



SELECTMEN'S MEETING MINUTES

July 13, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectmen Rick Surette, Selectman Rich Zacher, Marilou MacLean, Craig Evans, Ed Nason, Ed Comeau, Cassandra Rodil

- **Approval of Minutes: 6/27/2021**

MOTION: *Selectman Surette motioned to accept 6/27/2021 minutes as written. Selectman Zacher seconded, all in favor, motion carries.*

- **Treasurer:** Marilou MacLean; Reports of extra expenditures from Town Clerk, Archivist and Town of Wakefield. Expenditures will be covered by reserved funds. Quarterly Payroll Tax Returns have been reported and filed. Also, the State MS Forms have been refilled and the book has been diluted with Retention Schedule Requirements.
- **Planning Board:** Selectman Surette; Planning Board met on July 12, 2021. A discussion was held on Lot Line Adjustments for 3 proposed Sub-Divisions. Also, covered Master Plan details covering Personal Wireless Service Stations, moving forward with Permission of Services. In addition, the Planning Board has discussed and agreement on Conditional Use Permits for Moose Mountain Recreational Facility.
- **Archivist:** Craig Evans; The last approved Town Book has been restored and the final bill has been submitted to Brookfield Treasurer. Upon payment, book will be picked up and Town Book #4 will be dropped off for conservation and be digitalized. When that's completed it will be uploaded to the Town Website. Mr. Evan's explains that the over-expenditure that has been noted on the budget is a result of the approved expense of the Property File Project being over looked and not included in the budget. The current Archival budget on record only covers the work done for the Book Restoration and the work that encompasses the preparation he and Kristen Whitworth are doing. Mr. Evans asks for Selectmen's guidance as to continue the Property File Project or not. After a discussion and a review of the importance of and the cost to continue, it is agreed to move forward with the project.

- **Heritage Commission:** Marilou MacLean; Harriet Wilson and Marilou have worked on and finished replacing the Heritage Meeting Minutes book, as it appeared to be missing from the shelf. Attending Archivist explained that the book had been brought to Archival to be filed in accordance to the requirements, and reminds that all board and committee minutes should regularly submit a signed set for Archival in addition to the public book.
- **Cemetery Trustees:** Craig Evans; The work a day previously held at the Brookfield Cemetery was productive. Weeding around the trees was finished, along with tree gator installation. Fertilizer has been purchased and a wood chip drop will be scheduled. Selectmen Zacher updated that he had contacted Mr. Fredrickson and inquired if there would be an interest in haying the unoccupied side of the Cemetery. Mr. Fredrickson has agreed to evaluate the area and will respond with a decision.

Selectman Robischeau read a correspondence from Robert Servacek. The grave site at 289 Governors Road belonging to a Veteran of the War of 1812; Isaac W Cate is unmarked of a Veteran. Mr. Servacek asks that Mr. Cate be recognized and honored as a Brookfield Veteran, and asks for permission to donate and place a Veterans marked flag holder and medallion during a family dedication ceremony.

- **Conservation Committee:** Selectman Zacher; The Conservation Committee has only one active member at this time and until more volunteers apply, the committee will be taking a short break. If anyone interested in volunteering is encouraged to apply to the Selectmen's Office.
- **Road Agent:** Ed Nason; The surplus lumber has been removed from behind the Town Complex, culverts have been cleaned and will be re-evaluated after some rain to make sure that they are self-cleaning properly, any that are not will be fixed. Reflective delineator post will be installed to mark the culverts. There is some concern that some of the culverts are very close to the sides of the road and could be dangerous to drivers. Mr. Nason explains that over time the roads widen and that some of the culverts are going to need to be extended and where they can't be extended there will need to be catch basins installed. In the next week sign installation and paint line layout will take place on Moose Mountain Road.
- **New Business:** Selectman Zacher; Moving forward in town operations it is felt it would be wise to hire a Deputy Treasurer for back up in the event that Marilou takes time off. The job position description and requirements will be posted on the website. Marilou has permission to do the interviewing and recommendation.
- **Administrative Assistant:** Cassandra Rodil; Some feedback and inquiries have been made regarding the suspended Saturday Coffee in the Town House. Now that the Covid-19 restrictions have been lifted and with the growing population it's agreed that on August 28, 2021 the gatherings will resume and be held on the last Saturday of each month from 8-10.

Please refer to www.brookfieldnh.org for information and updates. This is a great opportunity for everyone to meet each other and visit with the Selectmen and other residents of Brookfield.

- **Regional Planning Commission:** Selectman Robischeau; Current Designated Appointee is Ed Comeau. The Planning Commission is looking for a 2022-2023 Appointee and Alternative. They meet on the first Friday each month at 9am.
- **Veterans Property Tax Exemption:** Selectman Robischeau; An application for Veteran's property Tax Exemption has been received for Mr. Hemphill of Brookfield.

MOTION: Selectman Robischeau motioned to accept the application for Veterans Property Tax Exemption for Mr. Hemphill. Selectman Zacher seconded, all in favor, motion carries.

- **Intent to Cut Applications:** Selectman Robischeau; Read on to record

Intent to Cut Wood of Timber Application for map2, lot 6.

MOTION: Selectman Robischeau motioned to accept Intent to cut application for map2, lot 6. Selectman Zacher seconded, all in favor, motion carries.

Intent to Cut Wood of Timber Application for map23, lot 4.

MOTION: Selectman Robischeau motioned to accept Intent to cut application for map23, lot 4. Selectman Zacher seconded, all in favor, motion carries.

- **Tax Collector Report:** Selectman Zacher; Tax Collector, Diana Peckham was charged to collect taxes in the amount of \$1,029,000.00. Collected to date is \$553,000.00. \$139,000.00 is waiting to be collected and the total outstanding tax owed is \$228,000.00.
- **Mail/Bills:** Marilou MacLean read on to record.

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

Meeting adjourned at 7:27pm.

The next regular Selectmen's meeting is scheduled for July 27, at 6:30pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant