



SELECTMEN'S MEETING MINUTES

October 4, 2022

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

- **Public Comment 1:** Annie Robbins; Asks the Selectmen if the Town House would be available for a Bi-Partisan Candidate quorum?
Selectman Surette informs Ms. Robbins that yes, the Town House is available for public use and to contact Cassandra Rodil to discuss the application, fee and scheduling.
- **Public Comment 2:** Mark Stengel; Asks the BOS if the Newsletter will be back in circulation in the Tax bills? Many people enjoyed the newsletter and would like to see it re-instated.
Selectman Surette and Karen Servacek confirm that it was a topic that came up in the Brookfield Ladies Group held last month and a few women would like to volunteer their time to work on the task as it has always been a wonderful addition to the Tax bills and very informative. Efforts are underway to hopefully get one out for November Tax bills.
- **Heritage Commission:** Marilou MacLean; Many thanks to the Selectmen who took time to see that the new flag was rehung in the Town House, it was nice to see it up for the Election! Robert and Karen Servacek donated a new stage flag as the previous one was showing age. Thank you, Robert and Karen! Marilou asks the BOS if there is a reason for the large blue foam board that is being stored in the Town House office and if it could be moved?
Selectman Zacher explains that it was donated by Cassandra Rodil for the purpose of cutting and installing in the unusable floor vents as they are not sealed and are a heat loss. The project is intended to be done in the next couple of days.
Marilou presents a letter of recommendation to appoint Sandra Pace as the new Heritage Commission Alternate and asks the BOS to make a motion. Marilou will be speaking and presenting a PowerPoint for the Wakefield/Brookfield Historical Society and refreshments will be served. It will be a fun and informative event. It will be held on 10/11/2022 at 7pm in the Town House! The Heritage Commission are thinking about doing a redo of

the previously held Christmas Breakfast in December and she asks the BOS to look at their schedules and get back to her as to their availability. Agnes MacDonald is being nominated to receive the Town Cane and would like to ask the Selectmen to make time to present it to her at her home and take some photos to document the special occasion. The previous schedule window restorer assigned to the Town House project can no longer fulfill his obligation. A new window restorer from Alton, James Decanter and his assistant have looked at the project and have put together a proposal for the project. The cost will be slightly higher than budgeted for. The Selectmen would like to see a full line up of the projected numbers for not just the windows but also the paint, stenciling and floor restoration, with a 2 yr timeline till completion so that it can all be budgeted for appropriately.

MOTION: Selectman Surette motions to appoint Sandra Pace as the Heritage Commission Alternate. Selectman Robischeau seconded. All in favor, motion carries.

- **Planning Board:** Next meeting is on 10/10/2022
- **Cemetery Trustees:** Next meeting is on 10/5/2023
- **Treasurer:** Joanne Dolbear; The Auditors suggested a Fund Balance Policy and Conflict of Interest Policy be adopted. The policies have been drafted and reviewed and is ready to be signed.

MOTION: Selectman Robischeau motions to sign and accept the Fund Balance Policy. Selectman Surette seconded. All in favor, motion carries.

MOTION: Selectman Surette motions to sign and adopt the Conflict-of-Interest Policy. Selectman Robischeau seconded. All in favor, motion carries.

- **Road Agent:** Chris Kinville; The potholes on Lyford Rd. have been filled for the time being. A gravel order has been made and once received it will be spread to bring the road up to winter maintenance status. Some patch has been added to some other potholes on the paved roads and an additional speed limit sign has been ordered for Lyford Rd.
- **Emergency Management:** Selectman Surette; A scheduled Zoom meeting will be taking place on 10/5/2022 at 1pm for the purpose of gathering necessary data need to include Brookfield in a Multi-Jurisdictional Hazard Mitigation Plan with the town of Wakefield.
- **Communications Committee:** Selectman Zacher; Has requested an update from Breezline and is waiting to hear back.
- **Old Business:**
 - The It Proposal received for updating the computers, is for roughly \$30k to bring the computers and software up to standard operating levels. Covid Relief Funds

have been received and if seen fit by Selectmen the Covid funds can be used to cover the cost.

Selectmen Zacher explains the benefits and the need to make the upgrade.

MOTION: Selectman Zacher motions to accept the \$30k IT Proposal and move forward with the necessary upgrades. Selectman Surette seconded. All in favor, motion carries.

- **Carry In:**
 - Saturday Town Coffee will be changed to Selectmen hours it will be held on the last Saturday of the month from 8am-10am during Town Clerks hours!
 - Brookfield Ladies Group would like to meet again in the Town House on 11/12/2022 from 11am-1pm.
- **Archivist:** Craig Evans; The Town Historical Book that was paid for last year, has been picked up and the next one has been dropped off. It's projected to be ready for pick up in late October. In that event the final two will then be dropped off for preservation.
- **Bills / Mail:** Joanne Dolbear read bill into record.

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

- **Budget Review**

Meeting adjourned at 7:21pm.

The next regular Selectmen's meeting is scheduled for October 18, 2022 at 6:00 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant