



SELECTMEN'S MEETING MINUTES

November 1, 2022

ATTENDANCE: Selectman Rick Surette, Selectman Rich Zacher, Selectman Brian Robischeau, Joanne Dolbear, Karen Servacek, Rose Zacher, Marilou MacLean, Craig Evans, Leah Gage, Chris Kinville, Ed Comeau.

- **Approval of Minutes:** 10/18/2022

MOTION: Selectman Zacher motions to accept the 10/18/2022 minutes as drafted. Selectman Surette seconded. All in favor, motion carries.

- **Town Clerk:** Karen Servacek; Wanted to say Thank You to everyone especially Chris Kinville on the clean up around the Town Office property. It looks great!

Heritage Commission: Marilou MacLean; Heritage is planning on doing the Christmas Breakfast this year on 12/10/2022 from 9-11am in the Town House! At roughly 10 am they will present Agnes MacDonald with the Town Cane! All is invited to attend the celebration! Looking into 2023 Heritage plans on returning to regular events that will include the 200th celebration of the Town House and its many memories, the September BBQ, Ice Cream Socials with historical and fun activities. It has been highly requested to do a Cookbook! A basket will be placed in the Town Offices for recipe submittals! The Heritage Commission wants to thank Bob Servacek for his hard work and historical finding on the cemeteries. He has surveyed and mapped 66 of the 72 cemeteries in Brookfield, in that process he has transcribed and logged 673 tombstones and 252 fieldstone markers a total of 925 burials and 69 Veterans. He has created a master index of these burials. This process has moved along with the help of his wife Karen Servacek. The final historical data will hopefully be digitalized and will offer a interactive map of cemeteries and burials that when clicked on will provide a personal historical snap shot of each person buried. Many thanks to Mr. Servacek, as this is a wonderful asset for the town. Marilou submits a proposed 2023 budget and makes some suggestions on how to cover the cost of the window restoration and other Town House projects. Between grants and funds available she projects to have all the restoration completed by 2025.

- **Archival:** Craig Evans; He picked up the town book that was done on last years budget, and simultaneously dropped off two other books. One book is this years budgeted book for restoration. The second book was brought down for an evaluation and an estimate so that it can be budgeted for. For books 7 and 9, it is projected to cost somewhere around \$10,775.00 for the conservation and digital reproduction. There is \$10,000.00 in this year budget. He suggests doing book 9 this year and budget for book 7 for 2023. Craig explains how the digital pdf content will be shared on the website, once its available.
- **Planning Board:** Meets on 11/14/22
- **Treasurer:** Joanne Dolbear; IT will be in this week to install the new server. She has received feedback that the CEO fees posted online are a bit confusing as it only reflects the cost per a square foot for new construction. The BOS suggest that each department check their fees for accuracy and report to Cassandra so that they can be published on the website accurately. Joanne explains that there are funds remaining from the Covid relief funds received. She suggests to defer the remaining \$6,000.00 to next years budget or to spend it, perhaps on upgraded financial software. Chris Kinville adds input on the matter and feels that spending the funds on financial software made sense as the town has just updated the computers. MTS is the suggested financial software costing \$11,000.00.

MOTION: Selectman Surette motions to Move forward with the purchase of the MTS Software. Selectman Zacher seconded. All in favor, motion carries.

- **Road Agent:** Chris Kinville; Has identified 3 paving projects to look towards in the future. He has received some estimates on the projects and is waiting for a couple of more estimates. The areas/ roads that he identified are Garney Rd, Roberts Rd, and Moose Mountain Rd. Each road has different stages of decay and will need individualized plans of restoration. The cost will be about \$600,000.00. The question remains, how many years will it take to financially prepare for the cost? Chris suggests storing a few of the town items in the recently cleaned out garage. Items such as extra signs, water spray tank, and fire truck. Selectmen agree to the storing of the items in the garage as it is secure cold storage. Chris spoke with a Moose Mountain Rd resident who is having a problem with the road run off pooling at the end of their driveway causing a large freeze spot in the winter and large pool in the spring. Chris inspected the area and identified that there is an issue. Caused by the road grade. He suggests adding gravel to the area. This raises the question of who's responsibility it would be in future cases to address similar issues, the homeowner or the town. After discussion on this particular case the BOS decide that in this particular case because the issue is out of the homeowner's control that they will add the gravel but, in the future, and per RSA, it is in fact the homeowner's responsibility to keep their driveway at the same grade level as the road. Chris requests the report on the Moose Mountain Bridge so that he may assist in the advancements in the project. Selectman Surette agrees to send it to him and thanks him in assisting. He also informs the BOS that a stop sign on Moose Mountain Rd. was stolen and he reported it. The Wakefield PD called him and said they had located a few of Brookfield's signs. Upon Chris's inspection he discovered that only

one of the seized signs belonged to Brookfield and it was the Brookfield town line sign. In addition, Chris also informs the BOS that looking ahead to next year, tree work on the roadsides will need to be done as most of the Ash trees are dead along with some other big trees and they pose a hazard. The trees will require a tree service for removal. Gravel needs to be added to several road areas before winter and a few culverts need attention immediately.

MOTION: Selectman Surette motions to add gravel to the end of the driveway in this case. Selectman Robischeau seconded. All in favor, motion carries.

- **Newsletter:** Leah Gage; Leah has been working on the draft of the newly reinstated newsletter. She produces a draft to the BOS for review. Selectman Surette asks her to send a draft to Editor Lois Hall for review as well. If the newsletter team are satisfied with the suggested changes if any then they can move it forward to Dick and Diana Peckham for folding and stuffing into the Tax Bills for distribution!

MOTION: Selectman Surette motions to defer the revenue received from Sennet Bill 401 Block Grant Aid in the amount of \$28,300.29 to the 2023 budget. Selectman Robischeau seconded. All in favor, motion carries.

- **Moderator:** Rose Zacher; Moderator James Cowles wants to know if the Selectmen can set up on Saturday for the General Election? The Selectmen agree to meet at the Town House for set up on Saturday at 10 am. Craig Evans points out that the table used in the handicap booth is currently being used by IT for computer set up and suggests purchasing a new table. Selectman Robischeau agrees to buy a replacement 5ft table for the Election. Mrs. Zacher reads a reminder sent from the Moderator; All three Selectmen need to be present for the General Election, if one cannot attend they would need to appoint a per diem replacement per RSA 658;21:A.

MOTION: Selectman Robischeau motions to verify that a 5ft table is what is needed and if so he will purchase a replacement immediately. Selectman Surette seconded. All in favor, motion carries.

- **Carry In:**
 - Selectman Zacher: At the last Town Meeting the Communication Committee agreed to work with the State to create Communication Bylaws. Brookfield was in return authorized to work with the Planning Committee of Carroll County Communications District to generate the Bylaws. They have been prepared and in order to move forward with them a Public Hearing is required. It is requested to schedule a hearing before the end of December so that the town can provide input on the continuation of the Communications Committee and Carroll County to continue their communications

and participation in the communication needs. The Hearing will be scheduled for in the next few weeks.

- Selectman Zacher: The railroad tracks on Clark Rd. have been repaved! The Cotton Valley Rail Trail received a grant for the overhaul, and they have pressed forward and completed the project. Thank you, Frank Frasier, for your involvement and diligence in the matter. The tracks are much safer for all travelers.
- **Trustee of Trust Funds:** Selectman Robischeau; Next meeting is on Thursday at 7pm.
- **Grant Review Committee:** Ed Comeau; Presents the drafted Grant Review Application. He explains the importance of the committee and the application as it simplifies and prioritizes the acceptance process of applying for and receiving grants. Ed strongly suggests keeping the committee active as some grants have red tape and complicated requirements that the BOS may not be able to decipher. Ed suggests appointing Selectmen Robischeau for the other committee member.

MOTION: Selectman Surette motions to keep the Grant Review Committee active and appoint Brian Robischeau as a member to the Grant Review Committee. Selectman Zacher seconded. All in favor, motion carries.

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

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

- **Budget Review:** Work session scheduled for Saturday at 8am.

Meeting adjourned at 7:52pm.

The next regular Selectmen's meeting is scheduled for November 15, 2022 at 7:00 AM in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant