



## SELECTMEN'S MEETING MINUTES

August 25, 2020

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

This Public Hearing was called to order at 6:15pm. Selectman Zacher presented the administrative fee schedule, explaining its purpose is to cover costs associated with supplying materials. A time for public comment was offered. Ed Comeau suggested clarifying the Electronic Copy section as it appeared there would be a charge for supplying electronic documents. There will only be a cost if the electronic documents are printed.

Public input section closed.

***MOTION: Selectman Zacher motioned to accept as local fee schedule for the Town of Brookfield. Selectman Surette seconded, all in favor, motion carries.***

Laurie has the source document and will make the singular change for clarification.

Public Hearing adjourned at 6:19pm.

### **Board of Selectmen meeting called to order at 6:30pm**

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

- **Treasurer:** Marilou MacLean reported she has signed and submitted the MS-434, due 9/01. This form contains data on the revenue already received and what is anticipated by December. She expects to hear from Michelle Clark at DRA following her review of the submitted form.
- **Old Business:** Selectman Zacher stated the election officials have requested a ramp be installed at the front door of the Town House. This suggestion was discussed at the 8/11 meeting.

***MOTION: Selectman Robischeau motioned to move forward with the 2 month rental of the ramp, for installation prior to elections for \$1600. Selectman Surette seconded, all in favor, motion carries.***

- **Moderator:** Rose Zacher expressed her gratitude for the cleaning of the Town House in preparation for the elections. Rose offered a report on the meeting that took place tonight with the election workers. They are

recommending additional staff to help work the elections. They would like greeters at the bottom of the ramp entrances encouraging the public to wear masks and to help with the flow of traffic. Rose proposed the BOS think about paying for these positions and determine an appropriate rate of pay. She does have a couple of people interested in helping. She suggested signs would also be helpful in directing the flow of traffic. The BOS agree and support her speaking with Brad Williamson about creating the signage.

Alternate arrangements need to be considered for the typical pizza that would be ordered for election staff as a buffet style is not allowable due to Covid-19 precautions. Selectman Zacher suggested ordering a variety of individually wrapped sandwiches from Lino's. This is agreeable with a \$200 spending cap; Selectman Zacher will discuss the details and make arrangement with Lino.

***MOTION: Selectman Zacher motioned to authorize paying election support staff \$10/hr. Selectman Surette seconded, all in favor, motion carries.***

A party specific official was needed for appointment to both parties. Rose Zacher recommended Frank Frazier be appointed for the Democratic Party and Rob Collins be appointed for the Republican Party.

***MOTION: Selectman Zacher motioned that Frank Frazier and Rob Collins be appointed as inspectors of the elections representing the Democratic and Republican Parties respectively. Selectman Robischeau seconded, all in favor, motion carries.***

Selectman specific election coverage hours and voting booth setup arrangements were determined.

- **Old Business:** The recent repair was completed on the generator and it is now due for annual maintenance. Laurie will contact Dame Electric to request the annual service be performed.

The options for replacing the office heaters was discussed. The options include replacing the individual propane heaters with like kind units, or installing a heat pump with AC. The BOS agree that AC is not necessary and coupled with increased cost of propane/gallon from consuming less propane (resulting from heat pump installation), they opt to replace the 4 small heat units, one in each office.

- **Planning Board:** Selectman Surette stated they are meeting the second Monday in September.
- **Heritage:** Marilou MacLean reported the Plasterer is due to return in November as his schedule allows.
- **Road Agent:** Selectman Robischeau reported Clark Road has been ground and rolled once and Moose Mountain Road is scheduled to be ground today. He reported the potholes on Garney Road were never filled with gravel as they requested. He will speak with Eddie about filling in the potholes with blacktop.

Virginia McGinley reported a tree is down on Tucker Road. Selectman Robischeau stated he will speak with Eddie about that also.

- **Mail/Bills:** Marilou MacLean read the bills aloud.

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

Meeting adjourned at 7:03pm.

The next regular Selectmen's meeting is scheduled for September 08, 2020, at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant