



SELECTMEN'S MEETING MINUTES

October 26, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectmen Rick Surette, Selectman Rich Zacher, Joanne Dolbear, Ed Comeau, Cassandra Rodil.

- **Approval of Minutes:** 10/12/2021 and Non-public 8/10/2021

MOTION: Selectman Zacher motioned to accept 10/12/2021 minutes as written. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Surette motioned to accept Non-public 8/10/2021 minutes as written and seal indefinitely. Selectman Zacher seconded, all in favor, motion carries.

- **Cemetery Trustee's:** Selectman Surette; Trustee's have met and have finished and submitted their 2022 Budget. The new budget includes the cost for the needed work on the field side of the Brookfield Town Cemetery.
- **Planning Board:** Selectman Surette; Next Meeting will be on 11/9/2021
- **Zoning Board:** Selectman Robischeau; Two public hearings were held and heard on 10/14/2021.
 1. 1: An application for a Variance of line set back. Heard and not passed. ZBA suggests to reapply with other specifications. To be re-heard at a future Hearing.
 2. 2: An application for a Variance. Heard and not passed. ZBA suggests that it should be heard as an Exception rather than a Variance. To be re-heard at a future Hearing.
- **Road Agent:** Selectman Zacher; The roadside work and driveway work on Stoneham Road has been completed and the equipment is being moved to Class V to Summer Camps Road for road work.

- **New Business:**

Steve Berry and Marshal Goldberg have graciously stepped forward and have volunteered to serve on the newly formed “Carroll County Communication District Committee” to help with the By-Law creations.

MOTION: Selectman Zacher motions to Appoint Steve Berry and Marshal Goldberg to serve on the “Carroll County Communications District Committee” to aid in By-Law creations. Selectman Robischeau seconded, all in favor, motion carries.

Selectman Zacher read an application for “Intent to Cut” for Map 3, Lot 14.

MOTION: Selectman Zacher motions to accept the “Intent to Cut” for Map 3, Lot 14. Selectman Surette seconded, all in favor, motion carries.

- **Old Business:**

Final DEADLINE for 2022 Budgets is 11/9/2021. Please submit requests to Administrative Assistant.

Selectman Robischeau will be contacting the applicant for the Health Officer opening and coordinate contact with Dr. Marsh for more position information.

State farm Insurance has been contacted regarding the next steps to file a claim to replace the Monument that was destroyed the at the intersection of Moose Mountain Road and Governors Road. The Monument will be ordered and paid for and then the claim will be filed for reimbursement.

A Department Meeting was held with our office equipment vendor to discuss new Copier / Scanner / Printer option of capabilities, maintenance, and other agreement details. The new equipment would cost \$5,600.00.

MOTION: Selectman Zacher motions to purchase the new equipment from Porter Office Equipment for the sum of \$5,600.00. Selectman Surette seconded, all in favor, motion carries.

Currently waiting to receive an email from Fish and Game regarding a detailed work scope of the work they would like to do on Hanson Trail.

Greater Wakefield Resource Center donation request of \$1,000.00 will be reviewed during the budget process.

The letter to be drafted regarding the impact of the proposed National Voting Legislation, no longer needs to be drafted because the proposal was not passed and is closed.

The recent inspection by the Wakefield Fire Department of the buildings and the Knox Box was successful. The Knox Box contains the necessary contents and has had its location documented in the system.

- ***Request to enter to Non-Public Session under 91-A:3 II (c)***

MOTION: Selectman Zacher motions to enter Non-Public Session under 91- A:3 II (c). Selectman Surette seconded, all in favor, motion carries.

ROLL CALL: Selectman Robischeau; Yes, Selectman Surette; Yes, Selectman Zacher; Yes.

MOTION: Selectman Zacher motioned to exit 91-A:3 II (c) session and to seal Non-Public 10/26/2021 minutes indefinitely. Selectman Surette seconded, all in favor, motion carries.

ROLL CALL: Selectman Robischeau; Yes, Selectman Surette; Yes, Selectman Zacher; Yes.

Ed Comeau asks the BOS for permission to contact and enquire with DocStar for information on Municipal Document Digitalization process. The information is well needed as Brookfield advances into digital process. Selectman Robischeau humbly thanks Ed Comeau and agrees that it will be very useful and gives him permission to make contact.

- ***Mail/Bills:*** Deputy Treasurer Joanne Dolbear read bills into record.

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

Meeting adjourned at 7:28 pm.

The next regular Selectmen's meeting is scheduled for November 9, 2021, at 6:30 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant