



**Town of Brookfield  
Board of Selectmen Meeting  
May 2, 2023**

**ATTENDANCE:** Rich Zacher, Chairman; Brian Robisneau, Selectman; Ed Gauthier, Selectman; Joanne Dolbear, Treasurer; Chris Kinville, Road Agent; Karen Servacek, Town Clerk and Diana Peckham, Tax Collector.

**Also Present:** Mark Stengel and Leah Gage.

- **Call to Order:** Rich Zacher called the meeting to order at 6:00 PM.
- **Pledge of Alliance**
- **Approval of Minutes:** Rich Zacher made a motion to approve the minutes of April 18, 2023, seconded by Ed Gauthier. The motion passed unanimously.
- **Public Comment:** Leah Gage, Brookfield Newsletter Editor has emailed the Selectmen a suggested policy and the Newsletter draft for their approval. Once approved, the Newsletter will be mailed with the tax bills this month. Leah informed the Board that she has received approval from the Heritage Commission to play old fashion type games during the scheduled Ice Cream Social.

Karen Servacek wanted to acknowledge the Conservation Commission, the Kinville's and Cory Pike for a beautiful job in cleaning up the Town buildings for Earth Day. The grounds look great, and it has been acknowledged by many residents.

Karen reminded the Board that Janet Williamson will be presenting **Stop The Bleed and AED** instruction on Thursday, May 4<sup>th</sup> at 6:00 pm at the Town Office. To date 8 people have registered and it is hoped that more will attend.

Karen stated that the Yoga session will end on May 18<sup>th</sup>. There has been a great response to continue with another session. With the Boards permission they would like to begin a new session on May 25<sup>th</sup> with the same charge of \$100 for use of the building. The Selectmen approved this request.

- **Tax Collector:** Diana Peckham presented three properties for deeding:
  - Map 4 Lot 14
  - Map 39 Lot 2
  - Map 14 Lot 8

Every possible effort has been made to contact the owners of all three properties. Certified mail has not been picked up. The homeowner has applied and been approved for Homeowners Relief Funds however payment has not been received.

After much discussion **Rich Zacher made a motion to grant a waiver to the owner of Map 4 Lot 14, giving the owner 30 days to pay, seconded by Ed Gauthier. Motion passed unanimously.**

**The Selectmen signed the deed waiver that will expire on June 2, 2023, if payment is not received.**

It was further decided that if the taxes have not been paid in 30 days the Town will take possession of the property. The locks will be changed, a notice will be posted and a realtor will be hired.

**MOTION: Rich Zacher made a motion to deed the property Map 39 Lot 2 and Map 14 Lot 8 to the Town of Brookfield, seconded by Ed Gauthier. The motion passed unanimously. The documents were signed, notarized, and will be recorded at the Registry of Deeds.**

**MOTION: Rich Zacher made a motion to sign the Warrant to collect taxes in the amount of \$1,272,032. Motion was seconded by Brian Robisneau. The motion passed unanimously.**

- **Committee Reports:** Ed Gauthier reported on the Records Management meeting that was held on Monday, May 1<sup>st</sup>. The Committee will write the following policies:
  - Access to the Valult
  - Use of original documents
  - Form for 91 A requests
 A draft of the policies will be reviewed by the Town attorney before being submitted to the Board for approval. The Committee hopes to have the policies ready for approval at the June 13<sup>th</sup> Selectmen's Meeting.

The Conservation Commission will be meeting on Wednesday, May 3<sup>rd</sup>. Jeremy Marcotte would like to serve on the Commission. **Ed Gauthier made a motion to approve the appointment of Jeremy Marcotte to the Conservation Commission, seconded by Brian Robisneau. The motion passed unanimously.**

The Trustees of Trust Funds will be meeting on Monday, May 8<sup>th</sup>.

The Heritage Commission will be meeting on Wednesday, May 10<sup>th</sup>.

- **Road Agent:** Chris Kinville reported that there was significant damage to Tumbledown Road, Walker Road and Pleasant Valley Road during the recent storm. Chris has repaired the roads to make them passable and hopes that the repairs will hold until further repairs can be completed.
- **Carroll County Communication District:** Rich Zacher made a motion to appoint Marshall Goldberg as the Town's representative to the Carroll County Communication District and Steven Berry as the alternate. Brian Robischeau seconded, and the motion passed unanimously.
- **Intent to Excavate:** The Board approved and signed the Intent to Excavate 10,000 cubic yards of sand from Moose Mountain Properties.
- **Code of Ethics Policy:** The Board discussed the Code of Ethics Policy and would like to add a statement that if the Code of Ethics is violated the Selectmen will decide the course of action to be taken.
- **Approval of Bills:** Joanne Dolbear presented the bills for payment in the amount of \$198,606.67.

**MOTION:** Rich Zacher made a motion to approve the bills presented, seconded by Ed Gauthier. The motion passed unanimously.

There being no further business to come before the Board of Selectmen, Rich Zacher made a motion to adjourn, seconded by Ed Gauthier. The motion passed unanimously, and the meeting adjourned at 6:55 pm.

Respectfully submitted,

Joanne Dolbear  
Acting Secretary