



SELECTMEN'S MEETING MINUTES

April 12, 2022

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectmen Rick Surette, Cassandra Rodil, Joanne Dolbear, Karen Servacek, Diane Smith, Ed Nason, Craig Evans, Peter Donnelly, Marc Stengel.

- **Approval of Minutes:** Public Minutes 3/22/2022, Non-Public Minutes 3/22/2022

MOTION: *Selectman Robischeau motioned to accept 3/22/2022 public minutes as written. Selectman Surette seconded, all in favor, motion carries.*

MOTION: *Selectman Surette motioned to accept 3/22/2022 non-public minutes as written. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comment 1:** Dianne Smith; Upon reviewing public documentation she believes that there is a significant anomaly regarding the Zoning Ordinance; Warrant Article. 2. A. 3 .C She provides the Selectman with documentation and specifically asked to attend a non-public meeting with Selectman and Planning Board to discuss the proposed anomaly.

The select men will review the documentation.

- **Public Comment 2:** Peter Donnelly; Asks why the State-owned part of Lyford Rd. and Drew Farm, Curries Way have Seasonal Rd postings by Brookfield?

The Selectman explain that since that Drew Farm, Curries Way Road are now deeded to Brookfield, because of that we are obligated to post those town roads. The Road agent also explains that there is an agreement between the DOT and Brookfield that Brookfield will post the state section of Lyford Road because it is a small section connected to town roads.

- **Public Comment 3:** Craig Evans; On behalf of and as a member of the Brookfield – Wakefield Historical Society he asks if a direct link for the Historical Society can be added to the Town website.

The Selectmen are happy to add it to the website and advise him to send the link to the Administrative Assistant.

- **Public Comment 4:** Karen Servacek; An organized group are putting together a Retirement / Recognition Party for outgoing Town Clerk, Virginia McGinley and outgoing Treasurer

Marilou MacLean. They are asking the Selectmen with aid in funds for the amount of \$300.00 for needed supplies.

The Selectmen ask for them to include the outgoing Moderator Dr. William Marsh

MOTION: Selectman Zacher motioned to approve expenditure of \$300.00 for supplies for the Retirement / Recognition party. Selectmen Robischeau seconded, all in favor, motion carries.

- **Cemetery Trustees:** Craig Evans; The Trustees plan to meet in May. They will be moving forward with the excavation of the new field, installation of the final Veterans Memorial Dedication Marker and the new gate installation. Mr. Evans will be sending to Selectmen the letter for Appointment Approval for Alternative, David Newman.

- **Planning Board:** Selectmen Zacher; Planning Board met on 4/11/2022 on the continued Simone Sub-division. The hearing will be continued to be heard on 5/9/2022.

- **Road Agent:** Ed Nason; The road crew has finished high liming and has picked up the brush they have cut. The Selectmen ask Mr. Nason to have the crew also pick up some of the debris left from when the power company recently did high liming as well. Next on the schedule is to take care of the spring clean out on the culverts, and also do a couple of culvert installs with necessary storm drain grates he suggests ordering a couple extras to have on hand. Road grading will start next week and there has also been some progress behind the Town Offices on some spring cleanup where the equipment is stored.

- **Treasurer:** Joanne Dolbear; Necessary information has been given to the Auditors for the MS 535 and it should be finalized shortly. Joanne is waiting to hear from DRA on clarification on a couple of the Warrant Articles so that the MS 636 can be completed and filed in the next couple weeks. The authorized signatures for the Heritage Commission account will be changed in the upcoming week. The Town of Wakefield is having a Public Hearing on April 27th fee schedule change on dump permits. Where they would increase the fee to \$20. If passed, it's likely Brookfield would also have to have a fee schedule change for dump permits. Joanne also reminds the Selectmen that the Joint Loss Management Committee is required to meet annually and so it is time to have the group reorganized and set a date immediately for an employee inclusive meeting. The 2021 auditors Engagement Letter was received, and they plan on coming May 9th and 10th of 2022. Some clarification is needed from Plodzick Sanderson on the cost for the Engagement Term. Joanne asked for a motion to clarify that the Road Deed for Drew Farm \ Curries Way has been accepted by Selectmen.

MOTION: Selectman Surette motioned to accept Road Deed for Drew Farm / Curries Way. Selectman Zacher seconded, all in favor, motion carries.

- **Tax Collector:** Diana Peckham; As required Mrs. Peckham provides to Selectmen, a yearly form from the Board of Tax Land Appeal, reflecting a list of when the Tax Bills were sent out for the previous year. Yearly Tax Deeding from Liens in 2019 to be paid in 2022 are as

followed: Map 18 Lot 4-L, Map 18 Lot 4-D, Map 4 Lot 14. Mrs. Peckham asks the Selectmen to review and decided to accept or waive the Tax Collector Deeds for property.

- **Emails:**

- Tucker Road has a recently missing stop sign and residents would like it replaced; Selectmen agree to have it replaced.
- New owners of Mooseview Drive would like to know how to get a private road sign? Selectmen agree to order the sign however the owners would have to cover the cost, the road agent will order it when he make the additional needed sign order.
- A 91:A request for documentation on a modified T.E.N. Construction bill with a suspected overpayment from and invoice in 2019 has been requested. The Selectmen unanimously agree that due to the length of time the books have been closed, that they will not reopen the books.

- **New Business:**

Selectman Surette would like to propose getting estimates on a change of land use around the Town Offices and Salt Shed.

- Estimate 1: To obtain and install good gravel around the salt shed to store road equipment.
- Estimate 2: To erect a garage for winter maintenance on the road equipment.
- Estimate 3: To remove old existing garages behind Town Offices.
- Estimate 4: To lay loam, gravel and fencing for Park Area behind Town Offices.

The Selectmen will be looking for comments on the matter at the following meetings.

Selectman Zacher discusses the need for more office space as we have been out growing the Town Office. It has been suggested that the public Board meeting room be turned into cubicles and all Board meetings be held in the Town House next door.

The Selectmen will be looking for comments on the matter at the upcoming meetings.

Saturday Coffee with the Selectmen will resume this month on April 30th from 8am-10am in the Town House. It will continue to run on the last Saturday of each month.

Planning Board would like to request a joint meeting with the Selectmen and Brookfield's Legal Counsel. The proposed date would be 4/28/2022 at 5pm.

Received recently is a formal proposal to convert Tax Maps with overlay by GIS. The documentation packets have been provided to Selectmen for review and comments will be heard at next meeting.

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

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

MOTION: Selectman Robischeau 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 of 4/12/2022 indefinitely. Selectman Surette seconded. All in favor, motion carries.

- **Timber Monitor:** Selectmen Zacher;
 - Intent to Cut: Map 17?
 - Intent to Excavate: Smith Pit Map 11 – Lot 1
 - Gravel Tax: Smith Pit Map 11 – Lot 1 for \$27.30
 - Timber Yield Tax: Map 15 - Lot 13A for \$657.00
 - Timber Yield Tax: Map 43 – Lot 1 for \$2000.00

MOTION: Selectman Zacher motioned to approve Intent to Cut, Intent to Excavate and Warrants. Selectman Robischeau seconded, all in favor, motion carries.

Porter Office Machines has sent in for signing the new service and maintenance agreement at a cost of 0.008 per a page.

The Selectmen unanimously agree to accept and sign the agreement-no motion made.

- **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.

MOTION: Selectman Zacher motioned to approve Property Deeding for Map 18 Lot 4-L, Map 18 Lot 4-D. Selectman Surette seconded, all in favor, motion carries.

Meeting adjourned at 7:46 pm.

The next regular Selectmen's meeting is scheduled for April 26, 2022 at 6:30 PM in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant