

Colebrook Select Board
Selectmen Meeting Minutes

May 12, 2026

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

Staff: Tim Stevens & Heidi Lawton

Members of the Public: Maura Chappelle

Meeting Start Time: 1:00pm

Roll Call & Pledge of Allegiance

Hearing of the Public:

- a. None

Regular Agenda:

- A. Review and approval of the Minutes of 4/1/26 & 4/27/26. Sue made a motion to approve the minutes of 4/1/26 & 4/27/26, 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.

-Sue would like information on the Bobcat. She has never received an explanation of why the town has a Warrant Article for the Bobcat in the amount of \$47,000.00 and we spent \$52,828.00. Tim explained that it was discussed prior to Town Meeting, the cost increase is due to tires and a plow. Tim said, "the plow, when TJ wanted to submit for it, it was too late, because things were already in place, and TJ said he would have enough money in his budget to purchase the plow." Tim said, "the tires, he bought out of his tire budget, and they need different tires for winter, for plowing the sidewalks, the hubs are different, they are thinner, so they don't go out beyond the sidewalk boundaries." The plow is a v-plow, like a wedge plow, so that they can better control the snow. Sue asked Tim, "so we don't need to do a budget transfer because it came out of his budget correct." Tim said that is correct.

C. Town Manager's Report:

-Tim asked how many people are attending the Chamber Dinner on May 28th at 5:00pm at Mohawk Falls. All three Selectmen stated they would like to attend.

-Canaan School Property: Tim talked to the Superintendent, and she said they had to work on a different project this year but would like to put more time into this property next year. Ray asked if there was a date to finish the project by. Tim said, "not yet." Sue said, "Tim will have to talk to the new Superintendent this coming Fall about it." Ray said, "there was a funding issue with finishing the bathrooms and kitchens."

-65 Colby Street: Tim asked the board if they would like to repossess the property, which is the last step in the process. The owner's family and lawyers have been contacted about buying the property and they do not wish to. The family has 30 days to buy the property with all the taxes and water & sewer to be paid. The board signed the letter.

-Tim advised that within the next couple of days, everyone living there is going to receive a "no trespass" order and "no trespassing" signs will be put up, and locks for all the doors have been purchased and will be put on. The only thing Tim has not gotten yet is boards to board up the bottom floor windows. The people living there asked about all their stuff. Tim told them, they could go back and pick up their stuff for a short period of time, just come to the Town Office and someone will let them in to get their stuff. Once that happens, the Highway Crew will go over with a bucket loader and start cleaning up the lawn, anything the people want to save, should be put inside or removed by then.

-APP: Tim talked to Glen Jackson the other day and they have approximately 35 employees working there now, but that is expected to increase. They are having a meeting at the White House this week, pertaining to "Buy American". Glen said he is finalizing contracts with DOW (Department of War). Glen also told Tim that the water system APP has there is the only one in the nation that doesn't kick any contaminants or anything rather than just water back into the Town's system. The internal system collects it all and recycles it. Currently the only water going into the town's wastewater system is from the bathrooms. Greg asked, "so where does their water go." Tim assumes it gets recycled, like a desalination process. Sue would still like the chemical formula. Sue asked Tim if Brian Sullivan still hasn't signed their Industrial Discharge Permit. Tim said that Brian has not. Discussion ensued.

-Phil Bodwell is looking into coming up here to do the Town of Colebrook pick-ups for assessing, being hired as a possible part-time employee. He has retired from NH DRA. Greg asked if Phil would oversee Dottie on all the assessing information. Tim said yes, he will take over what former assessor Gary used to do. Dottie is still not getting any copies of building permits or Zoning Ordinance Certificates of Compliance from Mike Ouellet. Sue said the board had asked him and Tim said he asked him. Greg said that maybe Mike

needs to get a letter about what the town is expecting from him every month. Greg said, "Mike needs a list of what he needs to do every month." Sue said, "and to make sure all applications and checks are locked up and not in his box." Tim will prepare a letter.

-Sand & Gravel bids ad will be in this week's paper.

-Water Rates: Sue made a motion that effective July 1, 2026, the base water rate for the Colebrook Water Department will be increased from \$75.00 a quarter to \$90.00 a quarter. That will show up on the water and sewer billing of October 10, 2026. Ray seconded the motion, all approved, motion passed.

-Electronic Tax Billing: Tim and Heidi are exploring the possibility with the new Avitar System, of taxpayers being able to get their tax bills via email. It is a \$500.00 yearly fee but would pay for itself if we were able to get 250 taxpayers to sign up for it. Each taxpayer that would want to do this would have to sign a form agreeing that they did not want a bill mailed to them and would have to give a good email address that is kept in working condition. Sue asked if within the process there would be a system for making sure the emails are correct and able to send a bill to. Basically, a test email would be sent to everyone that would like them to be emailed and have them respond, to prove they can receive their bill. Heidi said, "yes we would do that." Greg said, send out an email ahead of the day the bills are going out to let people know the email is coming and so it does not go to SPAM.

-Richard Clark Property: Tim advised the board that we have received calls on his property. People ask, what can be done with it, what are we doing with it, and what is going to be done with it. Tim advised that the town cannot take it now even if they wanted to. One caller asked if they could start taking things away from there to clean it up, but Tim advised that, legally, you can't go on someone else's property and take something off it without the owner's permission. He said to the caller, what if someone goes on that property and starts to move something and something else falls on them? Who is liable? Tim did say he has legal doing a deep dive on this property. Maura Chappelle asked where the property was located. Tim advised Diamond Pond Road. Discussion ensued.

New Business:

- A. Status of Margaret Crawford Property Town Costs: Tim advised the amount the town can retain is \$20,261.21. The Town will check to see if there is a lien on the property or not from NH Health & Human Services.
- B. APP Meeting: Discussed earlier in the meeting under Town Manager's Report.

Old Business:

- A. Reservoir Road Property Offer from Richard Hicks: The Town cannot sell; property is to be used for water reservoir only. (can be removed from the next agenda).
- B. Aldrich Road Update: Tim and Heidi were in a meeting with FEMA and HEB. Chris Fournier from HEB has to submit 2 alternatives to the project. One to put it back to the way it was and one to do mitigation and explain why the gabion baskets will not hold. There was a question on the guardrails, that can be put into mitigation as well. Chris is going to work on this and submit to FEMA in a couple weeks.
- C. Water Wells: Nothing new. Greg said the property that the town was going to buy a piece of, is now for sale. It is owned by Stephan & Lisa Chase. The board is not sure how we would wrap things up before the property gets sold but Tim will contact the current owners.
- D. Status of Billing for UV Claims: Heidi submitted a claim for \$30,740.37 on 4/28/26. Heidi said Primex is still waiting to hear back from Josh from CMA. Tim said, "CMA was doing an Engineering Study on the new UV Building that needs to go up, they had a structural engineer come up and check the foundation, then they had to check to make sure the new building requirements were met on that foundation." Greg asked if Primex would make us go out to bid on the building, or no? Tim will check with Primex.
- E. Follow-Up to Congresswoman Goodlander on the North Wells Loan Forgiveness: The individual that Tim was working with is no longer with Goodlander's office. However, when Tim took his grandson to Washington, DC, he was able to talk to Congresswoman Goodlander and get her email and phone number, Tim reached out and said he was working with Casey on this, but he is gone, we are working on loan forgiveness. Congresswoman Goodlander gave Tim the name of the new employee at her office that he would be working with.
- F. Status of Tax Deeding: (can be removed from the next agenda).
- G. Sue wanted to know if full accounting had been done on the Margaret Crawford Property. Heidi did not know if Melanie would be the one working on this.

Tabled/Pending Items:

- a. Property Tax Abatement: Dagesse Family Trust. Tim has figured out what the abatement numbers would be for Dagesse. The amount would be \$43,302.00 for 2024 and \$15,461.00 for 2025. A total of \$58,763.00. Sue would like a spreadsheet done of all the abatements done so far this year.
- b. Charitable Exemptions:
 - The American Legion: needed a percentage for rented space broken out. Selectmen saw the percentage and signed. 44% of the building and land is taxable.

Vicky Ayers from NH DRA came into the meeting at 2:05pm. Discussion ensued on the percentage that is taxable or not on three of the Charitable Exemptions.

-Helping Hands: needed percentage broken out. Selectmen saw the percentage and signed.

-Canaan School: The property is owned by a Vermont School District and is exempt from taxation. A Selectmen signed the form.

-Shallow River (Mental Health Building) 55 Colby St: Selectmen signed.

-Shallow River (Vershire Building) Depot St: Selectmen signed.

-Shallow River (Edwards Street Property): Pilot Agreement, Shallow River agreed to pay \$250.00 a bed in lieu of taxes.

-Coos Animal Sanctuary: Selectmen signed.

c. Veteran's Tax Credit:

-Greg & Linda Lewis: Selectmen signed. Tim advised that Greg submitted two forms for exemptions. He submitted one for the Elderly Exemption and one for the Veteran's Tax Exemption.

-Anthony Lebel: Tabled for more information. Waiting to hear from Mr. Lebel.

d. Abatement Requests from DRA with No Recommendations: NH DRA did not have time to finish these, so the board is going to wait until they have someone to do pickups and then look at these.

-Michael Harding

-Michelle Desrochers/Adam Mules

-Christa Howe-Lambert & Savannah Howe

For Approval and Signature

a. Intent to Cut: Norman Hidderman-Selectmen signed.

Kevin McKinnon-Selectmen signed.

- b. ATV Permit: David Fitzgerald-Selectmen signed.
- c. Agreement with Department of Natural & Culture Resources for Fire Chief: Tim signed.

Hearing of the Public and Any Other Business:

-Maura Chappelle advised the Selectboard that she is always interested in the laws About the tax deeded property, ten years vs. three years, and the heirs and all that. What RSA talks about it. Tim didn't know which RSA and he advised Ms. Chappelle that it was under taxation.

-Greg: Main Street project going and they were digging today for the manhole. Tim advised the board why they dug last week. The cost to have the crane and the manhole up here without knowing first what was below the surface, they dug first to see if they had space enough for everything needed to go in there. That way they weren't paying for a crane to sit around up here if they couldn't use it. They did a test pit the other day and today dug up the hole and dropped the manhole. This is the start of the telephone lines going underground.

-Dottie brought in Kevin McKinnon's first Intent to Cut for the year, Selectmen had a question about the amount of the cut reserved for personal use since the Board had already signed another intent to cut that reserved wood for personal use. This second request would be accompanied by a letter stating that only one amount is approved for wood cut for personal use.

-Greg: Jason from Sicard was looking for a place to leave his equipment up here while the Main Street project is going on. Tim contacted Sicard and gave them the lead at CEDC to talk to about the CEDC lot off Bridge Street. Ray has a meeting with CEDC on Thursday, he will talk to them. The last time the town let someone keep equipment there, they left behind a bunch of junk, and it needs to be cleaned up. Greg asked, "What if CEDC doesn't let Jason use the lot." What if he can't find a place. Tim said maybe beside APP, but they are going to be paving soon. Tim also thought of the Town garage, down in back, but the selectboard doesn't think it is big enough. Tim advised that David Brunault said they could put their stuff up between his property and the cemetery.

-Sue: asked if we have received the reimbursement for Harvey Swell Road Project in the amount of \$428,999.00. Tim advised, that no we have not yet. Tim said, "Melanie has done all she can do, she has sent it to HEB so they can look at it."

-Sue: Have we received the money for reimbursement from North Country Council; we have not received a payment from them since 2024. Two NBRC line items have not received any money since November 18, 2024. We are getting money from NHDES, but not from North Country Council. Sue asked Melanie how much money the town has taken out of the Tax Anticipation Note, and Melanie said she did not know. Sue sent an email to Alicia Boire and Alicia said whenever she takes out money Velvet and Melanie get notified. Alicia said the town has taken

out \$400,000.00 and Melanie always gets notified of the amount. Sue is not sure if Melanie is posting revenues on a timely basis.

-Sue: CMA Bills-In the last two months, we have paid CMA \$11,985.09 to do the North Country Council Quarterly Reporting. Sue wants to know what took so much time to do and are we supposed to be doing this? Sue would like an answer by Monday when the Board has a CMA Projects update meeting.

-Sue: The Town of Colebrook received a Housing Grant from Invest NH, we have expended it all and all the reporting is done, the project is approved. Sue will put the whole file together and will bring it in. This is the HOP Grant.

-Sue: Was anything more supposed to be done with Shane Rudd? Tim said, "There was supposed to be a meeting set up with him and Jamie, to try and figure out what needs to be done and what is expected. The last thing Tim heard was they were waiting for the surveys to be done. Tim will reach out to Jamie to see what is going on.

-It is time for Dottie to get with Greg Ainsworth on the Yield Taxes because reports of wood cut are due either tomorrow or the day after.

-Sue: Somebody told her the company Kingsbury was the only bidder for the aerators and screens. Tim said that was correct. Greg said it was a great bid. The board looked at this bid when Sue was gone. Sue asked, "what about the dredging part." Greg and Tim said the dredging part is included in the bid. Tim discussed it in the last meeting, he asked the board if he could have permission to sign, since the timing was short, and the board gave him permission to sign. It has now been sent to NHDES for approval. Sue asked, "and do we have enough money for this?" Greg said, "yes, he specifically asked Paul." Tim explained that they had a regular plan and an alternate plan. The alternate plan was to get extra aerators for the lagoons, and they have enough to cover without the extra \$3,000.00. Discussion ensued.

-Greg: Would like to see something in the paper about the Main Street Project and how it is progressing. Would like it in the paper this week.

-Ray: Wants to know if there is going to be a weekly project meeting with the project managers for the Main Street Project. Ray also has not heard anything about how Consolidated is doing, what is being done with their old lines? Are they going to stay or be buried.

-Sue: Are there going to be weekly or bi-weekly meetings with Sicard? Tim advised it depends when Fidium (formerly Consolidated) is done. Discussion ensued.

-Ray: We need to work on better communication about when there are meetings. Three of us were here last week and no one told us there wasn't a meeting.

-Ray: asked Tim about when he chats with APP, does he know if all the barrels are gone, or are they still there. Tim said it has never come up in their discussions. Ray said APP told the board that the barrels would be gone. Ray would like to chat with the APP gentlemen sometime.

-Sue: I am looking at the bills, and right here we are paying BS&A software. At the next meeting, can we get an accounting and project update of this new software. Heidi explained that BS&A had to do two Payroll Extractions that BMSI is charging us for. Sue said, "we didn't budget for that." Tim said, "that is the only way for them to get our files moved over."

-Ray: I have seen a significant amount of details being done by our Police Department in the last six weeks with construction season. How are we handling that billing on this. Ray said, "I know years ago there was an amount charged for the car, I think the policy exists somewhere." Are we making sure we are covering our costs? Heidi and Tim said yes, Dottie is billing the companies. Tim said, there is so much for a car, so much for the officer, and then an administrative cost.

-Sue: has concerns about Melanie and the work that is getting done. Tim believes that a ton of good work is getting done with Velvet in the office. Tim explained that with the new system being put in, not just one person will know how to do everything. Everyone will have specific assignments and tasks. Tim said, "we are almost up to date on reconciliations." We are very close to it being done by the 10th of each month.

-Tim: Shared with the board that he is going to have to look at cutting down his hours or resigning because his wife needs help at home. His family is a lot of work, and it is not fair to her. Tim needs to start leaning in that direction soon. Tim doesn't plan to leave everything up in the air, but he has to start thinking about what he is going to do. Tim may consider working three days a week if the board will allow it.

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

Determine Date for Next Meeting: Selectmen's Meeting Monday, June 1, 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 3:29pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant, Town of Colebrook