

Town of Colebrook  
Board of Finance

Regular Meeting Minutes of March 14, 2024

Members Present

Duncan Wilber  
Todd W. Hiller  
Mark Masslon  
Scott T. Norton

Members Absent

Kathleen Q. Adams  
Thomas D. McKeon

Others in Attendance

First Selectman Bradley N. Bremer

The meeting was called to order at 6:03 p.m. by Chairman Wilber.

1. Discussion on the Board of Education proposed budget and resulted in a recommendation for possible adjustment in a motion by S. Norton, seconded by T. Hiller to: *“Request that the overall budget of the Board of Education reduce the overall budget request by \$25,000.”* Discussion on the motion centered on the budget categories of insurance, propane, and oil. Motion passed unanimously.
2. Discussion on the Board of Selectman proposed budget centered around adjustments to 3 lines: #119 Assistant Town Clerk, # 127 Land Use Administrator, and #307 Oil Program. Each category adjustment resulted in a slight increase to the Board of Selectman Budget with the addition of \$8,298 in expenses. The Board of Selectman budget still reflects a 5% decrease in spending from the previous year.
3. Update of the mill rate outlook and potential issues for the 2024-2025 budget indicated that they remain static. The Region 7 School District budget is still pending and will be presented on March 20, 2024, at the Colebrook Town Hall.
4. The Contingency Fund discussion resulted in a motion by D. Wilber, seconded by S. Norton, to: *“Fund the Contingency Fund for the 2024-2025 budget year with \$25,000 which will be available to individual departments on an as needed basis.”* Motion passed unanimously.
5. The school HVAC project discussion centered on the most recent cost estimate of \$1,588,000. Discussion on capital projects and priorities ensured along with the possibility to self-fund portions of the HVAC plan as well as the areas of state rebate program reimbursement and grant allowances.
6. Motion to amend the agenda to add item *“#6. Review and approval of Regular Meeting Minutes of February 29, 2024”* made by T. Hiller, seconded by D. Wilber. No discussion on the motion. Motion passed unanimously.
  - a. Review of the Regular Meeting Minutes of February 29, 2024, revealed a typographical error in item 1d in the spelling of Fire Chief Sean Barry’s last name.
  - b. Further discussion included request to amend the change made to the Regular Meeting Minutes of the February 22, 2024, item 1b: *“[1]b. Current enrollment is 70 with 66 students in-house. In a 10-year forecast, 2024-2025 enrollment is projected at 63, a projected low of 60 in 2026-2027, and an increase to a projected high of 83 in 2032-2033. Special education outplacement expenses*

*decrease with a reduction of two outplacements at the end of June 2024, creating an upcoming budget year expense reduction of \$90,000 in the special education outplacement budget.”*

- c. Motion to approve the Regular Meeting Minutes of February 29, 2024, with the two changes was made by D. Wilber. Seconded by M. Masslon. No discussion on the motion. Motion passed unanimously.

D. Wilber moved to adjourn. Seconded by M. Masslon. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Scott T. Norton  
Secretary