



## SELECTMEN'S MEETING MINUTES

January 2, 2023

**ATTENDANCE:** Selectman Rick Surette, Selectman Rich Zacher, Selectman Brian Robischeau, Joanne Dolbear, Karen Servacek, Robert Servacek, Susan Raban, Craig Evans, Diana Peckham, Ed Comeau, Cassandra Rodil.

- **Approval of Minutes:** Available next meeting.
- **Public Input:** Karen Servacek; The Brookfield Ladies Group is putting together their meeting schedule for the upcoming year and they are planning on putting together some fun activities for everyone to participate in this year! Meeting dates and activities will be announced as they become available.
- **Tax Collector: Diana Peckham;** Diana reports that almost all the taxes have been collected and a report of unpaid taxes will be available at the end of the week. An abatement is given to the BOS for signing.
- **Planning Board:** Met on 12/28/2022 to go over final Warrants before the Public Hearing that will be held on 1/9/2023 at 7pm in the Town Offices.
- **Treasurer:** Joanne Dolbear; There will be a scheduled Audit for the end of the year 2022 on January 23, 24, 25. The BOS have a questionnaire to fill out and sign for the Plodzic before the audit. Training for the financial software will be happening in the Treasurer's office this week.
- **Board of Selectmen meetings will return to the evenings once again! They will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 6pm in the Town Offices starting January 16, 2023.**
- **A Hearing for Warrant Articles and Town Budget will be held on January 30, 2023, at 6:30pm following the Board of Selectmen meeting at 6pm.**

- **Archival:** Craig Evans; Craig has received an email from the book conservation company and the next book's conservation and digitalization is expected to get started next week. After some additional research he has figured out that since the book digitalization files are so large they will be stored on the server with a link that will be provided on the website allowing the content to be viewed.
- **Supervisors of the Checklist:** Susan Raban; The Supervisors of the Checklist are all caught up and ready for Election. They look forward to the new laptop coming next week and thank the Selectmen.
- **CEO:** Code Enforcement Officer will be unavailable for a couple of weeks. The Selectmen and Administrative Assistant will be stepping in to cover permits and inspections during that time.
- **Heritage:** Some fundraising options for the final stages of restoration on the Town House, has been discussed. There are currently funds available that have been budgeted for in the past to cover the window and paint restoration costs. It is suggested to have a fundraiser for the purpose of raising additional money for the cost of the historical stenciling.

***MOTION: Selectman Zacher motions to support a fundraising activity to raise funds for the historical stenciling in the Town House. Selectman Surette seconded. All in favor, motion carries.***

*\*Any funds that are raised for the Town at a Town sponsored event should be provided to the Town Treasurer for proper processing.*

- **Public Comment:** Robert Servacek asks where the funds collected from the Ice Cream Social and Christmas breakfast are? Selectmen explain that Heritage has not yet turned them in but expect them to be shortly as they were supported by the Town.
- **Communications Committee:** Selectmen Zacher; A Warrant Article needs to be drafted and reviewed in order to close out the fund. Selectman Robischeau agrees to put it together and have ready as soon as possible. The Breezline supervisor has provided an update that work on the line installation is expected to take place on Saturdays!
- **Timber/Gravel Monitor:**
  - Intent to Cut is received for Map21 Lot 2.
- **Bills / Mail:** Joanne Dolbear read bill into record.

***MOTION: Selectman Zacher motions to accept and pay bills as read on record by Joanne. Selectman Surette seconded. All in favor, motion carries.***

***MOTION: Selectman Zacher motions to go into 91A:3 Employee Compensation. Selectman Surette seconded. All in favor, motion carries.***

***ROLL CALL: Surette; YES, Zacher; YES, Robischeau; YES.***

***MOTION: Selectman Surette motions to come out of 91A:3. Selectman Zacher seconded. All in favor, motion carries.***

***ROLL CALL: Surette; YES, Zacher; YES, Robischeau; YES.***

***MOTION: Selectman Robischeau motions to seal minutes indefinitely. Selectman Zacher seconded. All in favor, motion carries.***

- **New Business:**

- Selectmen Surette announces that there will be a \$1 raise for employees!
- January 10, 2023, at 7 am will be a Budget and Warrant workshop.
- BOS meeting will return to the evenings at 6pm on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays, starting on January 16, 2023.
- Conversation on expanding the office space is once again had. Its apparent that we are out growing our current office space options.
- Lakes Region Humane Society is now holding a Pet Food Pantry. It will be open from Tuesday- Saturday 11am-4pm. First come first serve bases for those who need the help!
- The sandwich board will now go out for other public announcements as requested.

Meeting adjourned at 11:40 am.

The next regular Selectmen's meeting is scheduled for January 16, 2023, at 6 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil  
Administrative Assistant