



SELECTMEN'S MEETING MINUTES

July 28, 2020

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Marilou MacLean, Laurie Champy, Ed Comeau, Ed Nason

A moment of silence was held in honor of the passing of Brookfield resident, Peter Holland.

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau motioned to accept the minutes from July 14, 2020 as drafted. Selectman Surette seconded, all in favor, motion carries.*

- **Treasurer:** Marilou MacLean reported she has filed the quarterly payroll taxes for the second quarter.
- **Road Agent:** Ed Nason reported he obtained Proposals from 2 paving companies. One from Carroll Materials, formerly known as F.R. Carroll, and the second from Sunday Paving. The Proposals include grinding, grading, compacting, and putting down new asphalt.

Section of Moose Mountain Road:

Carroll Materials - \$70,981.20

Sunday Paving - \$82,800

3525' section of Clark Road:

Carroll Materials - \$102,501.20

Sunday Paving - \$106,000

These numbers can be used to extrapolate the cost for Lyford Road per foot and a decision can then be made on the distance of road to complete based on budget. Carroll Materials has availability in September and Sunday Paving has availability in August.

The Selectmen stated clearly that they do not want to pave near the railroad tracks due to liability.

***MOTION:** Selectman Zacher motioned to accept the lower bid from Carroll Materials for the work on Moose Mtn Rd and Clark Rd as described. Selectman Robischeau seconded, all in favor, motion carries.*

The Road Agent will request the contract from Carroll Materials. He will supply the existing estimate to the BOS.

The Selectmen requested the Town Office complex parking lot work be complete prior to voting. They discussed utilizing the previously removed concrete berms to square up the front lot and identify an area for parallel parking. Mr. Nason will be ordering parallel parking signs.

Road signs were discussed - Mr. Nason stated he has already ordered the sign for Clark Road. The Selectmen reported that Craig Evans researched historic Annual Reports to help identify which Town roads were previously recorded as scenic. His findings indicated that Moose Mtn Rd, Tumbledown Dick Rd, and a portion of Lyford Road were previously designated as Scenic. The Selectmen suggested the zoning be updated to officially document his findings.

Mr. Nason reported difficulty in locating available cold patch. The 2 closest locations do not have any available. It is typically \$110/ton (+ delivery) for loose material. The alternative is a bagged product with a cost of \$663/ton. The Town has utilized this bagged product in the past but the company has since been bought out so the Town will need to reapply for credit. Marilou stated she will reapply with the company.

The Selectmen requested the Road Agent fill in potholes with gravel as needed to buy time until other paving work is completed in Town.

- **Planning Board:** Selectman Surette stated they are meeting the second Monday of the month.
- **Administrative Assistant:** Laurie Champy reported on the results of the 3 received propane Proposals.

MOTION: Selectman Zacher motioned to accept the Proposal from White Mountain Oil & Propane. Selectman Surette seconded, all in favor, motion carries.

Due to the newspaper changing their submission deadline, the Public Hearing that requires public notice needed to be rescheduled to allow enough time for publication. The new date for the Public Hearing is August 25, at 6:15pm.

- **Old Business:** The Selectmen would like to meet with the election officials during the next BOS meeting on August 11 to review the options for voting. Laurie will send the invitation out tomorrow to the Moderator, Assistant Moderator, Town Clerk, Supervisors of the Checklist, and other appropriate elected officials.

Selectman Surette provided his suggestions for location placement of advisory speed limit signs as well as other details including suggested speeds and other advisory signs. Each suggested location was discussed in detail. Selectman Surette will inquire about the cost of performing a speed study. Selectman Zacher suggests also asking how the State defines a residential area. Due to development, it could be that all of our roads would no longer qualify under that designation. This topic will be revisited at the next BOS meeting. No decisions made.

Selectman Zacher presented for discussion the proposed costs for replacing the existing interior windows in the employee offices for a sliding, lockable window and shelving, and the option of replacing the interior

doors with dutch doors/shelf. The intent of this project is to offer security and a safe distance between staff and the public. The cost to replace each window is \$550 installed, and \$850 for the dutch door, not including installation. There is \$17k +/- available to the Town in grant monies for Covid-19 related expenses. To qualify, the project requires completion by 8/31.

MOTION: Selectman Zacher motioned to replace the Selectmen & Town Clerk's office windows with sliding, lockable windows. After further discussion, he changed his motion to include all 4 offices. Selectman Robischeau seconded, all in favor, motion carries.

Generator Connection is scheduled to be onsite at 8am tomorrow to determine the cause of and cost to repair the propane leak on the generator.

MOTION: Selectman Robischeau motioned to cap costs at \$1k for repairs. Selectman Zacher seconded, all in favor, motion carries.

If repair costs are to be greater than \$1k, the Selectmen will request a quote for a new generator.

- **Mail/Bills:** Selectman Zacher stated the Boy Scout project on the Town Preserve has been completed. A well-marked trail to the Rail Trail has been constructed. Selectman Zacher stated Mr. Kinville did an excellent job and he has signed off on his paperwork.

Marilou MacLean read the bills aloud.

MOTION: Selectman Robischeau motioned to accept the bills as read on record by Marilou. Selectman Zacher seconded, all in favor, motion carries.

Meeting adjourned at 7:28pm.

The next regular Selectmen's meeting is scheduled for August 11, 2020, at 6:30pm, in the Town House Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant