



SELECTMEN'S MEETING MINUTES

November 9, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectmen Rick Surette (Absent), Marilou MacLean, Joanne Dolbear, Craig Evans, Ed Nason, Ed Comeau, Cassandra Rodil.

- **Approval of Minutes:** 10/26/2021

MOTION: *Selectman Zacher motioned to accept 10/26/2021 minutes as written. Selectman Robischeau seconded, all in favor, motion carries.*

- **Public Comment:** Craig Evans; Mr. Evans inquiries about the status of the road striping on Moose Mountain and we were able to find a company yet to do the small job? It is understood that due to labor shortages with COVID-19 it has been difficult to obtain a company. Mr. Evans has spoken with a gentleman who is willing to volunteer to do the line painting with the assistance and or observation by a selected person. the contact info will be forwarded to the Selectman for consideration

In addition, Mr. Evans offers to look at the previous 1976 Warrant to look for clearer definitions, as to if tree cutting done by Eversource on scenic roads will require a hearing.

- **Treasurer:** Marilou McLean; Marilou was informed by DRA on the new Room in Meal Tax based off of the 2020 census and Brookfield will receive a \$5400 tax benefit to include into the 2022 revenue. Also, since the population of Brookfield is more than 750 people and has grown to nearly 800 people, outside agents for auditing will need to be obtained. The current auditors will have to resign. Once an outside agent is selected or assigned a meeting with department heads will be scheduled to go over necessary proceedings.
Marilou read a thank you letter received from James Wiggin. He Thanks the town of Brookfield for the courtesy and care that was extended to hold the Funeral Service for his wife in the townhouse. To show his gratitude he has made a donation of \$600 to the town of Brookfield.

MOTION: Selectman Robischeau motions to accept and deposit the \$600 donation into the general fund. Selectman Zacher seconded. All in favor, motion carries.

Marilou explains to the Selectmen that it is wise for the Deputy Tax Collector Rose Zacher and Deputy Town Clerk Karen Servacek to have access authority to upload to the DRA Portal, she asks the Selectmen to consider and make a Motion.

MOTION: Selectman Robischeau motions to give permission for Mrs. Zacher and Mrs. Servacek to have access authority to upload information to the DRA Portal. Selectman Zacher seconded. All in favor, motion carries.

- **Cemetery Trustees:** Craig Evans; Mr. Evans reports that the next meeting will be held in a couple of weeks. Due to the Holidays the date is yet to be determined.
- **Planning Board:** Ed Comeau; Met on 11/8/2021. The board continued to work on the PWSF Ordinance. They also drafted the REC1 Conditional Use Permit Application. They also scheduled the Gravel Pit Inspections, which are scheduled to take place in the next week. They also discussed their role in handling setback clarifications as a recent issue the ZBA had concerning a 2 acre lot versus a 1 acre lot. Mr. Comeau also updates us that he has been in touch with a representative from DOC STAR. The representative would be happy to come to a scheduled Selectmen meeting to discuss how they can assist the town of Brookfield in the digital document control process. Selectman Robischeau suggest to set up the meeting to be had at the BOS meeting on 12/14/2021.
- **Z BA:** Selectman Robischeau.
 #1: Map? Lot 36 application for variance is suggested to go into pending due to the construction type change.
 #2: Map30 Lot5 Application for Variance will be changes to a suggestion of application for Acceptance. An abutters hearing will be scheduled shortly, and it will be announced appropriately.
- **Road Agent:** Ed Nason; the Geo grid installation for a driveway on Stonham Road has been completed for a few weeks now and appears to be successful and is working as expected. Coming up work will be blowing roadsides on the dirt roads to prep for grading before the ground freezes and for additional ledge removal in certain areas. Salt supplies were ordered three weeks ago and have arrived! Some salt reserves will be put aside for fall and spring salting but the rest will be mixed with sand to prepare for the upcoming winter season. Class 5

to Summer Camp Rd maintenance includes screening and fill to build the road up and widen it for water mitigation and safer passage.

- **Archivist:** Craig Evans; The proposal for book #4 has just been received, for the amount of \$5900 which includes conservation restoration and digitalization. Because microfilm is being outsourced sourced it should be considered to do a TIFF and or a PDF digital reproduction to take place of the microfilm. Those files would then be submitted to the State of Archives. It is suggested to pay the sum of \$5900 up front even though there is a delay on the conservation and available till the spring of the 2022. Therefore, allowing us to stay on track and continue to move forward and budget for doing the next book also in 2022.

MOTION: Selectman Zacher motions to accept and pay the proposal for Book#4 restoration, for \$5900 and no more than \$6000 to be processed immediately. Selectman Robischeau seconds. All in favor, motion carries.

- **Townhouse Updates:** Selectman Zacher inquirers on the progress with the window preservation for the Townhouse. Archivist, Craig Evans explains that the Preservation Alliance has a directory of Window Preservation Specialists. After discussion and based off of qualifications it seems it is best to wait for his next opening in the spring as scheduled. Selectman Robischeau will follow up with Women In Motion for painting quote excluding the stencil work.

Selectman Zacher read a Supplemental Intent to Cut for Map2 Lot6.

MOTION: Selectman Zacher motions to accept the Supplemental Intent to Cut for Map2 Lot6. Selectman Robischeau seconds. All in favor, motion carries.

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

MOTION: Selectman Zacher motions to accept and pay bills as read on record by Marilou. Selectman Robischeau seconded. All in favor, motion carries.

- **Tax Rate:** The Selectmen met live and explained the process of setting the Tax Rate and the amount of the Buydown Rate for proposing the new Tax Rate for Brookfield. After calculations a proposed Tax Rate of 17.71 per \$1000 was submitted on the DRA Portal. The Selectmen will wait for approval from the DRA and make any adjustments if necessary.

MOTION: Selectman Zacher motions to approve and submit the Preliminary Tax Rate at 17.71. Selectman Robischeau seconded. All in favor, motion carries.

- **Budget Review:** The BOS met and went over the 2022 proposed budgets and expenditures for the Department's, more review will continue at the next BOS meeting no final decisions or motions were made.

Meeting adjourned at 8:33 pm.

The next regular Selectmen's meeting is scheduled for November 23, 2021, at 6:30 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant