



SELECTMEN'S MEETING MINUTES

January 12, 2021

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

- **Approval of minutes:**

MOTION: *Selectman Robischeau motioned to accept the December 29, 2020 minutes as drafted. Selectman Surette seconded, all in favor, motion carries.*

- **Zoning Board of Adjustment:** Frank Frazier stated the Board will be meeting in the near future to elect officers and approve Draft forms.
- **Administrative Assistant:** Laurie Champy stated the fire extinguishers and emergency lighting have been inspected.

Laurie presented for signature a Swear In form provided by the Wakefield Police Department for their newly hired officer.

She stated she has received several Department/Committee submissions for the Annual Report.

- **Conservation Commission:** Frank Frazier reported they have mapped out plans for spring work on the Town Preserve. They are in need of volunteers to help with sign placement, improving access, and other various projects.
- **Town Clerk:** Virginia McGinley recommended hiring Karen Servacek as her new Deputy Town Clerk. Her background check has been completed.

A background check was also performed on Cassandra Rodil who applied for an office assistant position.

MOTION: *Selectman Zacher motioned to hire those 2 above mentioned people, Karen Servacek & Cassandra Rodil. Selectman Surette seconded, all in favor, motion carries.*

- **Road Agent:** Selectman Robischeau reported the Road Agent has completed roadside cleanup from recent storm damage and is currently working on high-limbing.

Virginia McGinley reported a tree came down a couple weeks ago near the bridge on Piney Road. Selectman Zacher stated they will have the Road Agent determine if it is the Town's responsibility.

- **Old Business:** The Wakefield School Board approved of Brookfield's request to hold our Town Meeting in the Paul School Gymnasium in order to better accommodate for social distancing. Town Meeting is scheduled for Saturday, March 20, 2021, at 2:00pm. The Selectmen were invited to view the setup in the Gymnasium being utilized by the Town of Wakefield for the same purpose. Selectmen Zacher and Surette will attend on January 30.
- **New Business:** Selectman Zacher stated the Town is required to maintain a current Road Map. The last known map was created in the 1990's using a CAD based application. The cost through Cartiographics for creating a new road map with GIS technology is approx. \$1,800. The cost for converting all Town Maps using GIS technology is approx. \$4,000. No decisions made.

The Draft Proposed Budget and Draft Warrant Articles will be posted on the Town website in advance of the Public Hearing.

It may be necessary to have a full audit performed next year if the Town's census reaches 750 people. Marilou will be meeting with the auditor and will inquire about an approximate cost in order to gain insight for future budget planning.

A decision was made to follow the state's guidelines for mask mandates. The existing mandate expires on the 19th. Laurie will update the sign on the door.

MOTION: *Selectman Surette motioned to enter non-public session under RSA 91-A:3, II(b). Selectman Robischeau seconded, all in favor, motion carries.*

Roll Call: *Selectman Surette, yes. Selectman Robischeau, yes. Selectman Zacher, yes.*

Non-public session entered at 7:05pm.

MOTION: *Selectman Robischeau motioned to come out of non-public session. Selectman Surette seconded, all in favor, motion carries.*

Roll call: *Selectman Robischeau, yes. Selectman Surette, yes. Selectman Zacher, yes.*

Public session re-entered at 7:08 pm.

No decisions made in non-public session. Minutes will not be sealed.

- **Mail/Bills:** Marilou MacLean read the bills on to the record.

MOTION: *Selectman Zacher motioned to approve bills for 2020 as read by the Treasurer. Selectman Surette seconded, all in favor, motion carries.*

MOTION: *Selectman Zacher motioned to accept the bills as read for 2021. Selectman Surette seconded, all in favor, motion carries.*

Meeting adjourned at 7:08 pm.

The next regular Selectmen's meeting is scheduled for January 26, 2021, at 6:30pm, in the Town Office Building immediately following the Public Hearing scheduled to begin at 6:00pm.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant