



## SELECTMEN'S MEETING MINUTES

October 22, 2019

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Ed Comeau, Rose Zacher, Peter Donnelly

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau motioned to accept the minutes from October 08, 2019 as drafted. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comments:** Peter Donnelly asked if the Selectmen received his correspondence containing photos of utility poles installed in the ROW on Brice Drive. The Selectmen acknowledged receipt and added the lack of response was due to receiving limited information and an unclear concern. Mr. Donnelly explained that cut portions of utility poles were installed and feels they shouldn't be allowed to remain in the ROW. Selectman Robischeau suggested the Town check with the Road Agent to see if they will be problematic.

Mr. Donnelly stated that the previously granted permission to the Road Agent to remove a debris pile from his property is no longer necessary as he has moved the pile into the ROW for removal.

- **Administrative Assistant:** Laurie Champy reported receiving several articles for the Newsletter. She will have the Newsletter compiled and ready for mailing with the tax bill.
- **Planning Board:** Ed Comeau reported the PB budget request will remain the same as last year, \$9k.

He stated they discussed cleaning up language around ADU and zoning to provide a better definition.

He stated the copies of the report from the Gravel Pit inspection have been delivered.

Selectman Zacher asked Ed Comeau if he had not already done so to provide the Assessor Clerk with a copy of the Plat from the recent Lot Line adjustment that was granted. He added a new lot cannot be created without it.

- **Conservation Commission:** A letter from the CC stated Pat Girard was recommended as an Alternate during their October meeting. The letter requested the Appointment by the BOS.

***MOTION:** Selectman Zacher motioned to appoint Pat Girard as an Alternate. Selectman Surette seconded, all in favor, motion carries.*

- **Cemetery Trustees:** Selectman Surette stated the Memorial Dedication is planned for Sunday, November 10.
- **Zoning Board of Adjustment:** Selectman Robischeau stated there is a Public Hearing scheduled for November 13, at 6pm, at the Town Office for a *setback from wetlands* variance request for Map 18 Lot 4E. They will also be meeting prior to the Hearing at the Lot for a site visit at 4pm.

- **Old Business:**

Paving – Update: Paving on Tumbledown Dick Road is complete.

Parking Lot work – to follow completion of paving.

Policy Review – Laurie presented the Final copy of the new Winter Operations Policy & Procedure for review by the Selectmen.

***MOTION: Selectman Surette motioned to accept the Winter Operations Policy & Procedure as documented tonight. Selectman Robischeau seconded, all in favor, motion carries.***

Email process for Selectmen – In progress. Selectman Robischeau will draft and circulate some suggested language for an email template. Laurie will change the website to remove personal email contact info as all email directed to the BOS should be sent to [selectmen@brookfieldnh.org](mailto:selectmen@brookfieldnh.org).

- **New Business:** Selectman Robischeau read aloud a request from the Treasurer (not present) to approve fund withdrawal and made the following motion.

***MOTION: Selectman Robischeau made a motion stating as agents to expend on the following Trust Accounts we would like to approve the following withdrawals this year: 1) From the “Town House Repair” Capital Reserve Fund monies to pay for the re-siding and painting of the Town House, \$47,228.00. 2) From the “Property Re-Evaluation” Trust Fund monies to pay for this Year’s property re-evaluation, \$22,000.00. 3) From the “Town Building Office Equipment” Trust Fund monies to pay for a new phone system for the Town Offices, \$4,010.00. 4) From the “Moose Mountain” Trust Fund – for Bridge Repair, \$13,250.00. Selectman Zacher seconded, all in favor, motion carries.***

Marilou also included a scheduling request for meeting changes in November and December. She requested meeting on November 5 & 19 and December 3, 10, & 17. The Selectmen agree to the request. Laurie will post the meeting dates on the website and kiosk.

Selectman Robischeau read the details of 2 Timber Tax Warrants presented for signature. One for Map 43 Lot 1 for \$132.28 and the second for Map 23 Lots 6-10 for \$1,336.64.

***MOTION: Selectman Zacher motioned to approve the 2 Tax Warrants. Selectman Surette seconded, all in favor, motion carries.***

- **Mail/Bills:** Selectman Robischeau read the bills aloud.

The need for a Public Hearing to present the new ordinance pertaining to snow in the roadway was discussed. The plan is to present this in conjunction with the required budget hearings.

The Selectmen will be hosting Town Coffee and will be meeting on Saturday, October 26, from 8-10am, in the Town House. The public is invited to attend. Laurie will post this meeting/Town Coffee on the website and kiosk.

Meeting adjourned at 7:14 pm.

The next regular Selectmen's meeting is scheduled for November 05, 2019 at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant