

**Town of Colebrook  
Board of Finance**

**Minutes to Meeting of March 24, 2021**

**Members Present**

J. Millar  
T. Corvo  
D. Johnstone  
K. Kennedy  
M. Neal

**Absent**

R. Carfiro

**Others Present**

T. McKeon  
C. Johnstone  
J. Nelson

The meeting was called to order at 6:01 p.m. by Chairman J. Millar.

1. T. McKeon addressed concerns raised at the prior meeting about the large salary increases being given to the town clerk, her assistant, and the town administrative assistant. He explained that the increases were intended bring these positions in line with other towns in the Northwest Hills COG on an hourly basis, although the hours worked remained somewhat unclear. J. Nelson and C. Johnstone each made the point that the state certifications required for town clerks is another important factor determining compensation.
2. Brief discussion of the Capital Improvement Plan followed, confirming that the \$50,000 vehicle reserve was for a fire truck expected to be purchased in 2023.
3. K. Kennedy then moved to present the 2021-22 budgets and Capital Improvement Plan as proposed by the Boards of Selectmen and Education at the town budget hearing and to maintain the current mill rate of 30.90 for another year. Second, M. Neal. Passed unanimously.
4. Inasmuch as a deficit of about \$50,146 is expected at a mill rate of 30.90, D. Johnstone moved to reduce the deficit by increasing the collection ratio assumed in the property tax calculation from 98.0% to 98.5% and to cover the remaining deficit of \$20,391 from reserves. Second, K. Kennedy. Passed unanimously, noting that the actual collection ratio has averaged 98.8% for past five years and that reserves currently exceed the Board's informal target of 20%.
5. J. Millar moved to reschedule the budget hearing from April 8 to 7:00 p.m. on April 15 and the follow-up Board meeting from April 14 to 6:00 p.m. on April 21. Second, T. Corvo. Passed unanimously.
6. T. Corvo moved to approve the minutes of March 17, 2021. Second, D. Johnstone. Passed unanimously.
7. M. Neal moved to adjourn, second T. Corvo. Passed unanimously.

The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Martha F. Neal,  
Secretary