



SELECTMEN'S MEETING MINUTES

August 23, 2022

ATTENDANCE: , Selectman Rick Surette, Selectman Rich Zacher, Selectman Brian Robischeau, Joanne Dolbear, Karen Servacek, Diana Peckham, Susan Raban,, Ed Comeau, Mark Stengel, Peter Donnelly, Peter Mallow, Ken Premo, Cassandra Rodil

- **Approval of Minutes:** 7/26/2022 Meeting Minutes, 7/19/2022 Non-Public Meeting Minutes.

MOTION: *Selectman Surette motioned to accept 7/26/2022 public minutes and 7/19/2022 Non-Public minutes as written. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comment 1:** Rose Zacher; Asks the BOS to consider further action to aid in the cleanup of the Allen Barn on rt. 109 and also to consider having the abandoned utility trailer on Cottle Hill removed.
Selectman Surette: There is a plan to send a second notice of clean up to the Allen homestead urging for a swifter cleanup of the dilapidated barn. After discussion, its agreed to make arrangement to have the trailer removed.
- **Public Comment 2:** Peter Mallow; Asks if there is still a commitment to continue the road work on the section of Tumbledown Dick Rd to Camp Rd?
Selectman Surette confirms that there is still a commitment. There just has been a delay as we transition into a new Road Agent.
- **Public Comment 3:** Ken Primo; Realizes a new Road Agent has been hired and hopes that the new Road Agent will maintain the areas on Tumbledown Dick Rd that have had the work. Currently the areas have not had maintenance this year and it needs maintenance before winter. The brush is growing in on the side making passing difficult and the heavy rainstorms that we have received have cause a washout. If not properly maintained, it could undermine the integrity of the work that has been done to sections.
Selectman Surette understands the concern and has made the new Road Agent Chris Kinville very aware of it. And states that Mr. Kinville plans on making it his full-time job to repair and maintain the roads to the best of abilities. Tumbledown Dick Rd is one of a

few roads that need immediate attention however storm water mitigation work is a priority, then other priority projects will promptly be addressed.

- **Public Comment 4-1:** Mark Stengel: Asks the BOS if they have done any more investigation in the report from NHDES?
Selectman Surette: There will be no further discussions on the NHDES cleanup. The matter has been delt with and is closed. Period.
- **Public Comment 4-2:** Mark Stengel: Informs the BOS that the flag in the cemetery needs to be removed and replaced as it is unsightly condition.
Selectman Surette thanks him for the update and will see to the removal and replacement ASAP. Selectman Robischeau volunteers to take it down in the next hours.
- **Public Comment 5:** Peter Donnelly; Mr. Donnelly understands that there won't be further discussion on the NHDES cleanup report but asks the BOS to consider putting the report on the website for the public to review and in support of transparency?

MOTION: Selectman Surette motioned to post the NHDES report on the website. Selectman Robischeau seconded.

Selectman Zacher feels that there needs to be clarification before placing the report online as some parts are confidential.

- **Town Clerk:** Karen Servacek; Provides this month's Revenue Report for review. Election will be on September 13, 2022, at 7 pm in the Town House. Absentee Ballots and New Voters Registrations are available for pick up. New policies note that when they are returned, they cannot be accepted by any one other that the Town Clerk and the Supervisors of check list directly in person or via Postal Service and in no other form or way. Updates on proof of identification needed as well as protocol are listed on the website under the Voting and Election tabs. There will be a Town Clerks Association meeting in October, and she plans on attending. The Dog Officer will be holding a Rabies Clinic in Wakefield and updates on day and time will be posted.
- **Tax Collector:** Diana Peckham; Reminders will be sent out this week to property owners who have delinquent taxes. The Tax Collectors Convention will be September 6,7,8, 2022. She and Deputy Tax Collector, Rose Zacher will be attending the convention daily. Rose Zacher shares that she learned at the Tax Collectors Certification she has attended, that no tax payment shall be accepted by anyone other than the Tax Collector and Deputy Tax Collector. Payments can be made in the office on scheduled hours for the Tax Collector, mailed via Postal Service and by making an appointment.
- **Treasurer:** Joanne Dolbear; The MS535 is ready to be signed and submitted. Once it is submitted the Auditors will set and appointment for review and acceptance. Form 60A also needs to be signed and submitted for the verification of the hiring of Plodzic and Sanders to do auditing for Brookfield. Brookfield has the opportunity to receive the Bridge & Highway Block Grant Fund in the total amount of \$33,452.00. A Public Hearing would need to be

scheduled for the acceptance of these funds. She suggests also holding in conjunction with the Public Hearing a second Public Hearing for a Proposed Schedule Fee Change. As a result of legislative changes, the Covid Relief Funds that Brookfield has received can now be allowed to be used on updates and improvements and she ask the BOS to consider putting it to well needed computer upgrades before the end of the year. Some changes to payroll are needed in order to comply with state Labor Laws. Currently employees get paid once a month and at least 2 weeks after the time sheet has been submitted, only because checks get signed at the BOS meetings which fall on the 2nd and 4th Tuesdays of the month. The suggestion gets made to change the BOS meetings to 1st and 3rd Tuesdays so that payment can be made to employees within the required amount of time. A new DRAFT Building Key Holders Policy is up for review. A donation for \$100.00 from the Kingswood Lake Association for the Heritage Commission Fund has been received.

After discussion of the needed hearing and other pressing topics the BOS decide to have 2 Public Hearings on September 20, 2022, for the Bridge/Highway Block Grant and the Proposed Schedule Fee Change. They Also choose to change the BOS meetings as suggested. They feel that computer upgrades are necessary and that is an appropriate way to spend the relief funds. They will review the key policy and address that soon.

MOTION: Selectman Robischeau motioned to accept the \$100 donation to the Heritage Commission Fund, from the Kingswood Lake Association. Selectman Zacher seconded, all in favor, motion carries.

A check from TEN Construction in the amount of \$900 for the shop rental has been received. In addition, TEN Construction has submitted a request for reimbursement for the Road Agent cell phone bill in the amount of \$900.00.

Joanne has also added a new column to the Expense Reports titled "Obligations"

- **Moderator:** The new Moderator has sent communication and has asked when he can come to the Town House and set up for Election on September 13, 2022?
After reviewing schedules, the BOS schedule a set up date for September 10, 2022 at 10am.
- **Supervisors of the Checklist:** Susan Raban; Will be attending a training session in Wolfeboro to cover the changes for new voter's registrations. She would like to get the word out of the changes on the website so that people understand the new requirements and are prepared to bring the required documentation.
Karen Servacek adds that there are complete instructions and documentation requirements on the website currently under the Voters/Election tab, on the info board and in the kiosk on the front of the building but non the less will aid in getting the info out there.
- **Cemetery Trustees:** Selectman Zacher; A proposal from Longmeadow has been accepted for \$16,800 to do the restoration project in the Town Cemetery. Scope of work will include excavation, fertilization, loom, and hay seed. The work is set to start immediately. A check for \$8,400.00 needs to be released so the work can start.

- **Road Agent:** New Road Agent is Chris Kinville and he will officially start on September 1, 2022.
- **JLMC:** Next meeting will be on September 14, 2022 at 12:30pm.
- **Communications Committee:** Selectman Zacher; Eversource is expected to complete their work by August 25, 2022. Once it is confirmed that the work is completed Breezeline will be able to start their work to bring highspeed internet services to the unserved areas of Brookfield.
- **Carry In:**
 - A group of Brookfield ladies would like to use the Town House for a private meet & greet with discussion, on September 17, 2022 from 10am-12pm.

MOTION: Selectman Zacher motioned to use the Town House for the private gathering, free of charge. Selectman Robischeau seconded, all in favor, motion carries

- Town Coffee will be canceled this month as it falls on a holiday weekend.
- We are out of storage space and should consider creating shelves for cold storage in the back room/radio room.
- White Mountain oil has sent in their yearly quote/ lock in price for propane.

MOTION: Selectman Zacher motioned to authorize the use of the back room for storage and have Steve Bailey install shelving. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Zacher motioned to accept the quote from White Mountain Propane. Selectman Surette seconded, all in favor, motion carries.

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

MOTION: Selectman Zacher motioned to accept bill read into record. Selectman Surette seconded, all in favor, motion carries.

Selectman Robischeau suggests that with the change of Selectmen meeting dates to perhaps change the time to 6pm.

MOTION: Selectman Robischeau motioned to change the Selectmen Meetings to 1st & 3rd Tuesdays of the month at 6pm, Starting on September 6, 2022 and that the Public Hearing for September 20, 2022 start at 5:30pm. Selectman Zacher seconded, all in favor, motion carries.

Meeting adjourned at roughly 7:43 pm.

The next regular Selectmen's meeting is scheduled for September 6, 2022, at 6:00 PM in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant