



SELECTMEN'S MEETING MINUTES

September 28, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Marilou MacLean, Ed Comeau, Cassandra Rodil, Joanne Dolbear, Ed Nason, Jay Badger.

- **Approval of Minutes: 9/14/2021**

MOTION: Selectman Surette motioned to accept the 9/14/2021 minutes as written. Selectman Zacher seconded, all in favor, motion carries.

- **Heritage Commission:** Marilou MacLean; Reports that many years ago the "Kitchen Committee" of the Old Town House had established a "Kitchen Account" to help fund local projects. As the Committee is no longer active and there few remaining members, the committee suggested the account be closed and the funds donated to the Heritage commission.
- . The previously scheduled Private Memorial Service for the recently recognized 1812 War Veteran took place this last week. It was a beautiful service where descendants were present. A record of the event will be placed in the newspaper. Next Heritage Meeting will be held on 10/6/2021

MOTION: Selectman Robischeau motioned to accept the donation from the kitchen committee and move the funds to Heritage Account. Selectman Surette seconded, all in favor, motion carries.

- **Treasurer:** Marilou MacLean; Continuing work and training with newly hired Deputy Treasurer, Joanne Dolbear is still underway and going smoothly and quarterly payroll tax returns are being processed for filing!
- **Road Agent:** Ed Nason; The stop signs, delineator posts and reflectors have been ordered and will be shortly installed. Heavy ditching is still underway on Clark, Garney, Stoneham and Tibbets Hill Roads. Expected to be completed in the upcoming week. Selectman Rick Surette and Ed Nason plan to meet and review the order and placement of the additional speed signage. . Brush from the Class V to Summer Camp Road will be moved to Mr. Snow's property. Due to budget, roadside mowing will be momentarily put aside so that other needed things can be addressed first. Arrangements to fill the salt shed for winter

season are underway and moving forward and high liming quotes are being sought for the end of the season

- **Cemetery Trustees:** Selectman Rich Zacher; Trustee's met and picked a location for the Memorial Benches to be moved from the front of the town office to the Brookfield Cemetery. The top soil has been moved from the town salt shed area to the cemetery. It will be spread next year. Quotes for a new gate system are being sought.
- **ZBA:** Selectman Brian Robischeau; Two ZBA Applications have been received, a Public Hearing will be held for review on 10/14/2021. Notices will be sent out to abutters and also placed in the News Paper, on the Brookfield Website and in the Kiosk.
- **Old Business:** Selectman Brian Robischeau has contacted Women in Motion for a painting quote on the final paint application in the "Old Town House" and is expecting to hear back shortly on figures.
- **New Business:** An appointment is going to be made to meet with Porter Office Equipment and Personnel to go over specifications, needs and other options of a new Copier/Printer for the office. Administrative Assistant will be in contact and make the arrangements.
- **Carry In Items:** The Wolfeboro Farmers Market has reached out and would like to rent the Town House on weekends to hold their Winter Farmers Market for the second season! Selectman Rick Surette and the Administrative Assistant will make the rental arrangements tomorrow and the time and dates will be announced and posted on the website.

Our Town Zoom Contract is up for renewal. After discussion on how often it is used it is agreed that it will not be renewed and if the need for it arises again it will then be reinstated.

In efforts to clean up the binder shelf, Selectman Rich Zacher has priced out some new shelving to house and hold the Board Binders. He suggests a budget of up to \$500.00 for the replacement and the Administrative Assistant offers a plan for the top ascetics. Marilou highly suggests to use the company credit card for such a purchase.

MOTION: Selectman Surette motioned to authorize the expense of \$500.00 for a new Public Binder Shelf. Selectman Zacher seconded, all in favor, motion carries.

Selectmen Rich Zacher informs that information has been received from Concord and they have approved the formation of a Communication District and so therefore Brookfield will need two volunteers to serve on a Communication Committee to assist in the drafting of Bylaws. Information packets have been provided to BOS and should be reviewed and the topic will be revisited at the next BOS Meeting.

MOTION: Selectman Zacher motioned to enter into Non-Public Session under 91-A:3 II 9B) to discuss the hiring of a public employee. Selectman Robischeau seconded, all in favor, motion carries.

MOTION: Selectman Robischeau motioned to come out of Non-Public Session under 91-A:3 II 9B) to discuss the hiring of a public employee. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Robischeau motioned to seal Non-Public Session Meeting Minutes Indefinitely. Selectman Zacher seconded, all in favor, motion carries.

Selectman Brian Robischeau announces and welcomes aboard two new employees! Susan Raban will be the new Deputy Assessor Clerk and Catherine Collins will be the new Administrative Assistant to Land Use Boards.

- **Correspondence:** Bureau of Planning and Community Assistance of Concord's Executive Council will be holding Public Hearings in certain districts to hear from representatives and residents on any concerns or needs for public transportation. The information will help identify areas of need and implemental in the creation of a plan for response over the next 10 yrs. Information on hearing dates and locations can be found on the information table in The Town Office.
- **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 7:14 pm.

The next regular Selectmen's meeting is scheduled for October 12, 2021, at 6:30pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil