray: asked about all the checks that are going out for rent assistance. Have we tried to go through Tri-County CAP for this? Tim will ask Heidi about this.

Non-Public Session Under RSA: 91-A:3 II (a), (b) & (c): None

Determine Date for Next Meeting: Selectmen's Meeting Tuesday, March 3, 2026, at 1:00pm.

-Selectmen's Meeting: Monday, March 9, 2026, at 1:00pm

-Town Meeting: March 10, 2026, at 7:00pm

-Selectmen's Meeting: Monday, March 23, 2026, at 5:00pm

-Water & Sewer Rates Public Hearing: Wednesday, April 1, 2026, at 6:00pm.

-Selectmen's Meeting: Monday, April 27, 2026, at 5:00pm

Adjourned: Sue made a motion to adjourn, Ray seconded the motion, motion passed to adjourn meeting. The meeting was adjourned at 4:10pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant, Town of Colebrook