



## SELECTMEN'S MEETING MINUTES

April 26, 2016

*Meeting called to order at 6:30pm.*

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Marilou MacLean, Rose Zacher, Ed Nason, Dianne Smith, Tom Hill, Brad and Janet Williamson, Dick and Diana Peckham, Rick Surette, Judith Lewis, Mark Stengle

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept meeting minutes from March 22, 2016 as drafted, Selectman Nelson seconded, all in favor, motion carries.*

***MOTION:** Selectman Robischeau made a motion to accept minutes from April 12, 2016 as corrected, Selectman Zacher seconded, Selectman Nelson abstained, all in favor, motion carries.*

***Correction noted below:***

The next regular Board of Selectmen meeting is scheduled for May 10th at 6:30pm at the Town Office Building.

**CORRECTION:** The next regular Board of Selectmen meeting is scheduled for **April 26th** at 6:30pm at the Town Office Building.

- **Public Comments:** Dick Peckham asked about when the potholes were scheduled to be filled on Brice Drive. Ed Nason stated he will be filling them with cold patch next week. Mark Stengle questioned the recent work performed on the culverts on Brice Drive and the corner of Palmer Drive. Ed Nason stated that he will check the culverts in question tomorrow and will report back.
- **Treasurer:** Marilou MacLean gave account balances. Marilou stated that the quarterly State and Federal reports that were due by April 30<sup>th</sup> have been filed. She stated that she has also uploaded the reports from the Trustees of the Trust Funds (MS-9 & 10) and the Town Clerk (MS-123) to the State Portal.  
Due to the Town losing its carrier for property and general liability insurance, Marilou has been pursuing insurance coverage. She presented to the Selectmen a 1year proposal from Primex, coverage beginning July 01, 2016 for the amount of \$2,650. This proposal includes a multi program

discount for Prime, Workers Compensation and Law Enforcement coverages. The Selectmen plan to make a motion on this proposal at the next BOS meeting.

- **Tax Collector:** Diana Peckham stated that the Town has a decrease in the number of properties and the amount of liens. She is expecting to receive a payment tomorrow from Map 5 Lot 7. She stated she expects the land from Map 18 Lot 3 will go to the Town for unpaid taxes. Diana stated that she spoke with Jessica, the Assessor Clerk, and bills will be printed on May 13<sup>th</sup> and will be due as always on July 01<sup>st</sup>.
- **Administrative Assistant:** Laurie Champy presented to the Selectmen a recommendation, from Brad Williamson, to appoint David Champy II to the Deputy Fire Warden position.

***MOTION: Selectman Robischeau made a motion to accept the request of the position of Deputy Fire Warden, Selectman Nelson seconded, all in favor, motion carries.***

- **Planning Board:** Rick Surette stated that the Planning Board is continuing to work on Rules and Procedures, and the inspections of quarries and sandpits. He stated that some members of the Board will be attending educational courses offered in Concord in June. He stated that as soon as they can fit the Master Plan on their agenda they will continue working on it.
- **Code Enforcement:** Ed Nason stated that he spoke with the Archivist about verifying the classification of a section on Tumbledown Dick Rd from Primo's driveway to Camp Rd. He thinks the Archivist will be able to finalize this request by the end of this week. Ed Nason asked if the Selectmen had considered and made a determination about whether or not a yurt met the zoning requirements for Brookfield. It was stated that a yurt by definition is a tent and goes against Brookfield's zoning.

***MOTION: Based on current zoning, Selectman Zacher made a motion that we say yurts are not allowed in the Town of Brookfield, Selectman Robischeau seconded, all in favor, motion carries.***

- **Road Agent:** Ed Nason stated that he graded and raked Tucker and Tumbledown Rd and Lyford road is next, he has been working on cleaning ditches while grading. He stated he is finalizing paperwork for the Stoneham Road project.
- **Conservation Commission:** Tom Hill stated that eleven people signed up for the road cleanup day but that more people than that participated.  
Tom Hill spoke about a check the Town received as a voluntary donation from Lakes Region Conservation Trust. Tom Hill requested the Selectmen consider depositing it in the Conservation Fund. Selectman Zacher suggested the check was in lieu of taxes. The Selectmen agreed to consider and discuss the deposit location.
- **Heritage Commission:** Marilou stated that she spoke with Brad from the Wakefield Fire Department to ask if it was required that an electrified exit sign be installed in the Town House when

the electrical work is performed. She stated that according to the regulations and due to the building being listed on the National Registry of Historic Places, that it is not required to have a lighted exit sign. It is up to the Selectmen to make the determination. She will speak with Dame Electric for a quote on a green exit sign. Marilou thanked the Selectmen for the Selectmen's breakfast that fed approximately 30 people.

- **Cemetery Trustees:** A letter was presented to the Selectmen on behalf of the Cemetery Trustees. The letter states that the Cemetery Trustees misjudged in the expense associated with completing the new cemetery excavation project and that they will have a budget shortfall of approximately \$4,800. The necessary work includes leveling and final grading with further removal of stones, installing gravel aisles and a 20' wide main entry driveway connecting the aisles, as well as loam and hydro seeding. The Selectmen recognized the need for the completion of this project and made the following motion:

***MOTION: Selectman Robischeau made a motion to extend the budget by \$4,800 in order to meet the quote that the Cemetery Trustees have put forth, Selectman Nelson seconded, all in favor, motion carries.***

- **Forest Fire Warden:** Brad Williamson gave an overview of the very remote surface forest fire in Brookfield that occurred last Sunday located between Woodman Hill and Tumbledown Dick Road. A total of 44.5 acres were burned. He stated that there was a lot of equipment that was donated including ATV's, chainsaws, leaf blowers, etc. Air support was considered to help fight the fire but was not used. There was discussion about the potential cost of the fire should all surrounding towns that responded choose to bill the Town. The town should have received all invoices from the fire within 45 days. There was an attempt made during the fire to use the reverse 911 system to inform residents of the fire but there was a glitch and the system failed to work. Brad will be looking into a resolution and will report back his findings at the next BOS meeting. The Selectmen extended a thank you to Brad and all involved for their efforts.
- **Emergency Management:** The Selectmen asked Brad Williamson to hold off on the diver he had lined up to inspect the fire ponds due to the unknown cost of the recent fire. Brad stated that the Hazard Mitigation Plan was updated and finalized. The Emergency Operations Plan is due to be updated. The total cost to update this plan is \$7,000. There are grants available to cover some of this expense. Brad will provide information to Ed Comeau, member of the grant review committee for Brookfield, for review as required.
- **Old Business:** Selectman Zacher met with Ms. Hunter regarding the purchase of her land. She is in complete agreement with the results from the Town meeting and is fine with including wording on a Purchase and Sales agreement to allow provisions for a regional school. Selectman Zacher will contact the attorney to begin working on a P & S.

After discussion about whether or not keep the kiosk on Stoneham Rd the following motion was made:

***MOTION: Selectman Zacher made a motion that we use it as an auxiliary posting place and say all official postings are on the website and down here (town office building), Selectman Robischeau seconded, all in favor, motion carries.***

After further discussion and for clarification a second motion was made.

***MOTION: Selectman Zacher made a motion that the two official sites for posting of municipal business shall be considered the town website and the kiosk out front, no second, motion fails.***

***Due to the kiosk at Stoneham Road being in need of repair, Selectman Robischeau will take and send measurements to Selectman Zacher for the replacement of the plexiglass.***

To satisfy the requirement per RSA to post in two locations, and for historic reasons, the Selectmen agreed the kiosk on Stoneham Road should be utilized and that all postings should be made to both kiosk locations and if possible to the website. The Selectmen asked Laurie Champy to issue a reminder to all parties that make kiosk postings to be sure to post in both locations, the town office building as well as Stoneham Rd, and if possible to also post on the website.

***The first motion, pertaining to the auxiliary posting place, was withdrawn by Selectman Zacher, Chairman, no objections.***

A concern was also voiced about a large truck occasionally parking in front of and blocking access to the kiosk on Stoneham Road. The original agreement between the landowner and the Town is being researched to determine if there are provisions in the agreement that would either prevent or allow this practice.

There was a request from Kate, the groundskeeper, for the purchase of 3 yards of mulch.

***MOTION: Selectman Robischeau made a motion that they agree to 3 yards of cedar mulch, expense up to \$100, Selectman Nelson seconded, all in favor, motion carries.***

- **Correspondence:** Eversource submitted an abatement request for taxation of poles, Avitar recommends the denial of this request, the Selectmen are following their recommendation.

Checks and bills were reviewed and signed.

Ed Nason asked about the status of the pole license agreement verbage, Selectman Robischeau will contact counsel.

The meeting was adjourned at 8:30pm.

The next regular Board of Selectmen meeting is scheduled for May 10th at 6:30pm at the Town Office Building.

Respectfully Submitted,

Laurie M. Champy  
Administrative Assistant

