

**TOWN OF COLEBROOK**  
**Board of Finance**  
**Regular Meeting**  
**Thursday, December 12, 2024**  
**6:00 p.m.**  
**Land Use Office**

BOF Members Present:

Duncan Wilber  
Mark Masslon

Kathleen Q. Adams  
Thomas D. McKeon

Scott T. Norton

1. The Regular Meeting was called to order at 6:10 p.m.
2. The Board of Finance contact list was updated and potential members were discussed that could be asked to fill the vacancy on the board following a Special Meeting and approval by the Board of Selectmen.
3. Reviewed and discussed the Board of Selectmen Town Budget and the Colebrook School Budget versus the actual expenditures for the completed 2023-2024 budget years ending this past June 30th.
4. Reviewed and discussed the current Board of Selectmen 2024-2025 Town Budget as we approach the halfway point of the 2024-2025 budget season.
  - a. Particular emphasis was placed on the overages in the Town Garage Section 304:
    - i. Selectmen Budget Line 304B (Town Garage Repairs) has spent \$67,752 while the line was budgeted for the year at the amount of \$30,000, thereby creating an excess spending of \$37,752 at the halfway point of the budget year.
    - ii. Selectmen Budget Line 304C (Town Garage Rentals) has spent \$5,616.12 on a budgeted line item for the year of \$5,000, thereby creating an excess spending of \$616.12 at the halfway point of the year.
  - b. Potential cost mitigation methods and practices recommendations were discussed and will be addressed by the chairman to the Board of Selectmen.
5. Reviewed and discussed the Board of Education Colebrook School Budget and future budget outlook.
  - a. Reviewed and discussed the School Budget figures available as we approach the halfway point of the 2024-25 budget season.
  - b. Reviewed and discussed the 2025-2026 School Budget outlook that indicates a 4% increase over the current budget figures.
6. Discussed the current balance of the Town Contingency Fund following the authorization of expenditures approaching \$50,000 for mandated repair to a town citizen's septic and the methods those funds will be secured and repayment achieved. (Further information in Board of Finance Special Meeting Minutes of December 5, 2024.)
7. K. Adams made a motion, seconded by M. Masslon, "*Motion to accept the closed CIP projects as noted on the Town of Colebrook 2023-2024 Closeout Report Revision 1 (per auditors) dated August 13, 2024.*"
  - a. Discussed the accounting figures in the auditor revised report numbers. (See attached.)

- b. Discussed the differences between the auditor recommended changes from accounting figures in the CIP Committee Special Meeting Minutes dated August 22, 2024.
  - c. The motion passed unanimously.
8. Discussed the outlook for and potential issues for the 2024-2025 budget with regard to Grand List 2023 Collection Report dated November 30, 2024, as provided by the Colebrook Tax Collector.
9. Discussed personal property tax reporting issues and resolved that the Board of Selectmen are the appropriate venue to pursue accurate and complete reporting.
10. Discussed the sale of the decommissioned Forge fire truck and resolved to encourage a deal that would recoup the \$10,000 spent on it last year before decommissioning needs to be completed.
11. Resolved that the chairman will speak with the Board of Selectmen and Board of Education to stress guidelines for the upcoming budgeting and collection seasons.
12. K. Adams made a motion, seconded by T. McKeon, "*Motion to approve the Board of Finance Special Meeting Minutes dated December 5, 2024.*" The motion passed unanimously.
13. T. McKeon made a motion, seconded by K. Adams, "*Motion to approve the Board of Finance Regular Meeting Calendar for 2025.*" Motion passed unanimously.
14. Motion was made by M. Masslon, seconded by K. Adams, to adjourn the meeting at 7:37 p.m. Motion passed unanimously.

Respectfully Submitted,

Scott T. Norton  
Secretary, Board of Finance