

Town of Colebrook

Board of Finance

September 11, 2025

Minutes-Regular Meeting

Members present

Members Absent

Duncan Wilber

Charlie Huften

Kate Adams

Scott Norton

Mark Masslon

Thomas McKeon

Order called at 6:03pm

1. Reviewed Board of Selectmen finished 24-25 budget. Major overages occurred in Public works line items

Overtime \$4,789

equipment parts \$12,400

equipment repairs \$62,158

Town Hall maintenance \$14,508

Town Attorney \$30,000+

Pension \$4,828

Auditor \$5,871

Recommendations were for closer inspection of equipment, better preventative maintenance as well as shopping parts and supplies on a more regular basis. Town hall maintenance discussion was around hardwater damaging the heat system as well as exterior siding replacement, with both being recommended for capital projects to fix it right instead of a band aid approach. The need for less reliance on attorney opinions, accurate pension tracking and a request to bid services for auditor as cost mitigating solutions

2. Reviewed Board of Educations finished 24-25 budget. Major line-item overages occurred in

Principle salary \$8,612

Administration Seminars \$3,534

Well monitoring \$2,935

Special Education transportation \$17,384

Outplacement \$36,102

Recommendations were for more notification time of admin staff leaving (retiring or otherwise) consistent “shopping” of hired services and considered consolidation of admin staff when opportunities arise. Special Education/outplacement services are not budgeted and overages on those line items will occur when there is a need for those services.

3. In reviewing the Close out list for the Capital improvement plan (CIP) provided by the town Treasurer, the Board, on a motion by Tom McKeon and Seconded by Kate Adams agreed to close CIP projects.

School sink (completed)

Town garage drywall (scrapped)

Town garage ventilation (scrapped)

2024 STEAP Grant (completed)

While keeping open

Road repairs

Pinney Street Bridge

Sandy Brook/ Old Creamery Bridges

Passed unanimously

4. Scott Norton’s Motor vehicle supplement findings (tabled)
5. Duncan Wilber discussed at length his desire for ALL members to be able to fully understand the budget, being able to source the documents themselves and create the budget. By everyone being able to do those things, he felt a better understanding would arise for the process. The group talked about a more user-friendly spread sheet or platform that the individual departments could upload the information/data to. This in turn would lessen the members’ need to “chase” the time sensitive information and make the departments responsible for contributing the information that they are responsible to report anyways. Wilber also discussed the rate of change over in people on various boards and committees and sees a possible continuity issue becoming a problem. Having a

simple budgeting platform that shows the different income streams as well as the various expenses will make for an easier budget season that all member can understand regardless of their back ground.

Further discussion on officers for the board was tabled until the next meeting.

6. Motion by Mark Masslon, second by Kate Adams to approve the April 17 minutes, passed unanimously.
7. Motion by Kate Adams, second by Mark Masslon, to approve the June 6 special meeting minutes, passed unanimously
8. Other business; Discussion of school HVAC and possible cash flow issues as well as the project possibly running over budget. Project completion is still on track for December.
9. Motion by Mark Masslon second by Kate Adams to adjourn, passed unanimously.

Duncan Wilber Chairman