



SELECTMEN'S MEETING MINUTES

November 23, 2021

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectmen Rich Zacher, Marilou MacLean, Joanne Dolbear, Mark Stengel, Peter Donnelly, Ed Comeau, Cassandra Rodil.

- **Approval of Minutes:** 11/9/2021

***MOTION:** Selectman Robischeau motioned to accept 11/9/2021 minutes as written. Selectman Zacher seconded, all in favor, motion carries.*

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

***MOTION:** Selectman Surette motioned to accept Non-Public minutes as written and seal indefinitely. Selectman Zacher seconded, all in favor, motion carries.*

- **Approval of Non-Public Minutes:** 11/12/2021

***MOTION:** Selectman Robischeau motioned to accept Non-Public minutes as written and seal indefinitely. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comment 1:** Mark Stengel; Inquires about the home schoolers usage in the Old School House and who is paying for the extra expenses of utilities. Selectman Robischeau explains that the homeschool group has reserved the Old School House from Monday-Friday 9am-2pm, However they are only occupying the space for 2 – 3 days a week. The extra expenses will be paid for through the Municipal budget. Brookfield does not oversee the schooling of home schooler as they follow a home school curriculum and that local nonprofit groups will be considered by the BOS for use of the Town House.

Mr. Stengel also would like to know the status on the approved purchase of a bookshelf for the Town Office and why residents were not asked to build one at a lower cost? Selectman Zacher explains that the shelf was ordered from Hubbington's, to specific measurements for the town books and binders and in comparison, to other stores, it was a very reasonable price for quality furniture. Selectman Robischeau asks Mr. Stengel if in the future he would be interested in doing municipal projects of the sort? Mr. Stengel responded that he would take it into consideration.

Mr. Stengel would like to know why TENS Constructions grader was parked at the end of Brice Drive for 3 weeks? Selectman Robischeau was unaware of this claim and reminds Mr. Stengel that in an event as such, that he should contact BOS right away.

- **Public Comment 2:** Peter Donnelly; Inquires as to why Tens Construction requested a Dig Safe permit on Palmer Drive months ago? Selectman Robischeau thinks that it may have been a safety precaution in preparation for the needed ditching.

Mr. Donnelly also would like to know who is responsible for cleaning the space the home schoolers are utilizing and who is responsible for any damages caused by the home schoolers? Selectman Robischeau reassures Mr. Donnelly that the home schooling group is and has been cleaning the space regularly after uses and that the Town House/Old School House has liability insurance. Mr. Donnelly feels that a separate damage agreement should be put in place. Selectman Robischeau thinks it's reasonable to draft such agreement and have it signed by the home school group.

- **Heritage:** Marilou MacLean; Heritage met last week. Next meeting will be on 12/4/2021 and they will set up the Christmas tree in the Town Office for the holiday.
- **Treasurer:** Marilou MacLean; More work on the proposed 2022 Budget Reports will need to be done later at tonight's meeting.
- **Planning Board:** Selectman Surette; Next meeting will be on 12/13/2021.
- **ZBA:** Selectman Robischeau; The applicant on Piney Road has decided to not move forward with the original carport installation plan but rather get a Petition Warrant Article signed and in place to change the side setback requirement in Cedar Park. Her proposed change would be reducing the side setback from 40ft to 15ft. After the needed signatures are acquired, it will go in front of the Planning Board.

The other outstanding applicant will be contacted and informed that the resume of the application will be addressed after the holiday.

Selectman Robischeau announces that there is an opening on the ZBA, any interested people should send an email to ZBA.

- **Road Agent:** Selectman Zacher; The salt and sand was mixed up and ready to go. Selectman Surette still plans on meeting with Mr. Nason to go over road signage.
- **Old Business:** The new Health Officer has been contacted and would like to meet with Dr. Marsh to go over the position details in more depth. Selectman Robischeau will co-ordinate the meeting.

Quotes for the Town Report Books have come in and RC Brayshaw came in not only highly recommended but with the most affordable price of about \$700.00. Based on the price it is considered to add that to the 2022 Budget.

- **New Business:** A resident on Clark Road submitted an Invoice for \$140.00. The price was for gravel that he had to install at the end of his driveway from when the trenching was done a divot was put at the end of the driveway. After significant discussion the BOS decided that since the trenching work performed was done within the right of way, the reimbursement will not be made, however the issue will be brought up with the Road Agent and he will be asked that in the future he be considerate and back rake at the end of driveways.

Selectman Zacher would like to ask our IT Professional to give a quote to include in the 2022 Budget, for making changes to the office computer system. Changes such as upgrading computer software, allowing all computers to access all resources such as printer/scanners and files with permissive logins and access for remote work.

BOS discuss and clarify the different types of Petition Warrant Articles and their processes.

BOS discuss their thoughts on having the Special Event Permits being managed by the BOS rather than the Planning Board. Selectmen feel that it may be appropriate depending on the terms.

- **Administrative Assistant:** Cassandra Rodil; A quote was submitted for the ordering of a suggested Auto Hand Sanitizer for the front entryway. Auto Sanitizer-\$70.00, 1 Gal Sanitizer-\$27.00. In efforts to mitigate contagions, it seems responsible to make the purchase.

MOTION: *Selectman Zacher motions to go into Non-Public 91-A:3 II (a) at 7:09pm. Selectman Surette seconded. All in favor, motion carries.*

ROLL CALL: *Selectman Robischeau-YES, Selectman Surette-YES, Selectman Zacher-YES*

MOTION: Selectman Robischeau motions to come out of Non-Public 91-A:3 II (a) at 7:34pm. Selectman Zacher seconded. All in favor, motion carries.

MOTION: Selectman Zacher motions to seal Non-Public 91-A:3 II (a) meeting minutes indefinitely. Selectman Robischeau seconded. All in favor, motion carries.

Selectman Surette asks that under 501- (c):3, BOS wave the rental cost of the Town House usage for the Saturday Wolfeboro Farmers Market.

MOTION: Selectmen Surette motions to wave the rental fee for Wolfeboro Farmers Market under 501- (c):3. Selectman Robischeau seconded. All in favor, motion carries.

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

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

- **Proposed 2022 Budget:** 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.
- **Trust Fund Transfers:** It is time to do Trust Fund Transfers that were voted on per Warrant Article. The transfers are from the Town of Brookfield to the specific Trusts, which are as followed:
 Warrant Article #4: Road & Bridge Capital Reserve - \$75,000.00
 Warrant Article #6: Town House Repair Capital Reserve - \$10,000.00
 Warrant Article #8: Records Preservation - \$91,000.00
 Warrant Article #9: Property Revaluation Expandable Trust - \$6,000.00
 Town House Plaster Repair - \$34,000.00
 Records Preservation - \$3,000.00

MOTION: Selectman Zacher motions to authorize transfer of funds from town to trust accounts for Warrant Article #4: Road & Bridge Capital Reserve - \$75,000.00, Warrant Article #6: Town House Repair Capital Reserve - \$10,000.00, Warrant Article #8: Records Preservation - \$91,000.00, Warrant Article #9: Property Revaluation Expandable Trust - \$6,000.00, Town House Plaster Repair - \$34,000.00, Records Preservation - \$3,000.00, Cemetery Maintenance - \$500.00. Selectman Robischeau seconded. All in favor, motion carries.

- **Warrant Articles to be Drafted:**

Due to Employee Compensation Increases, Elected Officials will need to have Warrant Articles Drafted to be voted on. They are as followed: Town Clerk, Tax Collector, Treasurer, Supervisors of Checklist and Moderator.

Meeting adjourned at 8:22 pm.

The next regular Selectmen's meeting is scheduled for December 14, 2021, at 6:30 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant