Colebrook Select Board

Selectmen Meeting Minutes

August 31, 2026

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

Staff: Heidi Lawton

Members of the Public: Gina Tessari

Meeting Start Time: 1:00pm

Roll Call & Pledge of Allegiance

Hearing of the Public: Gina Tessari came to see how the Selectmen's Meeting's worked, explaining that she is new to the area.

Regular Agenda:

a. Review and approval of the Minutes of 8/24/26. Ray made a motion to approve the minutes of 8/24/26, Sue 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.

New Business:

a. There is a purchase order for two VFD's (Variable Frequency Drive) that cost over $12,000.00 each. The board needs to take money out of the Water Short-Term Assets account. The cost is $12,010.00, but the board is only taking out $12,000. The quote was dated March 29, 2025, but the Water Department is doing it right now. The Selectboard were approved as Agents to Expend in the Warrant article. Sue made a motion to withdraw from the Short-Term Water Assets Account for a VFD, for a total of $12,000, Ray seconded the motion, Greg agreed, motion passed. *Melanie will need to send a request to the Trustees of Trust Funds. The Selectboard is Agents to Expend.
b. Reservoir Road Tax Abatement: Tabled to next meeting.
c. David Brooks Water Truck Bill: Tabled to next meeting, the bill is now with the CEO (at Sanel) and is being considered.

Old Business:

a. Aldrich Road Update: Heidi is working with Chris Fournier from HEB on an extension letter.
b. APP Engineering Invoice: Letter and spreadsheet mailed to Cindy Lou Amey at APP.
c. BS&A Software Implementation: Training is ongoing.
d. Status Harvey Swell Bridge Project: Waiting on pipe to come in.
e. White Mountain Communications: Brian Lunderville will be at the September 28th Selectmen's Meeting at 5:00pm. Rodney Smith is working on a quote for the meter set up and wiring.
f. Main Street Easements: Ducharme & Citizens Bank: Citizens Bank mailed the easement to NH DOT in Concord, Kevin Russell has it, Heidi emailed to get original sent to her.
g. New Wells & Water Lines: On hold until it is determined if DES will approve the well site selection.
h. Main Street: Gail Nugent's property sold.
i. 65 Colby Street: The Board would like Heidi to reach out to realtors, to start that process. Melanie let the board know that $71,828.00 is owed on the property.
j. Status of Town Manager Ads: All ads are done running except for the posting on the NHMA website.
k. Pleasant Street Parking Issue: Ray talked to Yvonne Burrill, and she did not agree with the Selectmen's approach. Ray will talk to her again and she is always welcome to come to another Selectmen's Meeting. Greg advised that some of the clearing of trees has been done, but there needs to be more clearing throughout town.
l. Mountain View Lane Water Issue: Greg will talk to Mr. Madonna.
m. Water Department Well House Clean Out: Heidi will check with TJ and Brian to see if they have started moving items out of there.
n. Titus Hill Culvert Issue: Sue reported that the Reservoir overflowed this past weekend, so she believes the pressure should be good for the Spring Street/Titus Hill residents. Sue also reported that Laviolette will be there tomorrow to work on the SCADA System. Sue asked Heidi if she filed a claim with Primex for the lightening strike. Heidi said, "I do not file the claims, Melanie does the claims, and I believe she has already done this because Mike talked to her about it."
o. Fuel Oil Bids: The town received one bid from C.Bean for $4.249 for Heating Oil. Heidi will reach out to C. Bean to find out about propane.
p. Status of all Grants & Projects

Tabled/Pending Items: None

For Approval and Signature

a. Colebrook Homeowner's CO-OP: Need grant extension paperwork signed. Greg signed the paperwork; Heidi will email to Taylor Roy at North Country Council.

b. Oath of Office for Library Trustee Alternate Barbara Radovic: signed

c. Part-Time Cemetery Sexton: Heidi sent letter. Sheila needs to talk with her about her hours.

d. Letter from Corey Rancloes inquiring about 65 Colby Street: Heidi to send a letter back, letting him know that we will be going through a realtor.

e. ATV Permits: Elizabeth Hartlen, signed
Thareendra De Zrysa, denied due to Route 26 being a highway.

Hearing of the Public and Any Other Business:

-Main Street update meeting with Eric Grenier: Thursday, September 3rd at 1:00pm.

-Personnel Policy Updates: Sue gave the board an updated copy of the Town of Colebrook Personnel Policy with all references to weekly pay being changed to bi-weekly pay effective today and reimbursements for employee meals have been updated, that was effective on April 1, 2026. The board signed the policy. Sue made a motion to approve the amended Town of Colebrook Personnel Policy Handbook with the changes to bi-weekly pay and employee meals reimbursement, Ray seconded, Greg agreed, motion passed.

-Gina Tessari: On the corner of East Colebrook Road and Diamond Pond Road there is a dump, basically. The board knew she was referring to Richard Clark's property. The board filled her in on the property and how long it has been there, and also their efforts to try to clean it up. Gina has some concerns with everything being so close to the water. Gina has seen rats running out of there. NH DES has been there and said everything was fine. Greg explained that the State of New Hampshire uses DES (Department of Environmental Services) to inspect and issue judgements on this type of issue. Some states use EPA (Environmental Protection Agency), which is Federal. Gina says someone lives in the little house in the back. The board believes it would be the old Graham Watson property.

-65 Colby Street: Board thought about maybe having the Fire Department do a controlled burn, Heidi will ask Chief Woodard. Greg is going to take a tour of the property with Chief Rella.

-Ray: a small area in front of the Farmer's Market on Colby Street needs to be cleaned up.

-Recycling Meeting: Ray will attend tomorrow night at 5:00pm.

-Sue: David Brooks took over the Transfer Station the other day when David Bunnell and Kevin Rice went to a training session and he said that Helping Hands brings in a lot of dirty clothes that they get that they can't keep, and it is a lot. David is going to get the board information on putting containers down there for old clothes. David told Sue it doesn't cost anything to put the container there or take it away.

-Sue would like Heidi to contact the SAU #7 School District to see how much money they will be turning back over to the town, to reduce taxes this year.

-Sue wanted to make it clear that only Selectmen and a future Town Manager can contact our Legal Counsel.

-The board is looking at different forms to use for a water connection application for the town. Will be on the next agenda.

-Sue noticed that the Groveton School District just hired an Executive Director instead of a Superintendent; and wondered how did they get out of having a Superintendent, when state law says every School District will have a Superintendent. Sue wondered if Towns can have an Executive Director instead of a Town Manager.

-Becky Robinson came into the meeting to let the board know she received paperwork from Homeland Security & Emergency Management (HSEM) regarding the Hall Stream Road Grant that dispatch is working on. They needed to make an amendment to the completion date, which was September 30, 2026, they are extending it out to August 30, 2028, and the paperwork needs to be approved and signed. Tim signed it before with Becky and Ray, now Greg will sign it. Sue made a motion to adopt Amendment #1 for the Northern Borders Dispatch, Homeland Security Grant Program, changing the completion date from September 30, 2026, to August 30, 2028, Ray seconded the motion, Greg agreed, motion passed. Sue made a motion to authorize Greg Placy to sign any grant paperwork for the Department of Safety (Homeland Security & Emergency Management) that needs to be signed on behalf of the Town of Colebrook, Ray seconded the motion, motion passed. Greg and Ray signed the agreement.

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

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

- *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application of assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

Ray seconded the motion.

Motion to enter non-public session was approved by a roll call vote:

Greg Placy-YES

Sue Collins-YES

Ray Gorman-YES

The board entered the non-public session at 2:17pm. Heidi Lawton was present with the board during the non-public session.

Ray made a motion to exit non-public session at 2:35pm, Sue seconded the motion. The motion to exit non-public session was approved by a roll call vote:

Greg Placy-YES

Sue Collins- YES

Ray Gorman- YES

Sue made a motion to seal the non-public minutes of 8/31/26, Ray seconded the motion to seal the non-public minutes of 8/31/26. The motion to seal the minutes of 8/31/26 was approved by a roll call vote.

Greg Placy-YES

Sue Collins-YES

Ray Gorman- YES

At 2:36pm the board returned to public session.

Other Business: Sue asked who gave the vendors permission to be in the Memorial Lot at the Moose Festival. Nobody knew, maybe the legion.

The board discussed a dog issue on South Main Street.

Determine Date for Next Meeting:

Selectmen's Meeting Monday, September 14, 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 2:50pm.

Respectfully submitted,

Heidi Lawton

Heidi Lawton, Administrative Assistant, Town of Colebrook