



SELECTMEN'S MEETING MINUTES

March 22, 2022

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectmen Rick Surette, Cassandra Rodil, Joanne Dolbear, Karen Servacek, Diane Smith

Selectman Robischeau has been re-elected to serve another 3-year term.

- **Board Re-Organization post 2022 Election:**

MOTION: Selectman Robischeau motioned to appoint Selectman Surette as Chairman for 2022. Selectman Zacher seconded, all in favor, motion carries.

MOTION: Selectman Surette motioned to appoint Selectman Zacher as Vice-Chairman for 2022. Selectman Robischeau seconded, all in favor, motion carries.

- **Approval of Minutes:** 2/22/2022 & 3/8/2022

MOTION: Selectman Robischeau motioned to accept 2/22/2022 & 3/8/2022 minutes as written. Selectman Zacher seconded, all in favor, motion carries.

- **Planning Board:** Selectman Surette; Planning Board met on 3/14/2022 at a Public Hearing for the minor sub-division on Map18-Lot20. A Public Hearing continuance on the matter is scheduled for 4/11/2022.

- **Treasurer:** Joanne Dolbear; Delegated Deposit Authority forms for Town Clerk, Tax Collector and Treasurer need to be updated/signed and Policy reconfirmation is needed on a couple of yearly policies.

MOTION: Selectman Zacher motioned to Adopt the 2021 Investment Policy as the 2022 Policy. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Zacher motioned to Adopt the 2021 Drug Free Workplace Policy as the 2022 Policy. Selectman Surette seconded, all in favor, motion carries.

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

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

Selectman Surette read a heart felt card sent in by the out-going Town Clerk, Virginia McGinley who expresses words of appreciation for the acknowledgment of her 35-years as Brookfield Town Clerk. She thanks the residents and co workers for so many great years!

- **New Business:** Joanne Dolbear explains that she has been working with the Auditor from Plodzic and Sanders for the upcoming audit. They are working together to set up a date for a meeting to do additional reviewing and preparations. In addition, they would like Brookfield to prepare an Audit Analysis for discussion. Joanne has asked for clarification on the requirements needed for such analysis and the cost breakdown for a year or multiyear engagement of services.
- **Carry In:** Selectman Surette would like to start thinking and discussing the development of the land behind the Town House. In years prior it has been suggested to develop the land into an accessible area such as a park for the community. Selectman Robischeau suggests forming a committee to aid in the possible community area.
- **Selectmen Liaison Appointments will be re-organized as followed:**
 - Selectman Surette-ZBA, Heritage, Joint Loss
 - Selectman Zacher- Planning Board, Cemetery Trustees
 - Selectman Robischeau- Trustees Trust Fund, Conservation

New Appointment for Jeremy Marcotte to the Conservation Commission.

MOTION: Selectman Zacher motioned to appoint Jeremy Marcotte as a member to Conservation Commission. Selectman Surette seconded. All in favor, motion carries.

MOTION: Selectman Zacher motioned to enter Non-Public Session 91-A:3 II (c) Selectman Robischeau seconded. All in favor, motion carries.

ROLL CALL: Selectman Surette, yes. Selectman Zacher, yes. Selectman Robischeau, yes.

Non-Public Session entered at 6:47 pm.

MOTION: Selectman Zacher motioned to come out of Non-Public Session. Selectman Surette seconded. All in favor, motion carries.

ROLL CALL: Selectman Surette, yes. Selectman Zacher, yes. Selectman Robischeau, yes.

MOTION: Selectman Zacher motioned to seal Non-Public minutes indefinitely. Selectman Robischeau seconded. All in favor, motion carries.

- **Administrative Assistant:** Cassandra Rodil; The long-awaited new printer/copier has been delivered, installed and is performing wonderfully!

Meeting adjourned at 7:13 pm.

The next regular Selectmen's meeting is scheduled for April 12, 2022 at 6:30 PM in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant