



SELECTMEN'S MEETING MINUTES

July 27, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectmen Rick Surette, Selectman Rich Zacher, Marilou MacLean, Dr. William Marsh, Craig Evans, Brad Williamson, Ed Comeau, Cassandra Rodil.

- **Representing Health Officer:** Dr. William Marsh; Reports that House Bill 79 has been changed/updated. It is now required to set an Annual Meeting and this meeting will serve as this Annual Meeting. A draft report has been drawn up and he asks the Selectmen to motion to convene into such at this time to review the HB79 changes and draft report.

MOTION: Selectman Robischeau motioned to convene into Annual Public Health Meeting. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Robischeau motioned to include Annual Public Health Meeting Minutes into 7/27/21 Board of Selectman Meeting Minutes. Selectman Surette seconded, all in favor, motion carries.

- **Representing Health Officer:** Dr. William Marsh explains that HB79 has new requirements for Appointees serving as Health Officers which include;
 - 1) To meet and report annually.
 - 2) Appointee does not need to have a medical license.
 - 3) Does not need to be a town resident and can even be from another state.
 - 4) Can serve as Health Officer in multiple towns.
 - 5) Deputy Health Officer is required.
 - 6) Background check is required.
 - 7) Mandatory training classes - 1 in person and 4 online, free of charge.
 - 8) Added Enforcement Authority to Health Officers in the event of a public health emergency.
 - 9) A provision to access data from DHHS in the event of a public health emergency.

MOTION: Selectman Robischeau motioned to discuss the Draft Report. Selectman Surette seconded, all in favor, motion carries.

Dr. Marsh provided via email a Draft of the Annual Report that will be sent to DHHS once approved. The report asks a series of questions on the experience and training the Representing Health Officer has as well as a response plan. In response to the questions given on the report it states that Dr. Marsh is the longest serving Health Officer in the State and he has PPE and tools on hand from closing his practice if they are needed in the event of an emergency and treatment is needed. At this time there is no Public Health Preparedness Plan in place and suggests that one should be drafted. He currently has no environmental training. There are no known Public Health or Sanitation challenges at this time and that the Annual Meeting Public Health with BOS was held on 7/27/21.

At this time Dr. Marsh informs the BOS that his term expires in October of 2021 and he will not be rerunning for it. He also states that he also will not be renewing his Medical License, as he plans to retire. He requests that the BOS find and nominate a replacement for the Commissioner of DHHS to appoint as a Representing Health Officer set to start in October. He points out that the training classes also start in October and he would be happy stay aboard temporary till training and appointment is complete. At this time Dr. Marsh requests that the BOS accept the draft report as made.

MOTION: Selectman Robischeau motioned to accept and submit the Draft Report to DHHS. Selectman Surette seconded, all in favor, motion carries.

The Board of Selectman give thanks to Dr. Marsh for his commitment, perseverance and job well done as the Representing Health Officer for Brookfield and wish him well on his next venture. Dr. Marsh also thanks the BOS for the opportunity to do so.

MOTION: Selectman Robischeau motioned to Adjourn at 6:36 pm, the Annual Public Health Meeting. Selectman Surette seconded, all in favor, motion carries.

- **Forest Fire Warden:** Brad Williamson; Reports it's time to Re-appoint a Fire Warden and Deputies. Persons nominated are as followed:

Fire Warden: Brad Williamson

Deputies: Nick Angelo, David Champy II, Michael Moore, Todd Nason and Janet Williamson.

In addition, it is also time to sign and renew the Annual Agreement with the State of NH for the usage and storage of the Jeep trailer that contains and hauls the addition forest fire equipment.

MOTION: Selectman Robischeau motioned to approve the appointees as listed for Forest Fire Warden and Deputies. Selectman Zacher seconded, all in favor, motion carries.

- **Emergency Management:** Brad Williamson; Request permission to order two new batteries for the emergency HAM radios costing an average of \$90.00. Permission is granted. It is also time to consider updating the Emergency Management Plan and the Hazard Mitigation Plans and it should be included in the budget for 2022. Some funds should be available through Federal Grants; however, a renewal registration needs to take place first and is set to do so in September. A discussion of the requirements is had and the idea of doing the two Plans and requirements is concession is being considered to happen in conjunction.
- **Cemetery Trustee:** Craig Evans; Reports that it's time to appoint the Alternate and David Newman has been nominated for Re-appointment. Mr. Evan's asks the BOS to approve and appoint the Nominee.

MOTION: Selectman Robischeau motioned to approve and re-appoint David Newman as Alternate of Cemetery Trustee's. Selectman Surette seconded, all in favor, motion carries.

Mr. Evan's also reports that an updated Cemetery Plot Map is available and he will be replenishing the applications with rules and regulations for the Town Hall to have available for anyone who is interested and that the Administrative Assistant will make the necessary updates online under the Cemetery Trustee's tab on the website. 12 plots have been sold in 4 years and there is a growing interest in plots.

- **Treasurer:** Marilou MacLean; Three applications were received for the Deputy Treasurer Job posting. One of the applicants stood out with her extensive qualifications and a plan of hiring her is being made. Marilou asks the BOS to find a quiet office space for her to work as she cannot work remotely at this time due to lack of internet solutions to her home. On the August 10th BOS Meeting she will give the Official Recommendation and the Appointing will take place.
- **Heritage Commission:** Marilou MacLean; A meeting with the contractor who will be redoing the Town House windows is scheduled. Although he is very busy, he feels that it is in his capacity to do most if not all windows this year. The Heritage Commission met last week, and Bob Servacek has done some research finding some old newspaper article clippings on the town and they ask for assistance in uploading them to the site for viewing. Moving forward, some other projects they are excited to place in the Town House by 2024 are: Painting and stencil application, floor restoration, sound baffling and kitchen renovations.
- **Planning Board:** Selectman Surette; Informs the next meeting will be on August 9, 2021
- **Zoning Board:** Selectman Robischeau; Reports that a new Chairman needs to be established

- **Road Agent:** Selectman Robischeau, Selectman Surette; Selectman Surette was present with Road Agent, Ed Nason and decided where the road signage would be installed on Moose Mountain Road as well as assisted with the paint line layout within thereof. Ditching will start in the coming days, starting in The Moose Mountain Road areas and then moving to other town roads where necessary.
- **Old Business:** Selectman Zacher; Updates that BOS has received the signed ABB Franchise Agreement and it will be uploaded to the site for viewing. Next step is for ABB to obtain Utility Pole access and then they will move into System Deployment.

Fire Warden, Brad Williamson asks BOS if there has been any further consideration on replacing the incoming mail box with a more secure opening? A future discussion will be had on the issue.

- **New Business:** Selectman Robischeau; Announces that there will be new Town Clerk hours. Once they are set, they will be announced and posted on the website.
- **Administrative Assistant:** Cassandra Rodil; Three out of Five propane quotes have been received. Prices range from \$1.40-\$1.86 per a gallon at a municipality rate. Best quote was with White Mountain Oil and Propane, who we are currently contracted with.

MOTION: Selectman Zacher motioned to continue to be contracted with White Mountain Oil and Propane as the supplier. Selectman Surette seconded, all in favor, motion carries.

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

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

Meeting adjourned at 7:37pm.

The next regular Selectmen's meeting is scheduled for August 10, 2021, at 6:30pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant