



SELECTMEN'S MEETING MINUTES

November 24, 2020

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

- **Approval of Minutes:**

MOTION: *Selectman Robischeau motioned to accept the minutes from November 17, 2020 as drafted. Selectman Surette seconded, all in favor, motion carries.*

- **Public Comments:** Stephen Berry supplied comments in an email prior to the meeting. Mr. Berry suggested the culverts around town be cleaned out as a measure of prevention. The Selectmen had previously discussed this with the Road Agent and had requested completion prior to winter.

Mr. Berry stated he is working on a Citizen's Petition Warrant Article. He is requesting a verbal agreement from the Selectmen that Cate's Lane remain a 3 season existing dirt road without a requirement to upgrade the road thus reducing the costs of implementing his Warrant Article should it pass at Town Meeting. The Selectmen spoke to the process of his inquiry and stated that all decisions on the characterization of roads are made at Town Meeting. The Selectmen are charged with maintaining the decisions.

- **Heritage Committee:** Marilou MacLean reported the Plasterer completed the section he was working on in the Town House in mid-December and will provide notice for when he intends to return to complete the project.
- **Treasurer:** Marilou MacLean stated property tax money is slowly coming in.

She stated the US Census Department report is due to be completed by December 15. This report requires roughly 10 hours of work to prepare. She is working on it but stated she may need to request a continuance to allow for more time for completion.

- **Zoning Board of Adjustment:** Frank Frazier supplied a letter indicating Richard Mausers term expired in 2020 and that he is willing to serve another 3-year term.

MOTION: *Selectman Zacher motioned to follow through on this and appoint Richard Mauser to a 3 year term, beginning in 2020. Selectman Surette seconded, all in favor, motion carries.*

Laurie will notify Frank Frazier of the Board's decision.

- **Administrative Assistant:** Laurie Champy requested approval to schedule the fire extinguisher/emergency lighting inspection. With approval, she will make contact and arrangements tomorrow.
- **New Business:** Selectman Surette received a Citizen's Petition Warrant Article pertaining to Drew Farm & Currie's Way. He will read it on the record at the next scheduled meeting.

The Selectmen requested that Laurie email Departments & Committees to inform them of the ZOOM acct availability and provide login and password info.

The Selectmen thanked Jennifer McKown for the great job she did on the Perambulation Report of the Brookfield/New Durham Town lines.

Selectman Surette reported that he and the Road Agent met with the contractor at the Moose Mountain Road bridge. The bridge repair plan has been finalized and the contractor will be submitting the plans with the State for work to be performed in 2021.

Selectman Surette reported he will be submitting the list of requested road signs to the Road Agent tonight.

Selectman Robischeau reported he met with the Road Agent and a property owner to discuss a culvert issue causing private property and road damage. There was discussion on creating a policy for handling similar future issues. In this particular instance, the resident agrees to pay for materials which are estimated at \$300 and the Town will pay for labor from installation, estimated to be \$500.

MOTION: Selectman Robischeau motioned to have the Road Agent install a French drain and we pay for installation costs. Selectman Zacher seconded, all in favor, motion carries.

Selectman Robischeau will contact Ed to arrange for completion and will also emphasize cleanout of all culverts.

The Selectmen worked on the Maintenance Plan Matrix. Laurie will update it and supply for the next meeting.

The process for reopening the Town Offices to the public was discussed. No decisions made.

The Selectmen asked Laurie to draft a letter to a specific group of residents that currently do not have a house number displayed as this is a 911 safety issue.

- **Mail/Bills:** Marilou MacLean read the bills into the record including a notice from the Wolfeboro Parks and Rec Dept. indicating they were reducing Brookfield's payment due to the impact of Covid-19. They will return the check that has already been sent to them and Marilou will issue a new check for \$1,265.

MOTION: Selectman Robischeau motioned to pay the bills as read. Selectman Surette seconded, all in favor, motion carries.

Meeting adjourned at 7:34pm.

The next regular Selectmen's meeting is scheduled for December 02, 2020, at 6:00pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant